



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Depository Banking, Lockbox, & Merchant Banking Services

Solicitation Number: RFP 16-086

Description: The City of San Antonio, Finance Department is requesting proposals from Respondents to provide Depository Banking Services, Lockbox Services, and Merchant Banking Services, respectively, of this Request for Proposal (“RFP”). Respondents may submit proposals to provide services in one, more than one, or for all three services.

Date Issued: Monday, August 1, 2016

Due Date & Time: Tuesday, August 30, 2016 at 2:00 P.M., Central Time

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, 11th Floor Large Conference Room, 111 Soledad, San Antonio, Texas 78205 at 9:00 a.m., Central Time, on Tuesday, August 9, 2016.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov.

Evaluation Committee Voting Members:

Ben Gorzell, Jr., Chief Financial Officer, City Manager’s Office

Troy Elliott, Director, Finance Department

Hugh Miller, Chief Technology Officer, Information Technology Department

Margaret U. Villegas, Assistant Director, Finance Department

Cappi Arriola, Financial Management Administrator, Finance Department

Linda Dzierzanowski, Senior Director of Finance and Treasury, CPS Energy

Phyllis Garcia, Treasurer, San Antonio Water System

Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 2:00 p.m., Central Time, on Friday, August 12, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III

City of San Antonio, Finance Department, Purchasing Division

laura.sambrano@sanantonio.gov

Questions submitted before the question deadline and the City’s responses will be posted with this solicitation.

To view this solicitation, go to the City of San Antonio’s website, Bidding and Contracting Opportunities, <http://www.sanantonio.gov/RFPListings/>.