

MANATEE COUNTY GOVERNMENT

AGENDA MEMORANDUM

ORIGINAL

DATE: (03/26/84) 04/11/84 Dianne Mills
 TO: Board of County Commissioners County Attorney
 FROM: County Administrator APPROVED AS TO FORM
 BY: Originating Department Manatee County Public Utilities Department
 SUBJECT: AGENDA ITEM - REGULAR _____ CONSENT ^X _____ REQUESTED AGENDA DATE 4/17/84
 RE: Approval of Lock Box Participation

ACTION REQUIRED:

MOTION

Move for approval for the Public Utilities Department to enter into a direct payment agreement with Barnett Bank for lock box service

ACTION(S) REQUIRED: _____ Execution Acceptance _____ ^X Approval Recording _____ Authorization Adoption _____

COST: 401.701000.538530.00000
 SOURCE:

ATTACHMENTS: Memo of explanation BOARD RECORDS: _____

AGENDA DISPOSITION

ACTION TAKEN BY THE BOARD:

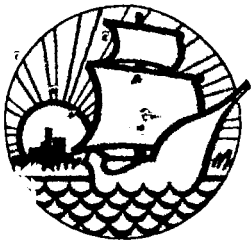
- APPROVED DEFERRED UNTIL _____ RECEIVED
 DISAPPROVED CONCURRED WITH STAFF RECOMMENDATION REFERRED TO STAFF

OTHER: _____

SPECIAL INSTRUCTIONS: _____

BOARD MEETING DATE: _____

AGENDA CODE: _____



MANATEE COUNTY GOVERNMENT

March 23, 1984

MEMORANDUM

TO: Robert Fernandez, County Administrator

FROM: Richard Wilford, Director of MCPUD

SUBJECT: Board approval of Lock-box contract

Background

The Utilities Department has been using a lock-box service through the County bank for over two years. The bank contract was re-bid by the Clerk's office in October, 1983.

Discussion

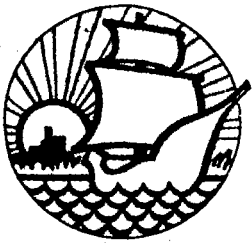
The recommendation was made by the Clerk's office that the lock-box service be paid for as a direct payment to the bank instead of through the allocation of a compensating balance as was the previous method.

Recommendation

As the Clerk's office has selected Barnett Bank for the County bank, I recommend that the Board of County Commissioners approve MCPUD entering into the contract for the lock-box service and the issuance of a purchase order for an estimate of the cost for the months November, 1983 through September, 1984.

Action

A motion to approve the County's participation in the contract with the Barnett Bank as negotiated by the Clerk's office.



MANATEE COUNTY GOVERNMENT

DATE: April 11, 1984
TO: Sim Smith, Purchasing Director
FROM: Richard A. Wilford, Director MCPUD
SUBJECT: Lockbox Participation

Note the attached memorandum from the County Administrator. Purchase Requisition 88326 was signed on February 17, 1984 for 11 months of lockbox service in accordance with the agreement executed with the Clerk Of The Circuit Court. A copy of the purchase order and the agreement are attached.

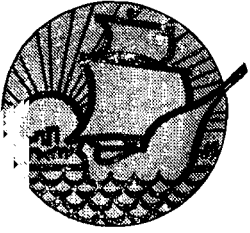
The Clerk Of The Circuit Court has recommended that MCPUD pay directly for the service rather than transferring funds to the Clerk's office for payment.

10 copies of the agenda memorandum are attached.

If there is anything additional that is needed please let me know.

AC:hs
Atch. (10)

Copy: Robert F. Fernandez




MANATEE COUNTY GOVERNMENT

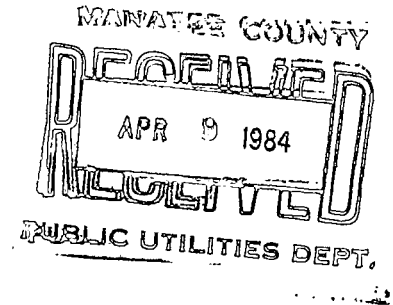
April 5, 1984

MEMORANDUM

TO: Richard Wilford, Director
Public Utilities Department

FROM:  Robert F. Fernandez
County Administrator

SUBJECT: Approval of Lockbox Participation



I have removed the above-captioned item from the April 10, 1984 Consent Agenda in order that this item be fully processed through the Purchasing Division, in that the cost involved is greater than \$10,000. A requisition was earlier requested for the payment of costs incurred for the lockbox service, and a purchase order should be properly processed with regard to this matter. I would ask that the cost and source of funds for this service be identified on the Agenda Memorandum.

I am proceeding in this fashion to be sure we fully comply with applicable purchasing policies and procedures and would ask that this be prepared for the Consent Agenda of April 17, 1984.

Thank you for your assistance in this matter. If you have any questions or comments, please feel free to contact me.

RFF/DFR/vbd

Copies to Messrs. David F. Rothfuss, Director
Office of Central Services

Sim J. Smith, Director
Purchasing Division

COUNTY OF MANATEE
 BOARD OF COUNTY COMMISSIONERS
 PURCHASING DEPARTMENT
 P.O. BOX 1000, BRADENTON, FLORIDA 33506

REQUISITION
 THIS IS NOT A PURCHASE ORDER

00310

PURCHASE ORDER NUMBER REQUISITION NUMBER

SUGGESTED VENDORS:

BARNETT BANK

Attn: D.T. Pomar

PURCHASING DEPT. USE ONLY				PURCHASE ORDER NUMBER	REQUISITION NUMBER
1	2	3	4		
				VENDOR CODE	P.O. NUMBER
				1	
				2	
				3	
				4	

ITEM NO.	QUANTITY	UNIT	ARTICLE (GIVE FULL DESCRIPTION)	UNIT PRICE	UNIT PRICE	UNIT PRICE	UNIT PRICE	TOTAL AMOUNT	ACCOUNTING DETAIL
DOUBLE SPACE THIS AREA									
1			11 months lock-box services includes processing billing stubs and making deposit to our account on same day basis, daily computer print-out, telephone line for transmission to D.P. Center of daily accounts receivable credits Per contract with Clerk for Banking Services					\$33,000	401-701000-538530-00000

INSTRUCTIONS
 TO FILL OUT - USE TYPEWRITER OR PRINT.

REFER TO PURCHASE BY YOUR REQUISITION NUMBER UNTIL RECEIPT OF COPY OF PURCHASE ORDER, THEREAFTER BY PURCHASE ORDER NUMBER.
 (ALWAYS PRESENT SUFFICIENT DETAIL ABOUT EQUIPMENT DESIRED TO SAVE THE PURCHASING DEPARTMENT TIME IN HAVING TO TELEPHONE YOU FOR ADDITIONAL INFORMATION.)
 MATERIALS AND SUPPLIES REQUESTS SHOULD LIKEWISE CARRY SUFFICIENT INFORMATION TO LET THE PURCHASING AGENT KNOW, WITHOUT ANY QUESTIONS, WHAT IS DESIRED.

SHIP TO: D. Mills, MCPUD
 4501 66th St W, Bradenton 33507

SHIP DATE: INVOICE NO.

THE ARTICLES OR SERVICES REQUESTED ARE NECESSARY TO PROPERLY CONDUCT THE ACTIVITIES OF THIS AGENCY AND HAVE BEEN PROVIDED FOR IN THE BUDGET AND FUNDS ARE AVAILABLE IN MY BUDGET TO COVER THIS PROCUREMENT.

Ronald E. Lee 2/17
 DEPARTMENT HEAD OR AUTHORIZED AGENT

REQUESTING DEPT.

AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 1983, between the Clerk of the Circuit Court and Chief Financial Officer of Manatee County (the "County") and The Barnett Bank, a national banking association duly organized and existing under the laws of the United States of America (the "Bank").

The County on September 1, 1983, issued requests for proposals (Exhibit A) from banks in Manatee County to provide consolidated and comprehensive banking services for the County. On September 19, 1983, the Bank, among others, submitted a proposal to provide the requested banking services for the prices set forth in their bid proposal (Exhibit B). On September 31, 1983, the County accepted the Bank's bid and awarded the banking services to the Bank.

NOW, THEREFORE, in consideration of the premises, the Request for Proposal set forth in Exhibit A, the bid proposal set forth in Exhibit B, and the covenants and agreements contained in this Agreement, the parties agree as follows:

I. BANKING SERVICES

The Bank shall:

1. Continue to operate a full service bank within Manatee County for the duration of this Agreement.
2. Establish the following account structure:
 - Operating Account
 - Payroll Account (a zero-balance account)
 - Accounts Payable Account (a zero-balance account)effective on November 1, 1983.
3. Maintain and operate the operating/zero-balance account structure as defined in detail in Section II. C (pages 4 through 6) of the request for proposal hereincorporated and attached as Exhibit A to this Agreement.
4. Provide availability for the funds deposited according to the following schedule:
 - Wire transfers - same day credit.
 - All checks in accordance with the Availability Schedule as contained in the bid proposal (Exhibit B) and as subsequently amended. Copies of any amendments to be provided to the County.
5. Provide a "Daily Balance Report Telephone Call" to the Finance Department no later than 10:00 a.m. of the

U 6. Provide the automatic daily repurchase agreement service for any available funds (in \$1,000 increments) in excess of the compensating balance existing on the Bank's books at 12:00 p.m. (noon). The County agrees to maintain at least \$250,000 in the repurchase agreement to receive this automatic service. The daily repurchase agreement will be made for any investments authorized for counties in the Florida Statutes, and evidenced by a written agreement, a sample of which is included in Exhibit B of this Agreement. Other forms may be substituted, provided they contain all the information listed in the above sample.

The interest rate for the repurchase agreement will be set at 20 basis points below the average Federal Funds rate using the high and the low for the day.

Proceeds (principal) from the repurchase agreement will be placed in the Operating Account, daily as needed. Interest will be placed in the Operating Account no later than 9:00 a.m.

7. Provide wire transfer services on the Federal Communications System (Fed Wire) as described in detail in Section II. G of Exhibit A.

8. Provide lockbox services as described in Section II. I of Exhibit A, or as modified by mutual agreement to begin on November 1, 1983.

9. Provide the account reconciliation services described in detail in Section II. H of Exhibit A.

10. Provide the statements and reports as required in Section II. of Exhibit A, on a frequency mutually agreeable to both parties.

11. Automatically redeposit all returned checks, due to insufficient funds, a second time, and notify the appropriate people described in Section II. L of Exhibit A.

12. Provide deposit slips, stop payment forms, coin wrappers, and endorsement stamps as appropriate.

13. Use a zero interest rate - Certificate of Deposit for purposes of investing the compensating balance, thus lowering the reserve requirement and the resultant costs to the County and the Bank.

II. COUNTY RESPONSIBILITIES

The Clerk of Circuit Court and Chief Financial Officer shall:

1. Deposit all checks and cash items into the Operating

Account.

2. Notify the Bank of any delays in wire transfers and provide the Bank authorization to initiate the appropriate tracer or follow-up.

3. Pay for all services supplied to the County by the Bank through a compensating balance approach described in Section III. C of Exhibit A, with the exception of charges relating to the lock box services, which will be charged to the Operating Account directly.

4. Adjust the compensation (in item 3 above) for services for any price changes by the Federal Reserve System, as described in detail in Section III. C of Exhibit A.

5. Make appropriate arrangements with the Bank for safeguarding wire transfers.

This Agreement shall be for the period beginning November 1, 1983, and ending on October 31, 1985, unless extended by mutual agreement of both the County and the Bank.

Contact personnel for purposes of this Agreement will be R. B. Shore (County) and Donald T. Pomar (Bank).

Either party may terminate this Agreement at any time by providing written notice to the other party no later than ninety (90) calendar days before the proposed termination date. However, the termination provision may be exercised only after the Agreement has been in effect for three calendar months. The Bank shall be entitled to just and equitable compensation for any satisfactory work completed to the termination date.

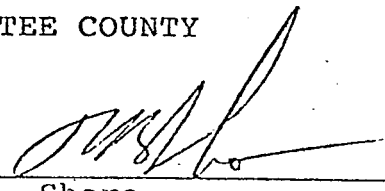
Neither party to this Agreement will be held responsible for delays caused by acts of God or other factors beyond the control of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

ATTEST:

MANATEE COUNTY

Bonnie J. Mabry

By: 
R. B. Shore
Clerk of Circuit Court
-and-
Chief Financial Officer



ATTEST:

BARNETT BANK

By: _____