



**OFFICE OF COMPTROLLER  
ORANGE COUNTY, FLORIDA**

**Y19-1049**

**REQUEST FOR PROPOSALS  
COMPREHENSIVE BANKING AND TREASURY MANAGEMENT SERVICES**

**SUBMIT PROPOSALS TO  
CLERK TO THE BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY ADMINISTRATION CENTER  
201 SOUTH ROSALIND AVENUE, FOURTH FLOOR  
ORLANDO, FLORIDA 32801**

**PROPOSALS ARE DUE NO LATER THAN 4:00 P.M.  
FEBRUARY 28, 2019**

**REQUEST FOR PROPOSALS  
COMPREHENSIVE BANKING AND TREASURY MANAGEMENT SERVICES**

Table of Contents

<u>Subject</u>	<u>Page</u>
Objectives.....	1
Scope of Services.....	1
Prospective Service.....	14
Terms and Conditions.....	14
Instructions for Response Forms To Request for Proposals.....	29
Bank Information Response Form.....	32
Objectives and Scope of Services Response Form.....	33
Proforma Account Analysis Response Form.....	35
Proposer’s Warranty.....	41
Equal Opportunity Workforce Schedule.....	42
Schedule of Subcontracting - M/WBE Participation Form.....	43
Schedule of Subcontracting – SDV Participation Form.....	44
Dislocated Worker Form.....	46
Letter of Intent (Verification of M/WBE Utilization).....	47
Letter of Intent (Verification of Disabled Veterans Utilization).....	48
Conflict/Non-Conflict of Interest and Litigation Statement.....	49
E Verification Certification.....	50
Acknowledgement of Addenda.....	51
Authorized Signatories/Negotiators.....	52
Drug-Free Workplace Form.....	53
Relationship Disclosure Form.....	54
Orange County Specific Project Expenditure Report.....	60
Agent Authorization Form.....	66
Leased Employee Affidavit.....	67
Information for Determining Joint Venture Eligibility.....	68
Utilities Lockbox – Programming Specifications.....	Exhibit 1
Red Light Lockbox – Programming Specifications.....	Exhibit 2
Enterprise Security – Critical Standards Summary.....	Exhibit 3
November 2019 Account Analysis Statement.....	Separate Cover

**REQUEST FOR PROPOSALS  
COMPREHENSIVE BANKING AND TREASURY MANAGEMENT SERVICES**

**OBJECTIVES**

The Orange County Comptroller (Comptroller) is issuing this Request for Proposals (RFP) to solicit sealed proposals from qualifying banks to provide the Orange County Board of County Commissioners (Board) and the Comptroller (together as County) comprehensive banking and treasury management services. The County will enter into a contract for all requested services with a single bank for the life of the contract except for merchant services, which at times does not lend itself to using a sole source. Orange County Parks and Recreation has a separate merchant services agreement. The range of services described in detail below includes collection and deposit, concentration and disbursement, and account maintenance. The Comptroller requires proposing banks to affirm that the costs, terms and conditions to be contracted will be extended to Orange County's other constitutional officers and the Orange County Library District at their option during and for the term of the contract. Currently, the Supervisor of Elections is the only constitutional officer to contract with the current vendor under the terms of the County's banking services agreement. The Comptroller issues this RFP in his capacity as the Chief Financial Officer of the County.

The Comptroller desires to establish a banking relationship with a qualified bank to provide the services described below. Under this approach, it is essential that the winning bank and the County maintain open and frequent two-way communication, provide and receive timely responses, establish services and service levels by contract or written agreement, provide and receive fair pricing and compensation, and maintain high ethical standards.

**SCOPE OF SERVICES**

A proposing bank shall positively affirm its capability to provide the specified services or shall note any exception(s) on the Objectives and Scope of Services Response Form. Banks are invited to propose reasonable alternatives to the requested services.

Contract Period

All services shall be provided for a three-year period with three optional one-year renewals by the mutual agreement of all parties. The winning bank shall provide services during the three, optional one-year renewal periods at the same costs, terms and conditions provided for in the initial three-year period of the contract. The inception date shall be July 1, 2019. If the winning bank shall not be the current provider of comprehensive banking services, Wells Fargo Bank, then the

winning bank shall begin transition, conversion and implementation operations not later than March 31, 2019, to be fully operational by the inception date. A proposing bank other than Wells Fargo Bank shall submit its implementation schedule as part of its response.

### Bank Qualifications

#### Qualified Public Depository:

Only banks meeting the criteria set forth in Chapter 280, Florida Statutes, the Florida Security for Public Deposits Act (Act) shall be considered. The winning bank must be a qualified public depository as set forth in the Act at the time of proposal and maintain this status throughout the life of the contract. A proposing bank shall provide evidence of its status as a qualified public depository.

#### Bank Financial Strength:

Only banks meeting the following measures of financial strength shall be considered. For the quarter ended September 30, 2018, a proposing bank must be ranked by the Federal Reserve Board in the top 50 banks having consolidated assets of \$300 million or more. A proposing bank shall provide evidence of its rank with the Federal Reserve Board and the amount of consolidated assets.

The bank's response shall include its credit ratings. At a minimum, the proposal must include the long-term and short-term issuer ratings from S&P Global and Moody's Investors Service. The proposing bank must have credit ratings from S&P and Moody's equal to or better than the following:

<u>Bank Rating</u>	<u>S&amp;P</u>	<u>Moody's</u>
Long-term issuer rating	A	A2
Short-term issuer rating	A-1	P-1
Deposits	A	A2

#### Branch Banking:

Proposing banks must be able to provide branch banking services to the County's departments in various locations in Orange County. A proposing bank shall provide a map of its branch locations in Orange County.

### Contract Structure

The Comptroller expects to enter into a master banking and treasury management services agreement. The Comptroller expects the master agreement to be supplemented by other agreements such as a commercial account agreement and merchant account agreement. The winning bank's proposal shall become an integral part of the master agreement.

## Account Structure

The County currently maintains 24 accounts. The County requires the same structure currently in place and described below. The Comptroller may open new accounts or close existing accounts to facilitate the efficient and legally required flow of funds at the costs, terms and conditions to be contracted.

### Collection and Deposit Accounts:

1. **General Revenue:** This account receives most of the general government revenues of the County. Deposits may be in the form of cash, checks, credit and debit card, Fedwire, and ACH and book transfers. Deposits may be made at branches and cash vault by armored car. Disbursements are generally transfers to other accounts. This account purchases and sells investment securities.
2. **Convention Center:** This account is used to deposit the operating and capital revenues of the Orange County Convention Center. Deposits may be in the form of cash, checks (including electronic presentment), credit and debit card, Fedwire, and by ACH and book transfers. Deposits may be made at branches or cash vault by armored car. Disbursements are generally transfers to other accounts. This account may purchase and sell investment securities with debt service funds and project construction funds.
3. **Water Utilities:** This account is used to deposit the operating and capital revenues of the Water and Wastewater System. Deposits may be in the form of cash, checks, credit and debit card, ACH debit and credit, and book transfers. Deposits may be made at branches, cash vault by armored car or whole-tail lockbox. Disbursements are generally transfers to other accounts. This account may purchase and sell investment securities with debt service funds and project construction funds.
4. **Solid Waste:** This account is used to deposit the operating and capital revenues of the landfill and two transfer stations. Deposits may be in the form of cash, checks, credit and debit card, wholesale lockbox credits, and by ACH and book transfers. Deposits may be made at branches, cash vault by armored car or wholesale lockbox. Disbursements are generally transfers to other accounts. This account may purchase and sell investment securities with debt service funds and project construction funds.
5. **Board EFT Revenue:** This account receives most ACH and wire receipts. Disbursements are generally transfers to other accounts.
6. **Comptroller EFT Revenue:** This account receives most of the Comptroller's ACH and wire receipts. Disbursements are generally transfers to other accounts.

7. Fire Ambulance: This account is used to deposit insurance claims and private payments for ambulance services rendered by Fire Rescue. Deposits may be in the form of cash, checks, credit card, wholesale lockbox credits, and by ACH and book transfers. Deposits may be made at branches or a wholesale lockbox. Disbursements are generally transfers to other accounts.
8. Comptroller Revenue: This account is used to deposit all of the Comptroller's revenues. Deposits may be in the form of cash, checks, credit and debit card, Fedwire, and by ACH and book transfers. Deposits may be made at branches or cash vault by armored car. Disbursements are generally transfers to other accounts. This account purchases and sells investment securities.
9. Transfers of Lien: This account is a trust fund to receive and disburse amounts received for transfers of liens from one party to another. Deposits and disbursements are generally by book transfer.
10. Parks & Recreation: This account is used to deposit payments received in the parks system in the form of cash, checks, and credit cards. Deposits are typically made at branches. Disbursements are generally made by book transfer.
11. Red Light: This account is used to deposit payments for red light running violations. Deposits are in the form of cash, checks and credit cards and are made at the county administration building, via lockbox or online.
12. Retiree Health: This account is used to deposit contributions and fund disbursements for retiree healthcare benefits. Deposits are made in the form of ACH transfers from Orange County. Disbursements are made by book transfer to fund ACHs issued to retirees.
13. Comptroller Tax Deed Deposits: This account is used for tax deed deposits from bidders and disbursements to accounts with remaining balances after auctions have been completed. Deposits are made in the form of wire transfers from citizens. Disbursements are generally made by book transfer.
14. The following accounts are used to manage proceeds from general government debt issues and other borrowings. These accounts also enable debt and note service payment transactions. Deposits and disbursements are generally wire or book transfers. These accounts will purchase and sell investment securities with debt service and project construction funds.

Capital Improvement Revenue Bonds  
Public Facility Revenue Bonds

#### Concentration and Disbursement Accounts:

1. Citizen Resource and Outreach: This account is a revolving fund account for low income assistance. Deposits are generally made by check. Disbursements are made daily by checks charged directly to this account.
2. Board Payroll Clearing: Biweekly payroll checks, fringe benefit checks, and direct deposit disbursements are charged to this account. Deposits are generally biweekly book transfers for the total amount of the payroll liability. Biweekly, on Friday, or other days during holiday periods, payments are made primarily by direct deposit. Currently, the Payroll Department processes approximately 9,879 direct deposit transactions for 7,535 employees totaling \$11.6 million. The Payroll Department issues roughly 80 checks totaling \$46,000 biweekly.
3. Comptroller Payroll: Biweekly payroll checks, fringe benefit checks, and direct deposit disbursements are charged to this account. Deposits are generally biweekly book transfers for the total amount of the payroll liability. Biweekly, on Friday, or other days during holiday periods, payments are made primarily by direct deposit. Currently, the Payroll Department processes approximately 304 direct deposit transactions for 200 employees totaling \$336,500.
4. Board General Clearing: This account is a check clearing account on which general accounts payable checks are written. Checks are written daily. Approximately 63,000 checks totaling \$595.1 million are processed annually.
5. Comptroller General Clearing: This check clearing account is used by the Comptroller to write accounts payable checks. Generally, checks are written weekly. Currently, approximately 1,921 checks in the amount of \$19.1 million are processed annually.
6. Risk Management Clearing: This check clearing account is used to pay all property, general liability, and workers' compensation claims relative to the County's self-insurance program. Deposits are generally book transfers.
7. Board EFT Disbursements: This account is used to pay most federal and state tax liabilities, as well as other electronic disbursements. Deposits are generally book transfers. Disbursements are generally ACH or wire transfers.
8. Comptroller EFT Disbursements: This account is used to pay the Comptroller's vendors, federal and state tax liabilities, and other miscellaneous disbursements. Deposits are generally book transfers. Disbursements are generally ACH or wire transfers.
9. Corrections Inmate: This account is used as a revolving fund and checking account. Cash and check payments are disbursed to inmates being transferred and released.

## Collection and Deposit Services

### Funds Availability:

The Comptroller seeks to maximize funds availability. In order to accomplish this goal, the winning bank shall disclose its minimum cutoff and availability requirements.

### Deposit Deadline/Ledger Cutoff Time:

A proposing bank shall provide deposit deadline schedules for each of its branches and the cash vault that will enable the bank to implement the ledger cutoff times. A proposing bank shall provide a ledger cutoff time of 4 p.m. or later.

### Collected Balances:

Wire transfers shall receive ledger credit on receipt and same day availability. ACH credits shall be memo posted immediately, receive same day ledger credit, and same day availability. *On-us* checks shall receive same day availability. A proposing bank shall provide its funds availability schedule and its methodology for computing deposit float.

### Wholesale and Retail (or Wholetail) Lockbox:

Only banks with the capability to provide wholesale and retail (or wholetail) lockbox services shall be considered. The proposing bank shall describe its lockbox process, including the following:

1. The mailbox address.
2. The address of the lockbox processing facility.
3. Pickup times.
4. The method used to transport the mail from the mailbox to the processing facility.
5. Length of time it takes for mail to reach the lockbox processing facility after being picked up at the mailbox.

If the proposing bank utilizes a third-party lockbox provider, the contract will be between the bank and the lockbox provider. The County shall be billed for services monthly through the bank's account analysis statements.

A proposing bank shall provide wholesale lockboxes for Solid Waste and Fire Rescue receipts and a retail (or wholetail) lockbox for Water Utilities and Red Light receipts. The lockboxes must be capable of sending electronic files to update County/vendor software. The table on the next page lists sample specifications for each lockbox.



Lockbox Specifications:

Service	Red Light	Solid Waste	Fire Rescue	Water Utilities
Box collection	By bank	By bank	By bank	By bank
Pick up time	By 9 a.m.	By 9 a.m.	By 9 a.m.	By 9 a.m.
Deposit processing	By 3 p.m.	By 3 p.m.	By 3 p.m.	By 3 p.m.
Electronic file	By 8 a.m. next day	By 8 a.m. next day	By 8 a.m. next day	By 8 a.m. next day
Acceptable payee	Accept All	Accept All	Accept All	Accept All
Two-party items	Accept	Accept	Accept	Accept
Undated items	Accept	Accept	Accept	Accept
Postdated items	Accept if less than 2 days	Accept if less than 2 days	Accept if less than 2 days	Accept if less than 2 days
Stale dated items	Forward to County	Forward to County	Forward to County	Forward to County
Different amounts	Use script	Use script	Use script	Use script
No backup document	Forward to County	Forward to County	Forward to County	Forward to County
Missing signature	Accept	Accept	Accept	Accept
Dispute endorsements & mail	Forward to County	Forward to County	Forward to County	Forward to County
Cash	Accept	Accept	Accept	Accept
Returned items	Forward to County	Forward to County	Forward to County	Forward to County
Checks, stubs, envelopes and other items	Images available online	Images available online	Images available online	CD ROM/Images available online
Check copies	Required	Required	Required	Required
Annual volume	7,600/\$1.2 mm	1,200/\$19.8 mm	19,900/\$14.5 mm	195,000/\$34.2 mm
Daily reporting	Online deposit summary	Online deposit summary	Online deposit summary	Online deposit summary

The bank must be able to create daily electronic files from the lockboxes that will update software for Utilities and the County's Red Light Running Vendor, American Traffic Solutions. The proposal shall include one-time programming fees to develop these files. The specifications for the Utilities file can be found in Exhibit 1 and, and the specifications for Red Light file are included in Exhibit 2. The established ACH file formats shall be maintained.

#### ACH and Wire Transfers In:

The Comptroller desires to negotiate a wire transfer agreement. The agreement shall reflect that the winning bank agrees to the standard of *simple negligence*. The County receives receipts through the ACH and Fedwire systems in its accounts on a regular basis. Receipts are received from payment card settlements, various vendors, federal and state agencies, and from maturing investments. A proposing bank shall be capable of receiving and reporting ACH payment messages in PPD, CCD, CCD+ (including TXP convention), and CTX formats. The bank shall be capable of reporting ACH payment and Fedwire messages in total on its web-based banking system. The bank shall report transaction confirmation numbers on its web-based banking system. The bank shall provide book transfer capability on its web-based banking system to transfer money between accounts at the bank.

#### Returned Items:

All returned items shall be automatically redeposited a second time. Water Utilities items returned a second time shall be forwarded to the Water Utilities Division. All other items returned a second time shall be forwarded to the Comptroller.

#### Deposit Reconciliation:

Only banks with the capability of providing deposit reconciliation services on a web-based banking system shall be considered. Each deposit ticket shall bear a number representing the depositing location and a unique serial number. A proposing bank shall have the capability to capture and report both identifying numbers. The County currently does not receive deposit reconciliation services.

#### Merchant Services:

A proposing bank shall provide automated VISA, MasterCard and Discover merchant services to various departments throughout the County at one discount rate. The bank shall render individual merchant service invoices to the County monthly for all merchant charges including but not limited to discounts and merchant fees. The County's preference is to have merchant service fees be included in the account analysis statements. The bank shall provide daily and monthly settlement statements separate from its invoices for merchant charges. Settlement statements, merchant chargebacks and merchant charges shall be available on a web-based platform compatible with the County's hardware and software specifications set forth below. The bank shall be capable of accepting debit cards and American Express payment cards through its automated equipment. The table on the next page reports total merchant sales from December 2017 through November 2018. Where a merchant is listed more than once, subsequent entries represent different locations or methods of payment acceptance.

The County may, however, utilize other merchant service providers at its discretion.

Merchant Services Sales – December 2017 through November 2018:

Merchant	Sales	Transactions	Processing
Animal Services	\$142,136	6,064	Gateway – CyberSource
Building Division	\$14,395,577	35,864	Terminal
Building – Fast Track	\$6,516,112	34,722	Gateway - CyberSource
Cashier's Office	\$141,804	689	Terminal
Clerk VAB	\$12,795	296	Gateway – CyberSource
Convention Center	\$20,536,147	25,143	Gateway – CyberSource
Convention Ctr. Meter Pkg.	\$98,054	10,776	Gateway – Authorize.Net
Convention Center Parking	\$3,422,190	258,906	Gateway – Authorize.Net
Convention Center Parking	\$7,416	235	Terminal
Convention Center	\$5,437	568	Pay-by Phone
Community Corrections	\$750,306	7,831	Terminal
False Alarm	\$57,755	368	Gateway – CyberSource
Fire Rescue – Fees	\$1,004,166	4,992	WF E-Bill Express
Fire Rescue – EMS Billing	\$669,854	4,027	WF E-Bill Express
Fire Rescue – False Alarm	\$13,112	30	Gateway - CyberSource
Official Records	\$567,034	16,980	Terminal
Parking Tickets	\$198,375	4,440	Gateway – CyberSource
Public Works	\$240,873	427	Gateway – CyberSource
Solid Waste	\$4,542,242	423	Terminal
Solid Waste	\$214,549	7,199	Terminal
Solid Waste	\$477,221	8,256	Terminal
Solid Waste	\$516,507	8,665	Terminal
Solid Waste	\$835,586	14,272	Terminal
Solid Waste	\$2,803,394	95,068	Terminal
Utilities – Web	\$31,929,047	296,412	Gateway – PayPoint
Utilities – Core Walk In	\$776,361	8,589	Gateway – PayPoint
Utilities – IVR	\$16,044,511	158,572	Gateway – PayPoint
Utilities – Autopay	\$20,166,774	321,999	Gateway – PayPoint
Utilities – CSR	\$4,663,213	41,715	Gateway – PayPoint

Concentration and Disbursement Services

The County has seven checking accounts and two accounts designated for electronic payments as described in the Account Structure section of this RFP. The County utilizes two accounts for substantially all outgoing ACH and wire transfers.

**Fraud Control:**

Only banks capable of providing ACH block, ACH control and ACH positive pay on individual accounts shall be considered. ACH block returns all ACH debits or credits attempting to post to an account. ACH control accepts authorized ACH transactions based on the County's list of designated originators. ACH positive pay allows the County to decision ACH debits on its accounts.

**Positive Pay Services:**

To implement additional fraud protection over the County's checks, only banks capable of providing positive pay service with *payee match* and a *no-pay default* option shall be considered. The Comptroller desires to negotiate a positive pay services agreement with payee match and a no-pay default option. The agreement shall reflect that the winning bank's positive pay system be implemented at its teller lines. A winning bank shall provide positive pay services for each of the seven checking accounts. The bank shall report discrepancies electronically through its web-based banking system. The County shall provide an affirmative or negative response for each *exception check*. A proposing bank will be asked to provide three bank references who utilize the proposed positive pay services.

**Check Reconciliation:**

Only banks with the capability of providing full check reconciliation services on a web-based banking system shall be considered. Check reconciliation services may be part of a proposing bank's positive pay service.

**Stop Payment and Date Legend:**

The Comptroller desires to negotiate a stop payment agreement. The agreement shall have a minimum stop payment order of six months or preferably longer. Stop-pays must be active for at least five years or auto-renew for an equivalent period of time.

The County shall imprint its checks with the following date legend, "This check must be cashed within six months pursuant to the Uniform Commercial Code", or other similar language agreed to by the Comptroller and winning bank. The stop payment agreement shall reflect that the bank agrees to the standard of *reasonable care* in honoring checks containing a date legend.

**ACH and Wire Transfers Out:**

The winning bank shall provide ACH and wire disbursement services to the County, and agrees to the standard of *simple negligence*. The County disburses payments electronically through ACH and Fedwire systems on a regular basis. Electronic payments are made for payroll direct deposit, travel and procurement cards, federal and state tax liabilities, debt service, purchases of investment securities and other items. The bank shall memo post ACH transfers immediately for later settlement, and execute wire transfers within 15 minutes after placement. The bank shall be capable of sending ACH payment messages in PPD, CCD, CCD+ (including TXP convention), and CTX formats. The bank shall be capable

of reporting ACH payment and Fedwire transactions on its web-based banking system. The bank shall report transaction confirmation numbers on its web-based banking system. The bank shall provide book transfer capability on its web-based banking system to transfer money between accounts at the bank.

### Encryption Standard

Please see Exhibit 3 for Orange County's *Enterprise Security – Critical Standards Summary*. The winning bank must completely understand and comply with the requirements.

### Account Maintenance

#### Electronic Banking:

Only banks capable of providing full service web-based banking shall be considered. Web-based banking services are required to operate in an environment supporting 256-bit SSL encryption (i.e., Mozilla Firefox 64 or higher; Microsoft Internet Explorer 11.0 or higher; and Google Chrome V71 or higher). Electronic banking services shall include but not be limited to detail and summary balance reporting (including ledger, collected, float, and investment balances) of balances at the end of the previous banking day, stop payments, checks paid, wire transfers, positive pay, ACH transactions, check reconciliation, deposit reconciliation, monthly account statements, monthly account analysis, and retail (or wholetail) and wholesale lockboxes. The County currently receives web-based banking services and account analysis statements.

A proposing bank shall provide a list of all cybersecurity incidents and potential risks reported in its SEC filings over the past two years. Also, please include a copy of each disclosure, as well as a description of the proposing bank's efforts to remedy the incident and prevent a recurrence of the event.

#### Account Analysis:

The winning bank shall provide a monthly account analysis statement for each of the County's accounts, with the ability to create composite accounts for the Board and Comptroller. The analysis will report at a minimum services rendered, service volumes, unit costs, and extended costs, and the calculation of the earnings credit as described below. For reference purposes, the County's account analysis statements for November 2018 are attached. Account analysis statements will be the basis for the bank's compensation. The Board and Comptroller intend to compensate the bank separately for services provided in the forms of earnings credit and direct payment. At no time shall the bank debit any account for service charges or fees. The County intends to pay for all services specified and provided in this RFP.

Earnings Credit and Earnings Credit Rate:

Earnings credit shall be calculated separately for the Board's accounts and Comptroller's accounts. The basis for earnings credit shall be the combined average monthly collected balances. The bank shall specify whether the average monthly collected balances used in the calculations are gross or net of reserve requirements (combined collected balance). The earnings credit rate (ECR) shall be quoted as a fixed spread from the monthly target federal funds rate reported by the Federal Reserve Board and applied to the number of days in each month (adjusted ECR). Furthermore, if the fed funds rate is a range, the bank shall specify if the spread is from the top of the range or the midpoint. The monthly rate is published as a part of Federal Reserve Statistical Release H.15. It is readily available on the Federal Reserve's website [www.federalreserve.gov/releases](http://www.federalreserve.gov/releases). The bank shall also propose a minimum ECR rate. The earnings credit shall be the result of multiplying combined collected balance and adjusted ECR. For example, a simple calculation of the earnings credit for one month follows.

Combined average monthly collected balance (from Proforma Account Analysis Response Form)		\$26,000,000
Reserve requirement (currently zero)		—
Combined net collected balance		<u>26,000,000</u>
ECR	2.3%	
Applied to one month	<u>31/365</u>	<u>0.195342%</u>
Earnings credit		<u>\$50,789</u>

A proposing bank should provide its calculation of earnings credit for one month using a combined collected balance equal to \$26 million, the bank's proposed reserve requirement, and proposed ECR.

Investments:

A proposing bank shall provide an overnight interest bearing checking account or money market mutual fund. A proposing bank may also provide a non-interest bearing checking account.

Interest bearing and non-interest bearing checking accounts shall be collateralized as public deposits as set forth in Chapter 280, Florida Statutes. Banks shall specify if the reserve requirement is included or excluded in calculating earnings credit.

Money market mutual funds shall be Securities and Exchange Commission qualified constant net asset value money market mutual funds with authorized investments in only US Treasuries. The fund shall be rated AAA, AAAm, or AAAG by Standard and Poor's. A proposing bank shall provide a prospectus for each money market mutual fund proposed.

The interest rate specified for the overnight investment proposed by banks shall be based on the monthly average of the target federal funds rate reported by the Federal Reserve Board increased or reduced by a fixed spread. If the fed funds

rate is a range, the bank shall specify if the spread is from the top of the range or the midpoint. The rate is published as a part of Federal Reserve Statistical Release H.15 and readily available on the Federal Reserve Board website [www.federalreserve.gov/releases](http://www.federalreserve.gov/releases). Proposing banks are requested to specify the fees associated with the proposed investment type such that the gross to net spread can be easily determined. The bank shall also propose a minimum interest earnings rate.

**Direct Payment:**

It is anticipated that service charges will exceed the earnings credit for both the Board and Comptroller's accounts, creating deficiencies in the payment of service charges. In order to provide fair compensation to the bank, the bank shall invoice each entity separately for the deficiency. Invoice payment terms shall be net 45 days from date of receipt.

**Overdrafts:**

Only banks with the capability of handling daylight overdrafts shall be considered. In the event of an overnight overdraft, the bank shall include the amount in arriving at the combined collected balance. If that calculation results in a negative combined collected balance, then the amount shall be multiplied by the adjusted ECR and result in a negative earnings credit. The negative earnings credit shall be added to service charges and billed to each entity separately.

**Monthly Account Statements, Debit and Credit Memos:**

A proposing bank shall prepare and render individual monthly account statements. The reporting period shall be the full calendar month. Statements shall be delivered by mail or electronically no later than the 20<sup>th</sup> day of the following month. The bank shall provide a period of 60 days or more in which the County may notify the bank of account statement errors.

The bank shall provide debit and credit memos to the County the same day the bank posts the memo to the County's accounts.

Other Services

**Cash Services:**

To facilitate secure, efficient and timely money changing requirements and for accepting deposits transported by armored car, only banks with automated cash service capabilities shall be considered. The bank shall be able to provide cash in amounts up to \$150,000 with one day's notice. The bank must also be able to accept cash deposits of equal size. The bank shall be able to accept the order via telephone or online. The proposing bank shall include a description of the cash ordering services it provides.

**Imaging Services:**

To facilitate timely access and reduced record storage requirements, only banks with the capability to provide electronic imaging services shall be considered. Imaged documents shall be readable as either a JPEG Image or a Bitmap Image, and having 256-bit encryption technology or better. Images shall be available on CD-ROM and downloadable from its web-based banking system to the County's servers. Imaged items shall include but not be limited to paid checks (front and back), positive pay exception checks (front and back), deposit items, lockbox items, and debit and credit memos. The bank shall provide its timetable for availability of imaged documents.

**Relationship Manager, Treasury Management Officer, County Representative:**

A proposing bank shall provide the names and vitae of the relationship managers and treasury managers. The Comptroller will identify one or more persons in these positions to represent the County.

**Privacy:**

The County receives check, ACH and wire transfer payments from certain Tourist Development Tax taxpayers. Pursuant to Chapter 213.053, Florida Statutes, Confidentiality and Information Sharing, the payor and other information is to remain confidential. If the winning bank becomes aware that a deposit is Tourist Development Tax, the bank shall conform to the requirements of Chapter 213.053, Florida Statutes. A proposing bank shall affirm its ability to maintain confidentiality of the County's Tourist Development Tax payors. A proposing bank shall provide its privacy policy applicable to deposited checks, and ACH and wire transfer payors.

**PROSPECTIVE SERVICE**

The Comptroller desires to consider any additional or enhanced services not currently provided to the County.

**TERMS AND CONDITIONS**

Proposing banks must use the response forms to this RFP. The response forms include separate sections for Bank Information, Objectives and Scope of Services, Proforma Account Analysis, and other information. Proposals must be executed by authorized representatives of the proposing banks. Proposing banks must execute the Proposer's Warranty and include it with the proposal. Proposing banks must submit one (1) signed original proposal and six (6) additional copies in paper form plus one (1) electronic copy on CD or USB drive, no later than **4:00 p.m. Eastern Time on Thursday, February 28, 2019**. Proposers must also submit two copies of audited financial statements for each of the two most recent years. All copies must be received by the time stated. A copy of the RFP documents may be requested by phoning Robin Ragaglia at (407) 836-5715, and they are also available for downloading from the Internet at:



<https://apps.ocfl.net/orangebids/bidopen.asp>. To be considered, a signed original in paper form must be received by the above date and time. A proposal received solely by e-mail, telephone, fax, or telegram shall be rejected as non-responsive regardless of when and where it is received.

Proposals must be submitted to:

Orange County Comptroller  
c/o Comptroller's Clerk to the BCC Office  
201 S. Rosalind Avenue, 4<sup>th</sup> Floor  
Orlando, Florida 32801  
Telephone Number: 407-836-7300

**Proposers are cautioned that they are responsible for delivery to the specific location cited above. If your proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. The Comptroller shall not be responsible for deliveries made to any place other than the specified address.**

All proposals will be opened publicly, and the names of all Proposers will be read aloud. **Proposals received after the specified time will not be considered.** The time/date stamp clock located in the Comptroller's Clerk's Office will serve as the official authority to determine lateness of any proposal. Proposals shall be sealed and proposers should indicate on their proposal the following:

- A. Request for Proposal Name and Number
- B. Date of Opening
- C. Name of Proposer

Evaluation of proposals will be made by a procurement committee (committee) consisting of representatives of the Comptroller and the Board. The committee will conduct an evaluation of the information included in the response form and its attachments. A recommendation to award a contract will be made based on the criteria set forth in the Selection Process section.

The County may request a review/demonstration of a bidding bank's online treasury management system before awarding the contract.

A lobbying blackout period shall commence upon issuance of the solicitation until the Board approves the successful proposer. Costs of preparation of a response to this RFP are solely those of the proposer. The County assumes no responsibility for any such costs incurred by the proposer.

Proposal Submission:

Proposals must be received no later than the time and date and at the location specified in the request. No proposals shall be received later or at any other

location than specified. Any response received later or at any other location than specified shall be returned unopened to the vendor. It shall be the vendor's sole responsibility to ensure that their proposal reaches the specified time and place for receipt of proposals.

**Proposal Opening:**

Proposals shall be opened publicly in the presence of one or more witnesses at the time and place designated in the notice. The name of each proposer shall be listed.

**Cancellation or Postponement:**

The Chief Deputy Comptroller (Chief Deputy) may, prior to proposal opening, elect to cancel the request or postpone the date and/or time of submission or opening.

**Corrections, Additions To and Withdrawal of Proposals:**

The following shall govern the correction of information submitted in a proposal when that information is a determinant to the responsiveness of the proposal or bid:

- 1) Errors in the extension of unit prices stated in a submission or in multiplication, division, addition, or subtraction in a submission may be corrected by the procurement committee prior to an award. In such cases, the unit prices shall not be changed. When vendors quote in words and in figures on items, and the words and figures do not agree, the words shall govern and the figures shall be disregarded.
- 2) No vendor shall be permitted to correct an error after an opening that would cause such vendor to have the low proposal, except that any vendor may correct errors in extension of unit prices stated in the submission, or in multiplication, division, addition or subtraction. In such cases, unit price submissions shall not be changed, and such errors must be readily apparent on the face of the form.
- 3) Nothing herein is intended to prohibit the acceptance of a voluntary reduction in price from a low proposer after opening and prior to commencement of work, provided such reduction is not conditioned upon, or does not result in the modification or deletion of any specification or conditions contained in the request.

**Acceptance:**

Proposals shall be accepted without alteration or correction, except that the Comptroller's Office reserves the right to accept or reject any and all submissions.

A vendor who alleges a judgmental error of fact shall not be permitted to withdraw their proposal after opening. If such vendor unilaterally withdraws their proposal

without permission after the opening, the Chief Deputy may suspend the agent or the vendor from receiving new orders from the Comptroller's Office for up to two years from the date of the withdrawal and retain any security submitted with the proposal.

A vendor who alleges a non-judgmental error of fact may be permitted to withdraw their submission only when it is determined by the Chief Deputy that there is reasonable proof that such a mistake was made and, if the submission is the low proposal, that the intended proposal cannot be determined with reasonable certainty. If a vendor unilaterally withdraws their submission without permission after opening, the Chief Deputy may suspend the vendor from receiving new orders from the Comptroller's Office for up to two years from the date of withdrawal.

Section 287.133(3)(d), Florida Statutes, provides that the Florida Department of Management Services shall maintain a list of the names and addresses of those who have been disqualified from participating in the public contracting process under this section.

[http://www.dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information/convicted\\_suspended\\_discriminatory\\_complaints\\_vendor\\_lists/convicted\\_vendor\\_list](http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/convicted_suspended_discriminatory_complaints_vendor_lists/convicted_vendor_list)

A person or affiliate who has been placed on The Convicted Vendor list following a conviction for a public entity crime shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of the threshold amount provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on The Convicted Vendor List.

The County's performance and obligation to pay under this contract is contingent upon an annual appropriation for its purpose by the Board of County Commissioners.

**Evaluation:**

The procurement committee will recommend an award to the responsible proposer whose submission best meets the requirements and criteria set forth in the request and whose award will, in the opinion of the procurement committee, be in the best interest of and most advantageous to the County. Criteria set forth in the invitations for proposal shall be used in evaluations.

Factors to be considered in determining whether the standard of responsibility has been met include whether, in the Comptroller's Office determination, a prospective vendor has:

- 1) appropriate financial resources, materials, equipment, facilities, personal resources, experience, knowledge and expertise, or the ability to obtain them in a manner necessary to indicate its capability to meet all contractual requirements;
- 2) a satisfactory record of performance on similar projects;
- 3) a record of integrity;
- 4) legal qualifications to contract with the Comptroller's Office;
- 5) supplied all necessary information in connection with the inquiry concerning responsibility including, but not limited to, any licenses, permits, insurance, or organization papers required;
- 6) a proposal that successfully demonstrates the vendor's accuracy and attention to detail.

Information in Submission:

- 1) The Chief Deputy may determine that the information submitted concerning the responsibility of the vendor is so administratively inadequate as to warrant a recommendation of rejection of the submission based on a lack of demonstrated vendor responsibility.
- 2) The Chief Deputy may, after a proposal opening, request additional information from the vendor concerning their responsibility to perform; and the vendor may voluntarily, after the opening, provide additional information or corrective information concerning their responsibility. The Chief Deputy shall consider this and all other information gained prior to the time of award or rejection in making determinations and recommendations concerning the acceptance and award.
- 3) A proposal shall be considered responsive only if it conforms to the requirements of the request concerning pricing, specifications of the services requested, and any other matter unequivocally stated in the request as a determinant of responsiveness. A lack of conformity on these matters which is not substantive in nature may be considered a technicality or irregularity which may be waived by the Chief Deputy.

The prospective vendor shall supply information requested by the Comptroller's Office concerning the responsibility of such vendor. If such vendor fails to supply the requested information, the Comptroller's Office shall base the determination of responsibility upon any available information or may find the prospective vendor not responsive, if such information is not submitted within the time specified.

**Award:**

The award shall be made to the responsive and responsible vendor whose proposal best meets the requirements and criteria set forth in the request and shall be effective upon issuance of a contract by the Comptroller and Board. The Comptroller may reject any submission prior to such issuance. In the event only one submission is received, the contract may be awarded to the sole proposer.

**Protest:**

Any actual or prospective proposer who is allegedly aggrieved in connection with the solicitation or pending award of a contract may protest to the Chief Deputy. Written notice of protest must be submitted to the Chief Deputy no later than 5:00 p.m., three business days after the award. The protest must be in writing and must identify the protestor, the solicitation and the specific grounds for the protest, including laws or other legal authorities, and the relief to which the protestor deems themselves entitled.

A protest is considered filed with the Comptroller's Office when it is received by the Chief Deputy. Accordingly, a protest is not timely filed unless it is received by the Chief Deputy within the time specified above. Failure to file a written notice of protest within the required time period shall result in relinquishment of all rights of protest by the potential vendor and abrogation of any further protest proceedings. These protest procedures shall be the sole remedy for challenging an award of a proposal.

The Chief Deputy shall attempt to resolve the protest in a fair and equitable manner, and shall render a written decision to the protestor.

The protestor may appeal such a decision, in writing, to the County Comptroller within five business days of the date of written decision by the Chief Deputy. The protestor shall have the right to present oral arguments and any physical evidence to the Comptroller prior to the determination by the Comptroller. The rules of judicial evidence shall not apply, and the Comptroller shall base the decision on such information adduced in the course of the proceeding upon which reasonable prudent persons rely in the conduct of their affairs. The Comptroller shall render a written decision to the protestor.

If it is determined by the Comptroller's Office that the solicitation or award is a violation of law or the Comptroller's purchasing policy, the solicitation or award shall be cancelled or revised.

Complete the attached Conflict/Non-Conflict of Interest and Litigation Statement (with attachments) as necessary.

The Drug-Free Workplace Form, attached hereto, must be submitted prior to award of the proposal. Failure to submit this form prior to award of the proposal shall be cause for rejection/disqualification of your proposal. Failure to certify the firm has a drug-free workplace in accordance with Florida Statutes 287.087 shall result in rejection/disqualification of your proposal.

#### Questions Regarding this RFP

Except as specified below, a Proposer shall not direct any queries or statements concerning its proposal to the Comptroller, his staff, or County staff during the selection process, from the time of release of this RFP until the execution of a contract, unless contact is initiated by an employee of the Comptroller. Failure to comply with this provision may result in the disqualification of the Proposer.

All questions or concerns regarding this RFP must be submitted in writing to Robin Ragaglia, 201 S. Rosalind Avenue, Orlando, FL 32801, or by fax to Robin Ragaglia at 407-836-5753, or by email to [robin.ragaglia@occompt.com](mailto:robin.ragaglia@occompt.com) no later than Friday, February 15, 2019.

The Comptroller may issue an addendum to the RFP for distribution to all known prospective Proposers, either by mail, fax, email, or posting on our web site.

The Comptroller may provide clarifying information in response to questions or concerns regarding this RFP for distribution to all known prospective Proposers, either by mail, fax, email, or posting on our web site.

The Comptroller is bound by statements made or information given during the procurement consideration and award ONLY when such statements or information are written and executed under authority of Robin Ragaglia, who is the Director of Finance and Accounting for the Comptroller. This provision exists solely for the convenience and administrative efficiency of the Comptroller. No Proposer or other third party gains any rights by virtue of this provision or the application thereof, nor shall any Proposer or third party have any standing to sue or cause of action arising from this section.

### Selection Process

The committee has determined that its criteria for making an award recommendation are as follows:

1. Service Capability: including but not limited to the ability to provide the services requested or reasonable alternatives; exceptions to desired criteria in the wire transfer, positive pay services with payee match and stop payment services agreements; exceptions taken to other requested service specifications; and location of cash services and branch banking. Percentage applicable: 25%.
2. Quality: including but not limited to the implementation schedule; bank financial and legal qualifications; tenure and qualifications of relationship and treasury management personnel; adequacy of privacy policy; and bank references. Percentage applicable: 25%.
3. Cost: including but not limited to the calculation of total extended charges and estimated annual cost; calculation of earnings credit and investment rates. Percentage applicable: 40%
4. Compliance with the Orange County M/WBE Ordinance: Percentage applicable: 10%.

### Public Records Requests

Each Comptroller contract for services must include a provision that requires the contractor to comply with public records laws, Chapter 119.0701(2) a and b, F.S., as more specifically set forth below. Further, all contract records have to be provided locally.

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
  - a) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

- b) If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
  - c) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under §119.10.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
  4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 407-836-7300, PR@OCCOMPT.COM OR COMPTROLLER DEPUTY CLERK, OFFICE OF THE CLERK OF THE BOARD, POST OFFICE BOX 38, ORLANDO, FLORIDA 32801.**

#### Insurance Requirements

Cyber and Privacy Insurance – The winning bank shall have in force for the entirety of this agreement with a limit of not less than five million dollars (\$5,000,000) cyber and privacy insurance to cover data security and third-party losses resulting from a breach including costs to defend claims by state regulators, fines and penalties and losses resulting from identity theft.

Commercial Crime Coverage and Third-Party Fidelity Insurance – The winning bank shall have blanket bond or commercial crime insurance to cover its first-



party losses resulting from employee dishonesty, forgery or alteration, and fraudulent funds transfer. The winning bank shall also have fidelity coverage with a limit of not less than one million dollars (\$1,000,000) to cover all third-party exposures directly related to all financial services provided to the County and the Comptroller.

Indemnification – To the fullest extent permitted by law, the winning bank shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgements, demands, liabilities, damages, costs and expenses (including reasonable attorney’s fees) to the extent arising out of any negligent act or omission of the winning bank or its subcontractors (if any), anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable.

#### Business Development Documentation

- A. **Equal Opportunity Workforce Schedule** shall be completed and submitted with your proposal in order to receive credit.
- B. **Schedule of Subcontracting M/WBE Participation Form** shall be completed and submitted with your proposal in order to receive credit.
- C. **Schedule of Subcontracting SDV Participation Form** shall be completed and submitted with your proposal in order to receive credit.
- D. **Dislocated Worker Proposed Hiring Information** shall be completed and submitted with your proposal in order to receive credit.
- E. **Letter of Intent (Verification of M/WBE Utilization)** shall be completed and submitted with your proposal in order to receive credit.
- F. **Letter of Intent (Verification of Service Disabled Veteran Utilization)** shall be completed and submitted with your proposal in order to receive credit.

#### Minority/Women Owned Business Enterprise:

- A. Proposers must address how they intend to comply with the Orange County M/WBE Ordinance, No. 94-02 and amended by Ordinance No. 2009-21. The goal of certified minority/women business enterprise is 24% of the contract value for this project. The Ordinance also addresses minority/women group employment levels setting goals to encourage each Proposer to maintain 24% minority and women employee workforce levels in specific categories.

- B. M/WBE firms must be Orange County certified at time of submittal of the Proposal and must be certified in the area(s) for which they will be used. If a firm claims to be certified, but is not listed on the County's website, [ocfl.net](http://ocfl.net), the Proposer should obtain a copy of their Orange County certificate and/or contact the Business Development Division at 407-836-7317 for verification of certification. Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola Counties) are eligible for Orange County certification.
- C. Proposers must submit signed Letter of Intent with their Proposal for all current Orange County certified M/WBE subcontractors identified on the **SCHEDULE OF SUBCONTRACTING - M/WBE PARTICIPATION FORM**. These Letters of Intent must indicate the scope of work to be performed by every M/WBE plus the percentage of the overall contract fees to be contracted to the listed subcontractor.
- D. The awarded prime Contractor's responsibilities and requirements are itemized below:
1. Incorporate a 72-hour prompt payment assurance provision and payment schedule in all contracts between the prime and sub-Contractors.
  2. File copies of all executed subcontractor agreement/contracts between the prime and all M/WBE subcontractors on the project to Orange County Business Development Division one-time for the duration of the contract.
  3. The awarded prime Contractor shall furnish written documentation evidencing actual dollars paid to each subcontractor utilized by the prime Contractor on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the prime Contractor prior to the issuance of final payment.
  4. The prime Contractor shall submit an updated quarterly MWBE utilization report and the "Equal Opportunity Workforce Schedule" form for all professional service contracts. The required reports are to be submitted to the Business Development Division no later than the fifth day after end of reporting period.

5. The awarded prime Contractor shall not substitute, replace or terminate any M/WBE firm without prior written authorization of the Business Development Division, nor shall the prime reduce the scope of work or monetary value of a subcontractor without written authorization of the Business Development Division.
6. The prime Contractor shall expeditiously advise all M/WBE's and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the M/WBE firm on their team.

**Execution of the contract between Orange County and the Proposer shall be contingent upon the filing of executed contracts between the Proposer and the M/WBE subs listed on the SCHEDULE OF SUBCONTRACTING - M/WBE PARTICIPATION FORM with the Business Development Division.**

Proposers are expressly prohibited from substituting subcontractors projected to perform five percent (5%) or more of the overall work as stated in the written Proposal. Such substitution, for any reason, after opening of the Proposal, and prior to award by the County, shall result in disqualification of the Proposal from further consideration for award, except in extraordinary circumstances. Examples of such circumstances are the subcontractors' firm going out of business; death of the owner of the firm; or the inability of the sub-Contractor to perform the work specified. Should such an occurrence arise, it must be substantiated, and the substitution approved, by the County prior to contract execution.

Requests for substitution of subcontractors who are cumulatively scheduled to perform less than five percent (5%) of the over-all scope of services may be considered only prior to final scoring of Proposals by the Procurement Committee. Such requests for substitution must be in writing accompanied by a written withdrawal from the originally listed subcontractor. Failure to comply with these requirements shall result in disqualification of the Proposal from further consideration for award. The Procurement Committee shall be the sole determinant regarding acceptance/rejection of requested substitutions.

The proposer understands that this RFP does not constitute an agreement or contract with the Proposers.

Any Proposers who submits a Proposal to the County with any information that is determined by the County, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

#### Bonus Points for Hiring Dislocated Workers:

Proposers may be awarded a maximum of five (5) bonus points for a commitment to hire dislocated workers residing in Orange County, Florida as full-time employees **for the duration of the contract**. One point will be awarded for each new full-time hire up to and including a maximum of five (5) points.

To be eligible for bonus points, Proposers must complete Form WR – Section I (attached) listing the number of dislocated workers to be hired full-time and submit with the Proposal. Bonus points shall only be awarded once for any one individual hired. Individuals hired may be employed in any position within the firm but must be hired on a full-time basis.

Within five (5) days after the contract award, the Proposer shall contact the Business Development Division Liaison at (407) 836-7317 to assist with meeting this requirement.

**The failure of the CONSULTANT to comply with these hiring commitments after contract award shall be grounds for termination of the contract for default.**

During performance of the contract, the Consultant will take appropriate steps to ensure that individuals hired under this program are retained. However, if it becomes necessary to replace an employee, the Consultant shall contact the Business Development Division (BDD) Liaison. At its discretion, the County may periodically request submission of certified payrolls to confirm the employment status of program participants.

#### Bonus Points for Utilizing Registered Service-Disabled Veteran Firms

Additional point consideration will be available for proposers who utilize registered Service-Disabled Veteran (SDV) business enterprises and will receive the following point allocation:

- A. Registered SDV business enterprise proposers competing as a prime contractor shall receive five (5) points;
- B. Registered SDV proposers with registered SDV business enterprise sub-Contractors on their team shall receive two points for each sub-Contractor up to a maximum of ten (10) points;

- C. Proposers with registered SDV business enterprise sub-Contractors on their team shall receive two points for each registered SDV sub-Contractor up to a maximum of ten (10) points.
- D. All SDV firms must be Orange County registered at the time of submittal of the proposal and must be registered in the area(s) for which they will be used.
- E. If a firm claims to be registered, but is not listed on the County's website, ocfl.net, the Proposer should obtain a copy of their Orange County registration and/or contact the Business Development Division at 407-836-7317 for verification of registration. Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola counties) are eligible for Orange County registration.
- F. Proposers shall submit signed Letters of Intent with their proposal. Proposers for all current Orange County registered subcontractors identified on the **SCHEDULE OF SUBCONTRACTING – SDV PARTICIPATION FORM**. These letters of Intent must indicate the scope of work to be performed by every registered SDV plus the percentage of the overall contract fees to be contracted to the listed subcontractor.
- G. The Contractor's responsibilities and requirements are itemized below:
  - 1. Incorporate a 72-hour prompt payment assurance provision and payment schedule in all contracts between the prime and sub-Contractors.
  - 2. File copies of all executed subcontractor agreement/contracts between the prime and all SDV subcontractors on the project to Orange County Business Development Division.
  - 3. The Contractor shall furnish written documentation evidencing actual dollars paid to each subcontractor utilized by the prime Contractor on the project. This will include, but not limited to: copies of cancelled checks, approved invoices, and signed affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the prime Contractor prior to the issuance of final payment.
  - 4. The Contractor shall submit an updated quarterly SDV utilization report and the "Equal Opportunity Workforce Schedule" form for all professional service contracts. The required reports are to be submitted to the Business Development Division no later than the fifth day after end of reporting period.

5. The Contractor shall not substitute, replace or terminate any SDV firm without prior written authorization of the Business Development Division, nor shall the Contractor reduce the scope of work or monetary value of a subcontractor without written authorization of the Business Development Division.
6. The Contractor shall expeditiously advise all SDV's and the Business Development Division of all change orders, contract modifications, additions and deletions to any and all contracts issued to the SDV firm(s) on their team.

**Execution of the contract between Orange County and the Proposer shall be contingent upon the filing of executed contracts between the Proposer and the SDV subs listed on the SCHEDULE OF SUBCONTRACTING - SDV PARTICIPATION FORM with the Business Development Division.**

Proposers are expressly prohibited from substituting subcontractors projected to perform five percent (5%) or more of the overall work as stated in the written Proposal. Such substitution, for any reason, after opening of the Proposal, and prior to award by the County, shall result in disqualification of the Proposal from further consideration for award, except in extraordinary circumstances. Examples of such circumstances are the subcontractors' firm going out of business; death of the owner of the firm; or the inability of the sub-Contractor to perform the work specified. Should such an occurrence arise, it must be substantiated, and the sub- substitution approved, by the County prior to contact execution.

Requests for substitution of subcontractors who are cumulatively scheduled to perform less than five percent (5%) of the over-all scope of services may be considered only prior to final scoring of Proposals by the Procurement Committee. Such requests for substitution must be in writing accompanied by a written withdrawal from the originally listed subcontractor. Failure to comply with these requirements shall result in disqualification of the Proposal from further consideration for award. The Procurement Committee shall be the sole determinant regarding acceptance/rejection of requested substitutions.

The proposer understands that this RFP does not constitute an agreement or contract with the Proposers.

Any Proposers who submits a Proposal to the County with any information that is determined by the County, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect may be disqualified from consideration.

When considering two (2) or more proposals, or replies for the procurement of goods or services, where at least one is from a registered SDV business enterprise but which are otherwise equal with respect to all relevant considerations, including price, quality, and service, the Procurement Division Manager shall award such procurement or contract to the registered SDV business enterprise.

If a registered SDV, entitled to the vendor preference and one (1) or more other M/WBE businesses also entitled to this preference, or another vendor preference provided by the Orange County Code, submits bids, proposals, or replies for the procurement of goods or services which are otherwise equal with respect to all relevant considerations, including price, quality and service, then the Procurement Division Manager will award the procurement or contract to the business having the smallest net worth.

**The Proposer shall contact the Business Development Division Liaison, at 407-836-8363 for any questions and/or concerns as it relates to Registered Service-Disabled Veterans.**

#### RFP Timeline

A proposer may be asked to make an oral presentation of its proposal to the committee, and may be asked by the committee to conduct a visit of their facilities to meet technical staff and observe the various processes. Proposals are due February 28, 2019, 4 p.m. The committee will make its recommendation to the Comptroller, and the Comptroller will forward the approval and make his recommendation to the Mayor and Board of County Commissioners for their approval.

#### **INSTRUCTIONS FOR RESPONSE FORMS TO REQUEST FOR PROPOSALS**

1. Please enter the requested information in the Bank Information Response Form.
2. Please complete the Objectives and Scope of Services Response Form. A proposing bank should indicate its affirmation that it can provide the services indicated. Please mark the appropriate box in the 'Affirm' column if the bank can provide the service indicated. If a bank has an exception to the requested services, then it should indicate an exception by a unique label to a detailed description of its exception and reasonable alternative as attachment 'II'. For example, if a bank is unable to extend the costs, terms and conditions of its response to other County constitutional officers as indicated in the Objectives and Scope of Services section, then the bank should provide a separate explanation within attachment 'II' and provide a unique label for the exception description. Enter the label in the Exception column of this Objectives and Scope of Services Response Form.

3. Please complete the Proforma Account Analysis response form by entering unit costs, extended costs, and total estimated annual cost. The County has provided its estimates of annual volumes, except where indicated. If the proposing bank shall not propose a charge for a specified service, the bank shall enter \$0.00 in the Unit Cost. If the proposing bank shall propose additional charges not specified, the bank shall describe the service, provide its estimate of annual volume, and the unit and extended charges in the Other Charges section of the Proforma Account Analysis. Any service not specified in your response will not be charged to the County.
  
4. Please provide the entity names, contact names and contact information for at least three local governments (either county or city) of comparable deposit size to the County that are current clients of the proposing bank. The three governments should utilize the basic account structure, collection and deposit services, concentration and disbursement services, account maintenance and other services requested in this RFP. The committee will inquire about the proposing bank's relationship, communications and responses, abilities to provide the requested services, pricing, technological capabilities, ethics, and the municipalities' satisfaction with the services provided.
  
5. Proposing banks shall provide as attachments to this Request for Proposals the following items.
  - a. Bank Information Response Form (provided);
  - b. Proposing bank's current W9;
  - c. Objectives and Scope of Services Response Form (provided);
  - d. Proforma Account Analysis Response Form (provided);
  - e. Proposer's Warranty (provided);
  - f. Equal Opportunity Workforce Schedule (provided);
  - g. Schedule of Subcontracting – M/WBE Participation Form (provided);
  - h. Schedule of Sub-Contracting – SDV Participation Form (provided);
  - i. Dislocated Worker – Form WR (provided);
  - j. Letter of Intent – Verification of M/WBE Utilization (provided);
  - k. Letter of Intent – Verification of Service-Disabled Veteran Utilization (provided);
  - l. Conflict/Non-Conflict of Interest and Litigation Statement (provided);
  - m. E Verification Certification (provided);
  - n. Acknowledgement of Addenda (provided);
  - o. Authorized Signatories/Negotiators (provided);
  - p. Drug-Free Workplace Form (provided);
  - q. Relationship Disclosure Form (provided);



- r. Orange County Specific Project Expenditure Report (provided);
- s. Agent Authorization Form (provided);
- t. Leased Employee Affidavit (provided);
- u. Information for Determining Joint Venture Eligibility
- v. Implementation schedule;
- w. Evidence of the status as a qualified public depository;
- x. Evidence of the status in the Federal Reserve Board's list of top 50 bank's having consolidated assets of \$300 million or more;
- y. The bank's ratings;
- z. Map(s) of the cash vault and branch locations;
- aa. Deposit deadline schedules;
- bb. Funds availability schedule, and methodology for computing deposit float;
- cc. Proforma copies of the wire transfer agreement, positive pay services agreement, stop payment agreement, any other proforma agreements required, prospectus for money market mutual funds proposed as the overnight investment;
- dd. Cybersecurity incidents and potential risks reported in SEC filings
- ee. Bank calculation of earnings credit;
- ff. Overnight investment and earnings rate spread from fed funds;
- gg. The names and vitae of the relationship and treasury management officers to be assigned the County's accounts;
- hh. Bank privacy policy;
- ii. Descriptions, comparisons, user requirements, bank capabilities, and costs for each of the Prospective Services described;
- jj. Audited financial statements for each of the two most recent years;
- kk. Bank references, including three banks who utilize imaging services;
- ll. Bank exceptions.

List all other attachments separately.

**BANK INFORMATION  
RESPONSE FORM**

Bank name: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Printed name of authorized representative: \_\_\_\_\_

Title of authorized representative: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

**OBJECTIVES AND SCOPE OF SERVICES  
RESPONSE FORM**

Proposing bank: \_\_\_\_\_

RFP Section	Affirm	Exception
Objectives:		
Objectives		
Contract Period:		
Contract period		
Bank Qualifications:		
Qualified Public Depository		
Bank Financial Strength		
Contract Structure:		
Contract structure		
Collection and Deposit Services:		
Funds Availability		
Deposit Deadline		
Ledger Cutoff Time		
Collected Balances		
Wholesale and Retail (or Wholetail) Lockbox		
ACH and Wire Transfers In		
Returned Items		
Deposit Reconciliation		
Merchant Services		
Concentration and Disbursement Services:		
Fraud Control		
Positive Pay Services with Payee Match		
Check Reconciliation		
Stop Payment and Date Legend		
ACH and Wire Transfers Out		
Encryption Standard:		
Web Security Standard		
Sensitive Data and Encryption Standard		
DMZ Security Standard		
Antivirus Standard		
Account Maintenance:		
Electronic Banking		
Account Analysis		
Earnings Credit and Earnings Credit Rate		
Investments		
Direct Payment		
Overdrafts		
Monthly Account Statements, Debit and Credit Memos		

RFP Section	Affirm	Exception
Other Services:		
Cash Services		
Imaging Services		
Privacy		

**PROFORMA ACCOUNT ANALYSIS  
RESPONSE FORM**

Proposing bank: \_\_\_\_\_

<b>Services Rendered</b>	<b>AFP Code</b>	<b>Estimated Volume</b>	<b>Unit Cost</b>	<b>Annual Cost</b>
<b>Balance &amp; Compensation Information:</b>				
Recoupment – (\$26 mm/\$1,000) x rate x 12	00-0230			
<b>General Account Services:</b>				
DDA Stmt w/Image Classic-Mthly Base	01-0000	24		
Desktop Deposit-Deposit Credited	01-0101	256		
Account Maintenance w/Chk Return	01-0000	12		
Account Maintenance	01-0000	276		
Debits Posted	01-0100	6,888		
DDA Statement - Paper	01-0310	204		
Bank Confirmation Audit Request	01-0630	1		
<b>Lockbox Services: Wholesale</b>				
Package Delivery Base	05-011L	12		
Transmission Base	05-0400	12		
Monthly Base	05-011R	24		
Image Web Reporting Mthly Base	05-002Z	12		
MICR Data Capture Per Line	05-0127	1,180		
Remit Processed Expr Mail	05-0000	44		
Correspondence/Rejects	05-0530	10,848		
Standard Item Processed	05-0100	21,080		
Document Scanned	05-011R	205,804		
90 Day Archive BW	05-0600	4,192		
7 YR Archive BW	05-0600	201,612		
Check Photocopy	05-011A	1,180		
Value Added Keying	05-0129	31,120		
Paper Return	05-011F	3,012		
Pkg US Mail Delivery	05-0410	524		
Image File Import-IMAG	05-0425	201,612		
Bulk Image Retrieval-IMG	05-011R	201,612		
Daily Deposit Cut	05-0301	472		
Custom/Duplicate Report	05-0331	220		
Lockbox Portal Subscription Per Item Fee	05-031Z	1,204		
Lockbox Portal Subscription Mthly Base Fee	05-031Z	24		

<b>Services Rendered</b>	<b>AFP Code</b>	<b>Estimated Volume</b>	<b>Unit Cost</b>	<b>Annual Cost</b>
<b>Lockbox Services - Wholetail:</b>				
Lockbox Portal Subscription Per Item	05-031Z	207,964		
Monthly Base	05-0020	24		
Stop / Positive File	05-0135	12		
Transmission Monthly Base	05-0401	24		
WLI Monthly Base	05-9999	24		
Checks	05-0100	192,320		
Total Payments Processed	05-0122	193,652		
Std Item Processed Non Scan	05-9999	8,712		
Multi Payment	05-0122	1,712		
Partial Payment	05-0002	14,112		
Remit Processed Expr Mail	05-9999	176		
MICR Data Capture	05-0127	6,744		
MICR Capture Non-Scannable	05-9999	892		
Remit Processed Cash	05-9999	12		
Correspondence/Rejects	05-0530	2,360		
Rough Sort 5 or Less-Non Scan	05-9999	892		
Imaging - Scannable	05-0101	387,412		
Imaging Non-Scannable	05-9999	24,236		
90 Day B/W Image	05-0600	15,936		
7 Year B/W Image Archive	05-0424	395,712		
Value Added Keying Non Scan	05-9999	222,540		
First Class Postage Pkg	05-0410	856		
Daily Deposit Cut	05-0301	512		
Transmission Item	05-0401	202,364		
Lockbox Portal Subscription Mthly Base	05-031Z	24		
<b>Merchant Card Services:</b>				
Gateway Monthly Basic	07-0223	156		
Gateway Credit Card Trans	07-0223	10,580		
Gateway Credit Card Trans A	07-0223	87,736		
Gateway Electronic Chk Trans A	07-0223	212		
<b>Depository Services:</b>				
Retn Item Subscription Per Acct	10-0416	268		
Vault Deposited Coin - Rolled	10-0110	756		
Branch Deposits Not Allowed	10-0000	24		
Miscellaneous Credits Posted	10-0015	1,272		
Branch Deposit	10-0006	7,180		

<b>Services Rendered</b>	<b>AFP Code</b>	<b>Estimated Volume</b>	<b>Unit Cost</b>	<b>Annual Cost</b>
Cash Vault Coin Furnished - Rolled	10-0144	2,324		
Cash Vault Coin Furn-STD Half Box	10-0145	12		
Cash Vault Monthly Base	10-0100	288		
Cash Vault Deposit Adjustment	10-0501	8		
Cash Vault Cash Order - Touchtone	10-0141	204		
Cash Vault Cash Order - Call in	10-0140	4		
Cash Vault Currency/Coin Deposited	10-0199	7,664,084		
Cash Vault Order Report - Email	10-0700	12		
Cash Vault Currency Furn-Nonstd	10-0148	294,444		
Cash Vault Currency Furnished	10-0199	1,136,800		
Deposited Checks - On Us	10-0220	40,992		
Deposited Check	10-0225	126,408		
Desktop Deposit - Deposited Items On Us	10-0220	344		
Desktop Deposit - Deposited Item	10-0224	1,896		
Wholesale Lockbox - Deposited Check	10-0225	233,532		
Cash Deposited in Branch	10-0006	1,324,628		
CV Cash Only or Check Only Deposit	10-0100	4,452		
Cash Vault Deposit Cash & Check	10-0100	2,132		
Cash Order Fee in a Branch	10-0040	132		
Rolled Coin Furnished by Branch	10-0040	440		
Currency Furnished by Branch	10-0040	62,724		
Return Item - Chargeback	10-0400	276		
Portal Return Item Retrieval-Image	10-0416	12		
Portal Return Item Service Monthly Base	10-0416	276		
Return Item Special Instructions	10-0401	240		
Return Item Special Instructions Monthly Base	10-0401	216		
Return Items Redeposited	10-0402	204		
<b>Paper Disbursement Services:</b>				
Positive Pay Exception - Portal Image	15-0724	120		
Printing & Supplies - Vendor	15-0810	386,376		
MICR Check Rejects - Through 1%	15-0300	256		
MICR Check Rejects - Over 2%	15-0300	44		
Pymt Auth Max Check Mthly Base	15-0240	204		
Positive Pay Exception Checks Retnd	15-0222	12		
Stop Payment - Online	15-0410	1,300		
Portal Image View < 90 Days - Item	15-1352	336		
Portal Image View > 90 Days - Item	15-1352	192		
Desktop Deposit Images Retrieved	15-1352	4		

<b>Services Rendered</b>	<b>AFP Code</b>	<b>Estimated Volume</b>	<b>Unit Cost</b>	<b>Annual Cost</b>
Positive Pay Exceptions - Item	15-0310	120		
Positive Pay Monthly Base	15-0030	84		
Pos Pay Checks with No Issue Record	15-0310	68		
Image Paid Check Monthly Base	15-1350	24		
Check Cashing Threshold Mo Base	15-0240	180		
OTC Debit Block Monthly Base	15-0240	192		
Checks Pay to Indiv Block Mo Base	15-0240	204		
Image Paid Check Per CD	15-1353	24		
Checks Returned W/Statement-Item	15-9999	2,904		
DDA Checks Paid	15-0100	110,296		
Payee Validation Standard-Item	15-0122	108,764		
Chk Cashed For Nonacct Holder	15-0500	200		
Image Paid Check Per Item	15-1399	108,024		
Stop Payment - Auto Renewal	15-0412	7,088		
IFI Maintenance Per Product	15-1350	12		
<b>Paper Disbursement Recon Services:</b>				
Portal Check Issues - Item	20-0201	436		
ARP Monthly Base - Full	20-0010	84		
ARP Full Recon - Item	20-0201	114,776		
ARP Output Transmission	20-0301	48		
ARP Optional Reports	20-0306	300		
ARP Paper Statement Report/Delivery	20-0310	84		
ARP Paper Stmt/Report Mthly Base	20-0310	84		
ARP Aged Issue Records On File-Item	20-9999	8,968		
Outgoing Transmission - Per Item	20-0100	66,664		
Portal ARP Stmt & Rpts Monthly Base	20-0306	84		
<b>General ACH Services:</b>				
ACH Portal Subscription - Account	25-0703	420		
ACH Portal Subscription - Item	25-0703	113,332		
Electronic Credits Posted	25-0201	31,716		
ACH Return Subscription - Account	25-0400	996		
ACH Return Subscription - Item	25-0400	1,624		
ACH Monthly Base	25-0000	92		
ACH Vendor Monthly Base	25-0000	12		
ACH One Day Item	25-0102	56,516		
ACH Two Day Item	25-0102	337,480		
ACH Same Day	25-0102	10,752		



<b>Services Rendered</b>	<b>AFP Code</b>	<b>Estimated Volume</b>	<b>Unit Cost</b>	<b>Annual Cost</b>
ACH Originated - Addenda Rec	25-0120	53,360		
ACH Received Item	25-0202	27,948		
ACH Return Item-Electronic	25-0302	88		
ACH Return Admin - Manual	25-0302	4		
ACH Return -Admin Electronic	25-0302	236		
ACH Payments Online Batch Release	25-0500	152		
ACH Transmission Charge	25-0501	1,368		
ACH Exception Process - Duplicate File	25-0622	4		
ACH Reversal - Item	25-0642	8		
ACH Payment Same Day Item	25-0102	8		
ACH Payments One Day Item	25-0102	360		
ACH Payments Two Day Item	25-0102	76		
ACH Payments Base Fee	25-0000	24		
ACH Portal Fraud Filter Review Mo Base	25-1050	36		
ACH Portal Fraud Filter Stop Mthlybase	25-1050	140		
ACH Fraud Filter Stop Mthlybase	25-1050	112		
ACH Portal Fraud Filter Review - Item	25-1053	28		
ACH Fraud Filter Stop - Item	25-1052	4		
ACH NOC -Info Reporting Advice	25-1070	56		
ACH NOC - Mail Advice	25-1070	16		
ACH NOC - Info Reporting Advice	25-0302	204		
<b>EDI Payment Services:</b>				
Portal EDI Pmt Detail Sbsc Mo Base	30-0010	112		
Portal EDI Pmt Detail - Item	30-0225	488		
Portal EDI Pmt Detail - Addenda Item	30-0225	520		
<b>Elec Bill &amp; Invoice Presentment SVC</b>				
E-Bill Express Mthly <5K Bills	31-0001	24		
<b>Internet Payment Init Portal Svcs:</b>				
E-Bill Express-ACH Payment	32-0110	1,512		
E-Bill Express-Credit Card Payment	32-0100	9,828		
<b>Wire &amp; Other Funds Transfer Services:</b>				
Wire Investigation	35-0560	8		
Wire In Repair Surcharge	35-0330	8		
Wire Monthly DDA Base - Voice	35-9999	264		
Wire Security PIN Monthly Base	35-9999	96		
Wire In Domestic	35-0300	896		
Wire In XBDR - USD or FX	35-0310	104		

<b>Services Rendered</b>	<b>AFP Code</b>	<b>Estimated Volume</b>	<b>Unit Cost</b>	<b>Annual Cost</b>
Wire in Via Correspondent BK-USD/FX	35-0320	116		
Wire Out Domestic - Portal	35-0100	836		
Wire Book Transfer - Portal	35-0120	4,172		
<b>Information Services:</b>				
Portal Wire XFR Detail US Acct Item	40-0274	6,320		
Desktop Deposit Monthly Base	40-0003	32		
Portal Wire XFR Detail US Acct Item	40-0274	172		
Portal Search	40-0340	2,384		
Portal Prev Day Reporting Maintenance	40-0052	288		
Portal Prev Day Reporting Items Loaded	40-0272	165,976		
Portal Intraday Reporting Maintenance	40-0055	288		
Portal Intraday Reporting Items Rptd	40-0274	57,640		
Portal Event Messaging Service - Email	40-022Z	6,336		
Portal Wire XFR Detail US Acct Mo Base	40-0003	288		
Info Reporting History Storage 120	40-0800	272,812		
<b>International Services:</b>				
Deposited Check on Canadian Bank	60-9999	16		
<b>Other Services:</b> (Note: Any service not specified in your response will not be charged to the County)				
<b>Total Estimated Annual Costs</b>				

<b>Lockbox File Programming Fees</b>	<b>Total Cost</b>
Utilities	
Red Light	

<b>ECR &amp; Investment</b>	<b>Minimum</b>	<b>Spread</b>
ECR (Minimum ECR)		
Investment (NOW or Money Market)		

Note: Quote as spread from monthly target federal funds (Release H:15). If the fed funds rate is a range, the bank shall specify if the spread is from the top of the range or the midpoint.

**PROPOSER’S WARRANTY**

The proposer warrants that the responsible officer has fully read and understands the RFP. The proposer warrants that the responsible officer has full knowledge of the scope, nature, quantity and quality of work to be performed; full knowledge of the detailed requirements of the services to be provided; and full knowledge of the conditions under which services are to be performed. The proposer warrants the unit costs, extended costs, and total estimated annual cost are complete and accurate.

Each proposer guarantees in writing that the Comptroller, the Board, other County constitutional officers, and the Orange County Library District will receive the services specified and at the unit costs or prices quoted for the entire term of the agreement, including the optional one-year renewals.

Bank name: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_

Printed name of authorized representative: \_\_\_\_\_

Title of authorized representative: \_\_\_\_\_

Date: \_\_\_\_\_

**EQUAL OPPORTUNITY WORKFORCE SCHEDULE**

**See: Sec. 17-322 (Establishment of goals; employment), Orange County Code of Ordinances**

**Directions:** Review the definition of “minority” in Sec. 17-319 (Definitions), Orange County Code of Ordinances, and record the demographics of your workforce by inserting the number of applicable employees in each box below. The County will only consider your total workforce (“TWF”) that falls within the “employee types” designated by an asterisk (\*) when evaluating this Bid/Proposal Response. For data collecting purposes, record any applicable employees located in the Orlando Metropolitan Statistical Area (“OMSA”) of Lake, Orange, Osceola, and Seminole counties. If a Joint Venture is bidding, each entity must fill out a separate schedule.

WORKFORCE		African American		Asian American		Hispanic American		Native American		Caucasian/Other		TOTAL	
		TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA	TWF	OMSA
Employee Types (MALE)	Officials, Managers, and Supervisors*												
	Professionals*												
	Technicians*												
	Sales Workers												
	Office and Clerical												
	Craftsman (Skilled)												
	Operatives (Semi-Skilled)												
	Laborers (Unskilled)												
	Service Workers												
	Apprentice*												
	Interns/Co-Ops*												
	Dislocated Workers												
<b>MALE SUBTOTAL</b>													
Employee Types (FEMALE)	Officials, Managers, and Supervisors*												
	Professionals*												
	Technicians*												
	Sales Workers												
	Office and Clerical												
	Craftsman (Skilled)												
	Operatives (Semi-Skilled)												
	Laborers (Unskilled)												
	Service Workers												
	Apprentice*												
	Interns/Co-Ops*												
	Dislocated Workers												
<b>FEMALE SUBTOTAL</b>													
<b>TOTAL</b>													

Form Completed by (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Form Approved by (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

**SCHEDULE OF SUB-CONTRACTING - M/WBE PARTICIPATION FORM**

**RFP NO.** \_\_\_\_\_

As specified in Section of this document, proposers must list **all** subcontractors to be used regardless of racial or gender grouping. Include all names, addresses, telephone numbers, type of work subcontracted and percentage of participation and M/WBE designation or majority (non-M/WBE owned company.) Designations are: MBE-BM (Black Male); M/WBE-BF (Black Female); MBE-HM (Hispanic Male); M/WBE-HF (Hispanic Female); MBE-NAM (Native American Male); M/WBE-NAF (Native American Female); MBE-AM (Asian Male); M/WBE-AF (Asian Female); and WBE-WF (White Female). Provide **all** information requested. Use additional sheets if necessary.

Will your firm perform **all** the work with your own forces? Yes \_\_\_\_ No \_\_\_\_ (If no complete the form below)

Name of Subcontractor	Address	Type of Work to be Performed	Percent of Contract Amount to be Subcontracted	M/WBE Designation Or Majority Owner

NOTE: An authorized signature on this form constitutes a binding commitment of subcontract the percentage and type of work listed above.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULE OF SUB-CONTRACTING - SDV PARTICIPATION FORM**

**RFP Number & Title:** \_\_\_\_\_

**Additional points** will be available for proposers who subcontract with registered SDV business enterprises. List **all** Registered Service-Disabled Veterans subcontractors to be used. Include all names, addresses, telephone numbers, type of work subcontracted and percentage of participation. Provide **all** information requested. Use additional sheets if necessary.

Name of Subcontractor	Address	Type of Work to be Performed	Percent of Contract Amount to be Subcontracted

NOTE: An authorized signature on this form constitutes a binding commitment of subcontract the percentage and type of work listed above.

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LOCATION**

Proposers shall complete and submit the information below to clearly identify the location and applicable percentage of the work to be performed at each location listed.

<b>PRIME CONTRACTOR</b>	<b>PERCENTAGE OF WORK ASSIGNED</b>
<b>1. Name:</b> _____	_____ %
Address: _____ City: _____ County: _____ State/Zip: _____	
<b>2. Name:</b> _____	_____ %
Address: _____ City: _____ County: _____ State/Zip: _____	
<b>3. Name:</b> _____	_____ %
Address: _____ City: _____ County: _____ State/Zip: _____	

**SUBCONTRACTOR / SUBCONTRACTOR**

<b>1. Name:</b> _____	_____ %
Address: _____ City: _____ County: _____ State/Zip: _____	
<b>2. Name:</b> _____	_____ %
Address: _____ City: _____ County: _____ State/Zip: _____	
<b>3. Name:</b> _____	_____ %
Address: _____ City: _____ County: _____ State/Zip: _____	
<b>4. Name:</b> _____	_____ %
Address: _____ City: _____ County: _____ State/Zip: _____	

(Use additional pages if necessary)

\_\_\_\_\_ %  
**Total Percentage  
(Must Equal 100%)**

**DISLOCATED WORKER  
PROPOSED HIRING INFORMATION**

**Section I: To be Submitted with Proposal**

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of Individuals to be Hired: \_\_\_\_\_

Signature of Authorized Representative of Above Firm: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Section II: For CareerSource Central Florida Use Only (To be Completed After Contract Award)**

Verification: I certify that the below individual are eligible.

Individual Complete Name:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

**CareerSource Central Florida  
390 North Orange Avenue, Suite 700  
Orlando, Florida 32805  
407-531-1222**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**FORM WR**



**LETTER OF INTENT**

**(VERIFICATION OF M/WBE UTILIZATION)**

**\*INSTRUCTIONS\*** Proposers shall place the following on their letterhead, executed by their authorized agent. Signed Letters of Intent must be submitted with the Proposal for each M/WBE Sub-Contractor(s) listed by the Proposer on the schedule of Subcontracting-MWBE participation form. If percentages or dollar values listed on this agreement differ from percentages or dollar values listed on the schedule of Subcontracting-MWBE participation form of the proposal, the values listed on this Letter of Intent will supersede for RFP scoring/evaluation.

The subcontract will reflect a 72-hour prompt payment clause.

Failure to complete and submit these forms may result in finding of the submittals non-responsive.

M/WBE Sub-Contractor
Specific Scope(s) of Work/Services
Subcontract Percentage/Amount

I, \_\_\_\_\_, (M/WBE Sub-Contractor) understand that “It is my responsibility to submit the required quarterly M/WBE utilization reports to the Prime and Final M/WBE payment verification form to Business Development Division.”

Failure to submit the required documents could negatively impact my M/WBE certification.

I understand that I shall not be allowed to substitute or change sub-Contractors without prior written approval of the Business Development Division. Such approval shall in no way relieve my obligations pursuant to Orange County's M/WBE requirements and goals contained in the Orange County Minority/Women Business Enterprise Ordinance, No. 94-02, as amended by Ordinance No. 98-25 and any subsequent amendments.

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525(3), Florida Statutes.

Authorized Agent of Prime Contractor	Date	
Printed Name & Title		
Authorized Agent of M/WBE Sub-Contractor	Date	
Printed Name & Title		
M/WBE Address		
City	State	Zip Code
Phone Number	Fax Number	



**CONFLICT/NON-CONFLICT OF INTEREST STATEMENT**

**CHECK ONE**

[ ] To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

**OR**

[ ] The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

**LITIGATION STATEMENT**

**CHECK ONE**

[ ] The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

[ ] The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME (PRINT OR TYPE)

\_\_\_\_\_  
TITLE

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

**E VERIFICATION CERTIFICATION**

Contract No.Y19- -

I hereby certify that I will utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing the use of the system to confirm the employment eligibility of the individuals classified below. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida statutes.

All persons, including subcontractors and their workforce, who will perform work under **Contract No.Y19-** - , **Title**, within the state of Florida.

NAME OF CONTRACTOR: \_\_\_\_\_

ADDRESS OF CONTRACTOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA**

The Proposer shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the proposal. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your proposal. Material impacts include but are not limited to changes to specifications, scope of work/services, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No.\_\_\_\_\_, Date\_\_\_\_\_ Addendum No.\_\_\_\_\_, Date\_\_\_\_\_

Addendum No.\_\_\_\_\_, Date\_\_\_\_\_ Addendum No.\_\_\_\_\_, Date\_\_\_\_\_

Addendum No.\_\_\_\_\_, Date\_\_\_\_\_ Addendum No.\_\_\_\_\_, Date\_\_\_\_\_

Addendum No.\_\_\_\_\_, Date\_\_\_\_\_ Addendum No.\_\_\_\_\_, Date\_\_\_\_\_

**AUTHORIZED SIGNATORIES/NEGOTIATORS**

The Proposer represents that the following **principals** are authorized to sign proposals, negotiate and/or sign contracts and related documents to which the proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number/Email

(Signature)	(Date)
(Title)	
(Name of Business)	

The Proposer shall complete and submit the following information with the proposal:

**Type of Organization**

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Non-Profit
<input type="checkbox"/> Joint Venture*	<input type="checkbox"/> Corporation	

**State of Incorporation:** \_\_\_\_\_

Principal Place of Business (Florida Statute Chapter 607): \_\_\_\_\_  
City/County/State

**THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE PROPOSER’S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS.**

Federal I.D. number is: \_\_\_\_\_

*\*Joint venture firms must complete and submit with their Proposal Response the form titled “Information for Determining Joint Venture Eligibility”, and a copy of the formal agreement between all joint venture parties. This joint venture agreement must indicate the parties’ respective roles, responsibilities and levels of participation for the project. **If proposing as a Joint Venture, the Joint Venture shall obtain and maintain all contractually required insurance in the name of the Joint Venture as required by the Contract. Individual insurance in the name of the parties to the Joint venture will not be accepted.** Failure to timely submit the required form along with an attached written copy of the joint venture agreement may result in disqualification of your Proposal Response.*

## DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that  
\_\_\_\_\_ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date

**RELATIONSHIP DISCLOSURE FORM**

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the Proposer and shall be submitted to the Procurement Division by the Proposer.

In the event any information provided on this form should change, the Proposer must file an amended form on or before the date the item is considered by the appropriate board or body.

**Part I**

**INFORMATION ON PROPOSER:**

Legal Name of Proposer:

---

Business Address (Street/P.O. Box, City and Zip Code):

---

---

Business Phone: (     ) \_\_\_\_\_

Facsimile:           (     ) \_\_\_\_\_

**INFORMATION ON PROPOSER'S AUTHORIZED AGENT, IF APPLICABLE:  
(Agent Authorization Form also required to be attached)**

Name of Proposer's Authorized Agent:

---

Business Address (Street/P.O. Box, City and Zip Code):

---

---

Business Phone: (     ) \_\_\_\_\_

Facsimile:           (     ) \_\_\_\_\_



**Part II**

IS THE PROPOSER A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

IS THE MAYOR OR ANY MEMBER OF THE BCC THE PROPOSER'S EMPLOYEE?

\_\_\_ YES \_\_\_ NO

IS THE PROPOSER OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

\_\_\_ YES \_\_\_ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship.

---

---

---

(Use additional sheets of paper if necessary)

**Part III**

**ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

Printed Name and Title of Person completing this form:

\_\_\_\_\_  
STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ)  
ABOUT THE  
RELATIONSHIP DISCLOSURE FORM**  
*Updated 6-28-11*

**WHAT IS THE RELATIONSHIP DISCLOSURE FORM?**

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

**WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?**

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

**WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?**

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the proposer, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

**WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?**

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. Applicant means, for purposes of a procurement item, the proposer, offeror, quoter, respondent, and, if applicable, the authorized agent of the proposer, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder,

owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

*Employee* means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

*Relative* means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

#### **DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

#### **WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?**

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

#### **WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

**WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?**

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

**CONCLUSION:**

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

## ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

**This is the initial Form:** \_\_\_\_\_  
**This is a Subsequent Form:** \_\_\_\_\_

### **Part I**

**Please complete all of the following:**

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): \_\_\_\_\_

---

Name and Address of Principal's Authorized Agent, if applicable: \_\_\_\_\_

---

**List the name and address of all lobbyists, Contractors, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)**

1. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
  
2. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
  
3. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
  
4. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
  
5. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
  
6. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
  
7. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_
  
8. Name and address of individual or business entity: \_\_\_\_\_  
Are they registered Lobbyist? Yes \_\_\_ or No\_\_\_



**Part III**

**Original signature and notarization required**

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of  Principal or  Principal's Authorized Agent  
(check appropriate box)

Printed Name and Title of Person completing this form:

\_\_\_\_\_

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State of \_\_\_\_\_  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Staff signature and date of receipt of form

\_\_\_\_\_  
Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.



**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**ABOUT THE**  
**SPECIFIC PROJECT EXPENDITURE REPORT**  
*Updated 3-1-11*

**WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?**

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and their authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and Contractor(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

**WHO NEEDS TO FILE THE SPR?**

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

**HOW ARE THE KEY RELEVANT TERMS DEFINED?**

*Expenditure* means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

*Lobbying* means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, Contractor, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also

means communicating “indirectly with the County Mayor or any other member of the [BCC]” by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

*Principal* means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

### **DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?**

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

### **WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

### **WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?**

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

### **WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?**

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal’s project or item.

**CONCLUSION:**

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

**AGENT AUTHORIZATION FORM**

A. I/We, (Print Proposer name) \_\_\_\_\_,  
Do hereby authorize (print agent's name), \_\_\_\_\_,  
to act as my/our agent to execute any petitions or other documents necessary to affect  
the CONTRACT approval PROCESS more specifically described as follows, (RFP  
NUMBER AND TITLE) \_\_\_\_\_, and to appear on my/our  
behalf before any administrative or legislative body in the county considering this  
CONTRACT and to act in all respects as our agent in matters pertaining TO THIS  
CONTRACT.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_ :  
COUNTY OF \_\_\_\_\_ :

I certify that the foregoing instrument was acknowledged before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_. He/she is  
personally known to me or has produced \_\_\_\_\_ as  
identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on  
the \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
Signature of Notary Public  
Notary Public for the State  
of \_\_\_\_\_  
My Commission  
Expires: \_\_\_\_\_

## LEASED EMPLOYEE AFFIDAVIT

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: \_\_\_\_\_

Workers' Compensation Carrier: \_\_\_\_\_

A.M. Best Rating of Carrier: \_\_\_\_\_

Inception Date of Leasing Arrangement: \_\_\_\_\_

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: \_\_\_\_\_

Signature of Owner/Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY**

If the proposer is submitting as a joint venture, please be advised that this form **MUST** be completed and the **REQUESTED** written joint-venture agreement **MUST** be attached and submitted with this form.

**HOWEVER, IF THE PROPOSER IS NOT A JOINT VENTURE, CHECK THE FOLLOWING BLOCK: ( ) NOT APPLICABLE**

1. Name of joint venture: \_\_\_\_\_

2. Address of joint venture: \_\_\_\_\_

3. Phone number of joint venture: \_\_\_\_\_

4. Identify the firms which comprise the joint venture: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A. 5. Describe the role of the MWBE / Labor Surplus Area(LSA) Firm (if applicable) in the joint venture: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

6. Provide a copy of the joint venture's written contractual agreement.

7. What is the claimed percentage of ownership and identify any MWBE/LSA partners (if applicable)?

\_\_\_\_\_  
\_\_\_\_\_

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 2**

8. Ownership of joint venture: (This need not be filled in if described in the joint venture agreement provided by question 6.)

(a) Profit and loss sharing:

---

---

(b) Capital contributions, including equipment:

---

---

(c) Other applicable ownership interests:

---

9. Control of and participation in this contract. Identify by name, race, sex, and "firm" those individuals (and their titles) who are responsible for day-to-day management and policy decision making, including, but not limited to, those with prime responsibility for:

(a) Financial decisions: \_\_\_\_\_

(b) Management decisions, such as:

(1) Estimating:

---

---

---

(2) Marketing and sales:

---

---

---

(3) Hiring and firing of management personnel:

---

---

---

**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 3**

(4) Purchasing of major items or supplies:

---

---

---

(c) Supervision of field operations:

---

---

---

NOTE: If, after filing this form and before the completion of the joint venture's work on the subject contract, there is any significant change in the information submitted, the joint venture must inform the County in writing.

**\* Joint venture must be properly registered with the Florida Division of Corporations before the contract award and the name of the Joint Venture must be the same name used in the Bid Response.**

**AFFIDAVIT**

"The undersigned swear or affirm that the foregoing statements are correct and include all material information necessary to identify and explain the terms and operation of our joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide to the County current, complete and accurate information regarding actual joint venture work and the payment therefore and any proposed changes in any of the joint venture. Also, permit authorized representatives of the County to audit and examine records of the joint venture. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements."

Name of Firm: \_\_\_\_\_ Name of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



**INFORMATION FOR DETERMINING JOINT VENTURE ELIGIBILITY – PAGE 4**

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

**AFFIDAVIT**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared (name) \_\_\_\_\_, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)

Date \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_ (name), to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) \_\_\_\_\_ to execute the affidavit and did so as his or her free act and deed.

Notary Public \_\_\_\_\_  
Commission Expires \_\_\_\_\_

(Seal)

## **EXHIBIT 1**

### **Utilities – Programming Specifications**

## SAMPLE – Orange County Lockbox File Layout

1ORANGE COUNTY LOCKBOX 1211051635SOFTGATE  
 50010000000001121105  
 60010010000001000007023701251  
 60010020000008374003007066200  
 70010000000010121105000200000093740002  
 8999999999999999121105000020000009374  
 9000002

File Header Record				
Character Position	Length	Field Name	Format	Source
01-01	1	Record Code	Constant	'1' → File Header Code
02-22	21	Constant	Constant	'ORANGE COUNTY LOCKBOX'
23-23	1	Filler	Space	
24-29	6	Date	YYMMDD	
30-33	4	Time	HH24MM	
34-53	20	Bank Name	Character	External Source ID defined on the Tender source in CIS.
45-80	27	Filler	Spaces	

Batch Header Record				
Character Position	Length	Field Name	Format	Source
01-01	1	Record Type	Constant	'5' → Batch Header Code
02-04	3	Batch Header Number	Number	System generated batch number.
05-14	10	Constant/Filler	Number	'0000000001'
15-20	6	Extract Date	YYMMDD	Extraction Date
21-80	60	Filler	Spaces	

Payment Detail Record				
Character Position	Length	Field Name	Format	Source
01-01	1	Record Type	Constant	'6' → Payment Details Code
02-04	3	Batch Header Number	Number	System generated batch number.
05-07	3	Transaction Sequence Number	Number	System generated, starts with '001' for every batch and increments by 1 and is unique for a Batch.
08-17	10	Amount	PIC 9(8)V99	Total Payment Amount
18-29	12	Account Number	Number	CIS Account Number
30-30	1	Payment Type	Character	No need to translate. Always defaulted to Check (1).
31-80	50	Filler	Spaces	

**Batch Trailer Record**

Character Position	Length	Field Name	Format	Source
01-01	1	Record Code	Constant	'7' → Batch Trailer Record Code
02-04	3	TRAILER-BATCH-NUMBER		
05-14	10	Constant	Number	'0000000010'
15-20	6	TRAILER-DATE (YYMMDD)	YYMMDD	
21-24	4	TRAILER-NUMBER-OF-CHECKS	Number	Total Number of Checks in the Batch.
25-34	10	TRAILER-AMOUNT	PIC 9(8)V99	Total Amount of Dollars for the Batch. Should be equal to the sum of all the payments for that batch.
35-38	4	TRAILER-DOCS	Number	Total Number of Documents in the Batch. Validation - Should be equal to total number of Payments for the Batch.
39-80	42	Filler	Spaces	

**Lockbox Trailer Record**

Character Position	Length	Field Name	Format	Source
01-01	1	Record Type	Constant	'8' Lockbox Trailer Record Code
02-14	13	Filler	'9999999999999'	
15-20	6	LOCKBOX-TRAILER-DATE	YYMMDD	
21-25	5	LOCKBOX-TRAILER-TOTAL-CHECKS	Number	Total Number of Checks in the File. Validation - Should be equal to the total number of checks (SUM (TRAILER-NUMBER-OF-CHECKS)).
35-80	10	LOCKBOX-TRAILER-AMOUNT	PIC 9(8)V99	Total Amount of Dollars for the File. Validation - Should be equal to the sum of all the payments. (SUM (TRAILER-AMOUNT)).
39-80	45	Filler	Spaces	

**File Trailer Record**

Character Position	Length	Field Name	Format	Source
01-01	1	Record Type	Constant	'9'
02-07	6	TOTAL-DOCUMENTS		Total Number of Documents in the File. Validation - Should be equal to total number of Payments of all the Batches processed (SUM (TRAILER-DOCS)).
09-80	73	Filler	Spaces	

## **EXHIBIT 2**

### **Red Light – Programming Specifications**




1. Scanline fields are listed from left to right
2. "Checks-Only" = Required entry on Check-Only or Check & List

Scanline Font is:		If other, describe:	
-------------------	--	---------------------	--

**Scanned Coupon Sample**



Mail your check or money order with this coupon to the address below.

<b>NAME:</b> MARY JANE FOX	<b>DUE:</b> 12/30/2010
<b>NOTICE #:</b> 2501000056676	<b>VERSION:</b> 1 <b>ISSUED:</b> 11/30/2010
<b>PLATE:</b> ADGA05	<b>STATE:</b> FL <b>TYPE:</b>

No points will be assessed for this Notice of Violation

- √ Si necesitas ayuda en Español, favor de llamar al 1-866-225-8875.
- √ Make your check or money order payable to **City of Fort Lauderdale.**
- √ DO NOT MAIL CASH.
- √ Write the Notice # on the front of your payment.
- √ Insert this tear-off coupon in the enclosed envelope with the address (at the right) showing through the window.
- √ It is recommended that you respond with payment or an affidavit 8 days prior to your due date in order to avoid issuance of a Uniform Traffic Citation resulting in additional costs and potential court appearance.

City of Fort Lauderdale  
 Payment Processing Center  
 PO Box 742503  
 Cincinnati, OH 45274-2503



**AMOUNT DUE: \$158.00**

1 2501000056676 000002599376 158006



Check Digit (CD) Calculations					
Name	Method	Modulus	CD Position	Remainder is CD	Sub Value when Result is 10 or 11
Whole Scanline	1,2,1,2,	10	35		
Alpha Conversion <input type="checkbox"/> Non-Applicable If Applicable provide Alpha conversion table					

Check Digit Example				
Scanline	Position	Weights for Scanline CD	Weights Amount CD	Weights for Account CD
1	1	1		
Space	2			
2	3	2		
5	4	1		
0	5	2		
1	6	1		
0	7	2		
0	8	1		
0	9	2		
0	10	1		
5	11	2		
6	12	1		
6	13	2		
7	14	1		
6	15	2		
space	16			
0	17	1		
0	18	2		
0	19	1		
0	20	2		
0	21	1		
2	22	2		
5	23	1		
9	24	2		
9	25	1		
3	26	2		
7	27	1		
6	28	2		
space	29			
1	30	1		
5	31	2		
8	32	1		

0	33	2		
0	34	1		
6	35			

**Note:** Fields are listed from left to right.

**STANDARD COUPON & CHECK AUDIT TRAIL**

Provide Non-Standard Audit Trail requirements, if applicable.

Standard Audit Trail	Non-Standard Audit Trail
<b>Coupon:</b>	
LBLBLB BBBB SSS MMDDYY	
<b>Check:</b>	
LBLBLB BBBB SSS DDDDDDDDDDDDD	
MMDDYY AAAAAAAAAAAAAAAAAAAAA	
CR TO ACCT OF PAYEE	
ABS OF ENDORSE GTD WBNA LBX	
<b>Where...</b>	
LB = Lockbox Number	
B = Batch Number	
S = Sequence Number	
MMDDYY = Processing Date	
D = Deposit DDA	
A = Account Number from Scanline	

**V. OPS SPECIAL INSTRUCTIONS**

For all wholesale payments Reason code is P00, for Wholetail payments it is P01.  
 File id is WALBYYYYMMDDHHMM  
 Hardcode payment form 2.  
 Wholesale payments vak notice number and check information and P00 for reason code. Notice number needs to go in position 85.  
  
 Whole scanline is in dt-including spaces, with 5 space filler in front.  
 If payment comes with no account number the client code 082 needs to be in positions 85-87.

**VI. CUSTOM REPORTS**

Report Name

Delivery Method  
( Hard Copy, Data Transmission)

Custom Report 1 \_\_\_\_\_

Scanned Custom Report

**VII. DATA TRANSMISSION**

**Incoming File Processing**

Stop File  Non-Applicable

File is used for: \_\_\_\_\_

File is sent on:  Monday  Tuesday  Wednesday  Thursday  Friday  Other

If Other, explain: \_\_\_\_\_

Eastern Standard Time File is transmitted: \_\_\_\_\_

Volume is: \_\_\_\_\_

Stop File is "Zipped".  \_\_\_\_\_

"PK ZIP" or "WIN ZIP". \_\_\_\_\_

**Description:**

Universal ID: \_\_\_\_\_

Company ID: \_\_\_\_\_

Customer ID: \_\_\_\_\_

File ID: \_\_\_\_\_

App ID: \_\_\_\_\_

Record Length: \_\_\_\_\_

DSN Filename to Wholetail - Test: \_\_\_\_\_

DSN Filename to Wholetail - Production: \_\_\_\_\_

Transmission Method:  Data Express Password: \_\_\_\_\_

Connect:Enterprise

**Record Order**

**File Layout**

**Positive File**

**Non-Applicable**

File is used for:

File is sent on:  Monday  Tuesday  Wednesday  Thursday  Friday  Other

If Other, explain: \_\_\_\_\_

Eastern Standard Time File is transmitted: \_\_\_\_\_

Volume is: \_\_\_\_\_

Stop File is "Zipped".  \_\_\_\_\_

"PK ZIP" or "WIN ZIP". \_\_\_\_\_

**Description:**

Universal ID: \_\_\_\_\_

Company ID: \_\_\_\_\_

Customer ID: \_\_\_\_\_

File ID: \_\_\_\_\_

App ID: \_\_\_\_\_

Record Length: \_\_\_\_\_

DSN Filename to Wholetail - Test: \_\_\_\_\_

DSN Filename to Wholetail - Production: \_\_\_\_\_

Transmission Method:  Data Express Password: \_\_\_\_\_

Connect:Enterprise

**Record Order**

**File Layout**

**Outgoing File Processing**

**Custom Report Files sent via Data Transmission**

**Non-Applicable**

Custom Report No. is: \_\_\_\_\_

Transmission Days:  Monday – Friday  Other

If other, explain: \_\_\_\_\_

Deadline Time: \_\_\_\_\_

If more than once a day, which day:  Monday  Tuesday  Wednesday  Thursday  Friday

Deadline Time: \_\_\_\_\_

**Description:**

Universal ID: \_\_\_\_\_

Company ID: \_\_\_\_\_

Customer ID: \_\_\_\_\_

File ID: \_\_\_\_\_

App ID: \_\_\_\_\_

Record Length: \_\_\_\_\_

DSN Filename to DTS - Test: \_\_\_\_\_

DSN Filename to DTS - Production: \_\_\_\_\_

Transmission Method:  Data Express Password: \_\_\_\_\_

Connect:Enterprise

**Special Instructions:**

**Output Payment File**

Transmission Days:  Monday - Friday  Other \_\_\_\_\_

If other, explain: \_\_\_\_\_

Deadline Time: 5pm

If more than once a day, which day:  Monday  Tuesday  Wednesday  Thursday  Friday

Deadline Time: \_\_\_\_\_

Company Contact for late transmission is:

Name: Jennifer Blum Phone No.: 480-596-4755

[bsasupport@atsol.com](mailto:bsasupport@atsol.com)

Company Contact for after hours is:

Name: same Phone No.: \_\_\_\_\_

Combine Wholetail Lockbox file with: \_\_\_\_\_ If other, explain: \_\_\_\_\_

If EDI Translated, indicate Version Type: \_\_\_\_\_

If IP/IR, indicate ACH/EFT Format: \_\_\_\_\_

**Note:** If multi-check transactions are being processed, consult with IT before proceeding.

Batch Range to be used for Wholetail payments is: \_\_\_\_\_

Transmission file is Sorted in a particular order. \_\_\_\_\_

If yes, explain: \_\_\_\_\_

**Description:**

Universal ID: \_\_\_\_\_

Company ID: \_\_\_\_\_

Customer ID: \_\_\_\_\_

File ID: \_\_\_\_\_

App ID: \_\_\_\_\_

Record Length: \_\_\_\_\_

DSN Filename to DTS - Test: \_\_\_\_\_

DSN Filename to DTS - Production: \_\_\_\_\_

Transmission Method:  Data Express Password: \_\_\_\_\_

Connect:Enterprise

**VIII. PAYMENT FILE TRANSMISSION LAYOUT**

**Data Output Record Order:**

**Detail record**

Detail Record				
Character Position	Field Length (characters)	Field Name	Format*	Lockbox Source
01 -16	16	File id	WALBYYYYMMDD HHMM	
17-20	4	Batch number	Rjzf	
21-24	4	Batch sequence	Rjzf	
25-28	4	Transaction number	Rjzf	
29-35	7	Applied dollar amount	Rjzf	
36-44	9	Routing/transit number	Rjzf	
45-60	16	Account number	Rjzf	
61-70	10	Check number	Rjzf	
71-77	7	Check amount	Rjzf	
78-82	5	spaces	Rjbf	
83-83	1	Doc type	Rjbf	Scanline
84-84	1	Space	Rjbf	
85-97	13	Notice number	Ljbf	Scanline
98-98	1	Space	Rjbf	
99-110	12	Violator id	Rjbf	Scanline
111-111	1	Space	Rjbf	
112-116	5	Amount due	Rjbf	Scanline
117-117	1	Check digit	Rjbf	scanline
118-125	8	Deposit date	Yyyymmdd	
126-126	1	Default code	2	
127-129	3	Reason code	See special instructions.	
130-132	3	Filler	blank	
<b>*RJZF = Right Justify, Zero Fill</b> <b>LJBF = Left Justify, Blank Fill</b>				
<b>Trailer record.</b>				
01-04	4	Footer Designator	Rjbf	ENDL
05-12	8	Number of data records	rjzf	

**IX. NO DEPOSIT FILE RECORD ORDER**

Data Output Record Order – Wholetail No Deposit File:

Non-Applicable

Obyte null file.

**X. IT SPECIAL INSTRUCTIONS**

## **EXHIBIT 3**

### **Enterprise Security – Critical Standards Summary**



The following is a summary of key points in the Orange County Government Board of County Commissioners (OCGBCC) security standards. It is necessary for vendors to completely understand and follow these requirements in order for products or services to be considered for placement within the OCGBCC environment.

### Web Servers

#### Web and Database Placement

A database server shall not reside on the same hardware platform as a web server.

#### Anonymous Accounts

Web server anonymous accounts shall only have read and execute permissions to folders/files within the web server directories. Change and delete permissions to folders/files that are directly accessible via a web browser shall not be granted to web server anonymous accounts.

#### Process/Application Accounts

All web server processes and applications shall run only under a low privilege local account. Web server processes shall not run under an account with domain, power user or a local administrator privileges.

### DMZ

#### Web Server Platforms

Microsoft Internet Information Server (IIS) version 5.0 or higher shall be the only platform within the OCGBCC DMZ to run as a Web or FTP server.

#### Services and Protocols

Traffic using the following protocols from the OCGBCC DMZ to the internal network shall not be allowed:

Kerberos, NetBIOS, Microsoft-DS, Microsoft's Well Known Ports, LDAP, RPC, SMB, RDP, HTTP, HTTPS, DNS, JOLT.

#### Encrypted Data

Any data accessible within the DMZ or directly accessible from it meeting the following criteria shall be encrypted at rest with field-level encryption and in transit: names, addresses, phone numbers, email addresses, birthdates, federal/state/local document numbers, account numbers, race or religious information, usernames, passwords, employee identification numbers and all HIPAA and PCI information. The DMZ shall not have access to data containing bank information. The DMZ shall not have access to social security information.

#### Data Access

The DMZ shall have read-only access to live data, if such data is also used by applications residing in the internal OCGBCC network.

### Antivirus

#### Virus scanning

Antivirus software shall be running at all times on the computers on which it is installed. Real-time scanning of incoming and outgoing files shall be enabled at all times.

### Microsoft Security Patches

#### Patch installation

MS Security patches may be applied immediately upon release by Microsoft. All vendors must support their applications in this environment.

### Encryption

#### Laptops and Removal Devices

All laptop hard drives and removable devices shall be encrypted to protect any sensitive data.

## WEB SECURITY STANDARD

### 1.0 Purpose

The purpose of this document is to establish requirements that will better manage and secure all web server platforms within the Orange County Government Board of County Commissioners (OCGBCC).

### 2.0 Scope

The scope of this document applies to all web server platforms located within the OCGBCC.

### 3.0 Policies

#### 3.1 Activity

Any and all web server installations, removals or modifications shall require the direct involvement and documented approval by the Information Systems and Service Enterprise Security unit (ISS-ESU).

#### 3.2 Hardware

**3.2.1** All hardware platforms operating as a web server shall abide by all standards, policies and guidelines of the OCGBCC Enterprise Systems unit.

**3.2.2** All hardware platforms operating as a web server shall reside on server hardware. Any exception shall require a documented waiver by the Information Systems and Services Enterprise Security unit (ISS-ESU).

#### 3.3 Software

##### 3.3.1 Web Server Platforms

###### 3.3.1.1 Microsoft

Microsoft's Internet Information Server (IIS) is the approved, supported web server platform for OCGBCC.

###### 3.3.1.2 Apache Software Foundation

Apache Software Foundation's HTTP Server (Apache) is approved but is unsupported. Any production use of (Apache) shall include an appropriate support model that is approved by the ISS-ESU.

###### 3.3.1.3 Other

Other web server platforms may qualify for use, but shall require an evaluation, approval and a documented waiver by the ISS-ESU.

##### 3.3.2 Databases

###### 3.3.2.1 Location

A database server shall not reside on the same hardware platform as a web server.

#### 3.4 Security

##### 3.4.1 General

All web servers shall comply with all other documented ISS-ESU standards to include, but not limited to: virus, patch and account management.

##### 3.4.2 Account Management

###### 3.4.2.1 Local Account Access

Only accounts with local administrator privileges shall be allowed to log on locally to a web server.

###### 3.4.2.2 Process/Application Accounts

All web server processes and applications shall run only under a low privilege local account. Web server processes shall not run under an account with domain, power user or a local administrator privileges.

###### 3.4.2.3 Web Server Anonymous Accounts

Web server anonymous accounts shall only have read and execute permissions to folders/files within the web server directories. Change and delete permissions to folders/files that are directly accessible via a web browser shall not be granted to web server anonymous accounts.

##### 3.4.3 Permissions

###### 3.4.3.1 Operating System Permissions

ISS-ESU shall secure the operating system's file/folder permissions and security policies of all web servers. These permissions are to be modified solely by ISS-ESU.

###### 3.4.3.2 Vendor/Third Party Access

Local administrator privileges on web servers are for authorized personnel only.

Access to vendors and any other third party shall be provided solely on a temporarily, case-by-case basis through ISS-ESU.

#### **3.4.3.3 Developer Access**

Developer access to web server content directories shall be available by WebDav, SFTP, FTPS or FrontPage server extensions only. Developers shall be granted "Author Pages" rights with the FrontPage Server Extensions

#### **3.4.4 Java Server Engines**

Java server engines are approved but are not supported. Any production use of a Java server engine shall include an appropriate support model that is approved by (ISS-ESU).

#### **3.4.5 FTP**

Web servers that also run an FTP server shall not map FTP directories to directories accessible via a web browser.

#### **3.4.6 IIS Virtual Directories, Application Pools, Settings**

Any and all creations, removals or modifications to IIS Settings, Virtual Directories, Application Directories, and Application Pools shall require the direct involvement and documented approval by the Information Systems and Service Enterprise Security unit (ISS-ESU).

#### **3.4.7 Other**

- Shares are not allowed on any directory accessible via web browser.

- Microsoft Windows web servers and any web application shall not be installed on the same drive as the host operating system.

- Executable files (.exe, .com, .bat, .dll, etc) shall not be placed into directories accessible via a web browser without the direct involvement and documented approval by the Information Systems and Service Enterprise Security unit (ISS-ESU).

### **4.0 Guidelines**

- It is recommended that all web applications use the enterprise FTP and SMTP servers for all FTP/SMTP traffic.

### **5.0 Enforcement**

Any web server not meeting the above criteria may be immediately disconnected from the OCGBCC network. Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination of employment.

### **6.0 Definitions**

#### **Term**

#### **Definition**

#### **FTP**

File Transfer Protocol – The protocol for exchanging files over the Internet. FTP works in the same way as HTTP for transferring Web pages from a server to a user's browser and SMTP for transferring electronic mail across the Internet in that, like these technologies, FTP uses the Internet's TCP/IP protocols to enable data transfer. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server.

#### **SFTP/FTPS**

SFTP – FTP tunneled in an SSH connection also known as Secure FTP. FTPS – FTP tunneled in an SSL connection

#### **WebDav**

Web-based Distributed Authoring and Versioning – Extensions to HTTP that allows users to collaboratively edit and manage files on remote Web servers.

#### **Front Page Extensions**

A series of scripts that can be employed using Microsoft FrontPage, a visual HTML editor.

#### **SMTP**

Simple Mail Transfer Protocol – A protocol for sending e-mail messages between servers. In addition, SMTP is generally used to send messages from a mail client to a mail server.

## ***SENSITIVE DATA AND ENCRYPTION STANDARD***

### **7.0 Purpose**

The purpose of this document is to ensure that all Orange County Government Board of County Commissioner's (OCGBCC) sensitive data is secured by using strong encryption algorithms that have received substantial public review and have been proven to work effectively. Orange County Information Systems and Services Enterprise Security unit (ISS-ESU) provides access to a variety of Encryption Services and Enterprise Certification Authorities (CA).

### **8.0 Scope**

This document applies to all data transmitted and stored within the OCGBC information systems. It applies to all OCGBC employees, consultants, and all other affiliated third parties operating within the OCGBC information systems and networks.

### **9.0 Policies**

#### **9.1 Activity**

- 9.1.1** Any and all activity within and through the OCGBC information systems involving encryption shall require direct involvement and documented approval by the Information Systems and Service Enterprise Security unit (ISS-ESU).
- 9.1.2** The ISS-ESU shall approve the storage and transfer of any data containing personal information and/or residing in the DMZ.

#### **9.2 Encryption Algorithms**

- 9.2.1** One of the following standard encryption ciphers shall be used to encrypt data. The key length for these algorithms shall be no less than 128bits:
  - Triple-DES (3DES)
  - Rijndael (AES)
  - RSA
  - Blowfish
  - Twofish
  - CAST
- 9.2.2** PGP is an approved encryption standard provided that the PGP private key used to encrypt and /or sign data has been generated using a cipher meeting the requirements in section 9.2.1.

#### **9.3 Data Hashing**

The following standard data hashing algorithms shall be used to hash data. The key length for the algorithms shall be no less than 128bits.

- MD5
- SHA-2

#### **9.4 SSL Certificates**

Web Server, SSH, IMAPS, SMTPS SSL certificates should have key lengths of no less than 128bits.

#### **9.5 Sensitive Data Stored on the Internal Network**

- 9.5.1** Any data containing sensitive information, including, but not limited to: names, addresses, phone numbers, email addresses, birthdates, federal/state/local document numbers, account numbers, race or religious information, username and employee identification numbers should be encrypted at rest with field-level encryption and in transit.
- 9.5.2** Any data containing social security numbers, passwords, HIPAA or bank information shall be encrypted at rest with field-level encryption and during network transfers.
- 9.5.3** Any data classified as EPHI by HIPAA, or classified as secure information by PCI DSS requirements shall not be released to unauthorized parties.
- 9.5.4** Any information stored or transmitted on the OCGBC network that can identify and/or compromise security systems shall be considered privileged information and shall not be released to unauthorized parties.

#### **9.6 Sensitive Data Stored on the External DMZ Network**

- 9.6.1** Any and all activity within and through the OCGBC DMZ shall require direct involvement and documented approval by the Information Systems and Service Enterprise Security unit (ISS-ESU).
- 9.6.2** Any data accessible within the OCGBC DMZ or directly accessible from it should be encrypted.
- 9.6.3** Any data accessible within the OCGBC DMZ or directly accessible from it meeting the following criteria shall be encrypted at rest with field-level encryption and in transit: names,

addresses, phone numbers, email addresses, birthdates, federal/state/local document numbers, account numbers, race or religious information, usernames, passwords, employee identification numbers and all HIPAA and PCI information.

## 9.7 Data Backups

**9.7.1** Any backup of OCGBCC should be encrypted. Sensitive data as listed in 9.5 of this document shall be backed up using encryption algorithm standards found in 9.2.

## 9.8 Laptops and Removal Devices

**9.8.1** All laptop hard drives should be encrypted.

**9.8.2** Any sensitive data (see section 9.5 of this document) stored on laptops and removable devices shall be encrypted.

**9.8.3** All individuals who work with sensitive data (see section 9.5 of this document) shall have their laptop hard drives encrypted.

## 10.0 Guidelines

- SSL certificates issued to servers and applications used by internet users should be provided by commercial CA authorities (i.e. Verisign, Thawte) to avoid security warnings from being presented to the end users.
- SSL certificates issued to servers and applications used by internal OCGBCC resources should be issued by OCGBCC's Certification Authority.

## 11.0 Enforcement

Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination of employment.

## 12.0 Definitions

Term	Definition
<b>Encryption</b>	Transforming understandable data into a form that is incomprehensible and that looks like random noise.
<b>Hashing</b>	An algorithm that takes an entire message and, through process of shuffling, manipulating, and processing the bytes using logical operations, generates a small message digest of the data.
<b>Field-level encryption</b>	Values are stored in an encrypted format in the database and/or text files, so that attempting to read the data with a SELECT statement on a database or viewing the text files will only display encrypted data.
<b>DMZ</b>	De-Militarized Zone – A computer term used for a protected network that sits between the Internet and the corporate network.
<b>Certification Authority (CA)</b>	In cryptography, a certificate authority or certification authority (CA) is an entity which issues digital certificates for use by other parties.
<b>Bank Information</b>	Checking account numbers, credit card numbers, or any unique number from a bank institution.
<b>HIPAA</b>	The federal Health Insurance Portability and Accountability Act of 1996
<b>EPHI</b>	Electronic Protected Health Information is a set of identifiers defined by HIPAA § 164.514.
<b>PCI DSS</b>	The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements designed to ensure that all companies that process, store or transmit credit card information maintain a secure environment.

## **DMZ SECURITY STANDARD**

### **13.0 Purpose**

The purpose of this document is to establish requirements that will better manage and secure all platforms within the Orange County Government Board of County Commissioners (OCGBCC). The De-Militarized Zone (DMZ) is a secure environment with limited access to the OCGBCC internal network.

### **14.0 Scope**

This document applies to all platforms located within the OCGBCC DMZ.

### **15.0 Goal**

The goal of this document is to establish a solid foundation for which DMZ Security is built upon. DMZ Security is the basis for secure, remote resource and information access to OCGBCC information systems and networks. As such, attention to detail in the DMZ Security process is of utmost importance.

### **16.0 Audience**

This document is intended for distribution to those that have any interaction with any system in the DMZ.

### **17.0 Roles**

The Information Systems and Services Enterprise Security Unit (ISS-ESU) is solely responsible for the DMZ.

### **18.0 Policies**

#### **18.1 ISS-ESU Discretion**

Any server found within the OCGBCC DMZ that does not meet the following criteria shall, at the discretion of the ISS-ESU, be immediately disconnected from the OCGBCC DMZ.

#### **18.2 Activity**

Any and all activity within and through the OCGBCC DMZ shall require direct involvement and documented approval by the ISS-ESU.

#### **18.3 Web Servers**

All internal ISS-ESU policies apply to the OCGBCC DMZ and are augmented by the DMZ Security Standard. The following differences are noted:

**18.3.1** Microsoft Internet Information Server (IIS) version 5 or 6 shall be the only platforms within the OCGBCC DMZ to run as a Web or FTP server.

**18.3.2** All platforms within the OCGBCC DMZ shall be patched immediately upon the release and testing by the ISS-ESU.

#### **18.4 Administrative Rights**

ISS-ESU shall be the only group with administrative rights to servers in the DMZ.

#### **18.5 Production Servers**

The OCGBCC DMZ shall host production servers only.

#### **18.6 Remote Access**

Remote Access to the OCGBCC DMZ shall be allowed only using Microsoft Terminal Services or Microsoft Remote Desktop protocols.

#### **18.7 Traffic**

##### **18.7.1 Internet Activity**

HTTP/HTTPS/FTP/SMTP/IMAPS are the only protocols allowed from the Internet into the DMZ.

##### **18.7.2 Internal Activity**

Traffic using the following protocols and ports from the DMZ to the internal network shall not be allowed: Kerberos, NetBIOS, Microsoft-DS, Microsoft SQL Server, Microsoft's Well Known Ports (88, 135, 137, 138, 139, 389, 445, 464, 530, 543, 544, 636, 749, 3389), LDAP, RPC, SMB, RDP, HTTP, HTTPS, DNS, JOLT.

**18.7.2.1** All traffic shall first be approved by ISS-ESU before it can be considered for inclusion in the DMZ.

##### **18.7.3 Routing**

**18.7.3.1** All approved access from the DMZ to the internal network shall be routed through a proxy server residing in the DMZ.

**18.7.3.2** The Enterprise DMZ proxy server shall only use firewall conduits to access approved resources within the OCGBCC network.

## 18.8 Data

**18.8.1** Any data accessible within the OCGBCC DMZ or directly accessible from it should be encrypted.

**18.8.2** Any data accessible within the OCGBCC DMZ or directly accessible from it meeting the following criteria shall be encrypted at rest with field-level encryption and in transit: names, addresses, phone numbers, email addresses, birthdates, federal/state/local document numbers, account numbers, race or religion information, usernames, passwords, employee identification numbers and all HIPAA and PCI information.

**18.8.3** The OCGBCC DMZ shall not have access to data containing bank information.

**18.8.4** The OCGBCC DMZ shall not have access to social security information.

**18.8.5** The OCGBCC DMZ shall have read-only access to live data, if such data is also used by applications residing in the internal OCGBCC network.

## 19.0 Guidelines

- Should databases in policy 18.8.5 need to receive updates by the OCGBCC DMZ, the write operations should be made to a physically separate “staging” data repository. This separate data repository should contain only updates for the specific records being changed. An application server within the internal network should be used to apply the changes in the staging data repository to the live database.
- The DMZ should access data repositories in the internal OCGBCC network using SQL database calls.

## 20.0 Definitions

### Term

### Definition

#### Bank Information

Checking account numbers, credit card numbers, or any unique number from a bank institution.

#### De-Militarized Zone (DMZ)

A computer term used for a protected network that sits between the Internet and the corporate network.

#### Field-level encryption

Values are stored in an encrypted format in the database and/or text files, so that attempting to read the data with a SELECT statement on a database or viewing the text files will only display encrypted data.

#### DNS

Domain Name System (or Service or Server) – An Internet service that translates domain names into IP addresses. Because domain names are alphabetic, they're easier to remember. The Internet however, is really based on numeric IP addresses. Every time you use a domain name, therefore, a DNS service must translate the name into the corresponding IP address.

#### FTP

File Transfer Protocol – The protocol for exchanging files over the Internet. FTP works in the same way as HTTP for transferring web pages from a server to a user's browser and SMTP for transferring electronic mail across the Internet in that, like these technologies, FTP uses the Internet's TCP/IP protocols to enable data transfer. FTP is most commonly used to download a file from a server using the Internet or to upload a file to a server.

#### Health Insurance Portability and Accountability Act (HIPAA)

HIPAA establishes regulations for the use and disclosure of any information about health status, provision of health care, or payment for health care that can be linked to an individual.

#### HTTP

HyperText Transfer Protocol – The underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted, and what actions web servers and browsers should take in response to various commands.

#### HTTPS

HyperText Transfer Protocol over Secure Socket Layer (SSL) – By convention, URLs that require an SSL connection start with https: instead of just http:.

#### IMAPS

Internet Message Access Protocol – A protocol for retrieving e-mail messages. With IMAP4, you can search through your e-mail messages for keywords while the messages are still on mail server and, then, choose which messages to download to your machine.

#### LDAP

Lightweight Directory Access Protocol – A set of protocols for accessing information directories.

#### SSL

Secure Sockets Layer – A protocol for transmitting private documents via the Internet. SSL uses a cryptographic system that uses two keys to encrypt data – a public key known to everyone and a private or secret key known only to the recipient of the message.

#### SQL

Structured query language – SQL is a standardized query language for requesting information from a database.

## ANTIVIRUS STANDARD

### 21.0 Purpose

The purpose of this document is to establish requirements that must be met by all computers connected to the Orange County Government Board of County Commissioners (OCGBCC) network to ensure effective virus detection and prevention.

### 22.0 Scope

This document applies to all OCGBCC computers running any version of the Microsoft Windows Operating Systems. This includes, but is not limited to, all servers, desktop computers, laptop computers, PC-based printers and appliances.

### 23.0 Policies

#### 23.1 Virus Software – Servers

Kaspersky Anti-Virus for Servers shall be installed and enabled on all OCGBCC computers running any server version of the Microsoft Windows Operating Systems.

#### 23.2 Virus Software – Workstations

Kaspersky Anti-Virus for Workstations shall be installed and enabled on all OCGBCC computers running any non-server version of the Microsoft Windows Operating Systems.

#### 23.3 Virus Software – Exchange Servers

Kaspersky Enterprise Space Security Suite for Mail Servers shall be installed and enabled on all OCGBCC computers running Microsoft Exchange Server.

#### 23.4 Virus Software – Internet Mail

All incoming and outgoing internet email shall be scanned by a Barracuda Appliance in the DMZ before being delivered.

#### 23.5 Virus scanning

Antivirus software shall be running at all times on the computers on which it is installed. Real-time scanning of incoming and outgoing files shall be enabled at all times. Antivirus scans of all files and folders on servers shall be executed on a weekly basis in accordance with the schedules set in the Kaspersky Administration Kit Policies for Servers. Antivirus scans of all files and folders workstations shall be executed on a weekly basis in accordance with the schedules set in the Kaspersky Administration Kit Policies for Workstations.

### 24.0 Guidelines

- When employees receive unwanted and unsolicited emails, they should be deleted and should avoid replying to the sender. These messages should not be forwarded.
- Employees should never open any files or macros attached to an email from an unknown, suspicious or untrustworthy source. These attachments should be deleted immediately. These messages should not be forwarded.
- Employees should never download files from unknown or suspicious sources.

### 25.0 Enforcement

Kaspersky's antivirus products are installed on all servers and workstations during the initial installation of the operating systems, and are continuously monitored to ensure they are running. Any employee or temporary found to have willfully stopped and/or paused these programs will be considered to be violating these policies and may be subject to disciplinary action, up to and including termination of employment.

### 26.0 Definitions

Term	Definition
Virus	A program or piece of code that is loaded onto your computer without your knowledge and runs against your wishes. Viruses can also replicate themselves. All computer viruses are manmade. A simple virus that can make a copy of its self over and over again is relatively easy to produce. Even such a simple virus is dangerous because it will quickly use all available memory and bring the system to a halt. An even more dangerous type of virus is one capable of transmitting itself across networks and bypassing security systems.



## 27.0 Revision History

October 2017	Specified "field-level encryption" for sensitive data at rest in the summary, 9.5.1, 9.5.2, 9.6.3, 18.8.2 Added definition for field-level encryption in 12.0 and 20.0 Removed deprecated SHA-1 from allowed hashes in 9.3 Added SFTP and FTPS as allowed in 3.4.3.3 Added definitions for SFTP and FTPS in 6.0
--------------	---



**November 2018  
Account Analysis Statements**



CLIENT ANALYSIS STATEMENT

0287 4743 0076851 01.9
NOVEMBER 2018

RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.
HIGHLAND CITY
P.O. BOX 6995
PORTLAND, OR 97228-6995

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

Transfer of Liens
ORANGE COUNTY COMPTROLLER
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

ANALYSIS SUMMARY

Table with 3 columns: Description, Symbol, and Amount. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, Net Earnings Allowance, Current Month Analyzed Charges, Current Month Position, and Total Amount Due.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553
Balance required to offset all current month analyzed charges: \$ 42,268
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row for 200001 COUNTY OF ORANGE, OFFICE OF COMPTROLLER.

\* Indicates billing account

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOUPMENT MONTHLY, ACCT MAINTENANCE, DDA STATEMENT - PAPER, etc.



CLIENT ANALYSIS STATEMENT

		<b>PAPER DISBURSEMENT SERVICES</b>			<b>20.00</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
ES352	25 1050	ACH FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>10.00</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>0.00</b>
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	220.00	0.00
		<b>INFORMATION SERVICES</b>			<b>16.00</b>
				<b>Total Analyzed Charges</b>	<b>76.43</b>
				<b>Total Fee Based Charges</b>	<b>0.00</b>
				<b>Total Service Charges</b>	<b>76.43</b>

TREND ANALYSIS

<u>Month</u>	<u>Average Ledger Balance</u>	<u>Average Positive Collected Balance</u>	<u>Investable Balance Available for Services</u>	<u>Earnings Credit Rate</u>	<u>Earnings Allowance</u>	<u>Fee Based Charges</u>	<u>Analyzed Charges</u>	<u>Monthly Position</u>
JUN 2018	737,652	737,652	737,652	1.84%	1,116	0	99	1,017
JUL 2018	741,082	741,082	741,082	1.95%	1,227	0	99	1,128
AUG 2018	748,366	748,366	748,366	1.95%	1,239	0	100	1,139
SEP 2018	607,521	607,521	607,521	1.93%	964	0	92	872
OCT 2018	397,497	397,497	397,497	2.20%	743	0	79	664
NOV 2018	378,246	378,246	378,246	2.20%	684	0	76	608
<b>AVG</b>	<b>601,727</b>	<b>601,727</b>	<b>601,727</b>					

Note: Customer must examine this statement and report to Bank any claim for credit or refund within 60 days after Bank makes the statement available. If Bank does not receive notice of error or discrepancy within this time frame, items on the statement will be deemed to be correct.

# CLIENT ANALYSIS STATEMENT



0287 0000 0076851 8245.  
NOVEMBER 2018

## RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.  
HIGHLAND CITY  
P.O. BOX 6995  
PORTLAND, OR 97228-6995

Officer:  
Phone No.:

MORLEY, TODD ALLEN  
407-649-5638

Fire Ambulance  
ORANGE COUNTY COMPTROLLER  
ATTN ACCOUNTING SECTION  
PO BOX 38  
ORLANDO, FL 32802-0038

## ANALYSIS SUMMARY

Average Positive Collected Balance.....	\$	315,079.17
Investable Balance Available for Services.....	=	315,079.17
Earnings Allowance.....@ 2.20%.....	\$	569.73
Net Earnings Allowance.....	=	569.73
Current Month Analyzed Charges.....	-	1,535.25
Current Month Position.....	=	(965.52)
Net Shortfall Due.....	\$	965.52
<b>Total Amount Due.....</b>	<b>\$</b>	<b>965.52</b>

Number of days this cycle: 30  
 Investable balance required to offset \$1.00 of analyzed charges: \$ 553  
 Balance required to offset all current month analyzed charges: \$ 849,041  
 (Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

THIS IS A REVISED STATEMENT.  
 TOTAL AMOUNT DUE MAY HAVE CHANGED. THE INVOICE WILL BE ADJUSTED  
 ACCORDINGLY.

## BALANCE SUMMARY

Account Number	Account Name	Average Ledger	Average Collected	Average Daily Negative Coll	Negative Coll Use of Fund Rate	Service Charge
* 200001	ORANGE COUNTY BCC	361,557.20	315,079.17	0.00	0.00%	1,535.25

\* Indicates billing account

## SERVICE DETAIL

Svc Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
IAMTH	00 0230	RECOUPMENT MONTHLY	0.06375	361.56	23.05
<b>BALANCE &amp; COMPENSATION INFORMATION</b>					
22051	01 0000	ACCT MAINTENANCE	6.00000	1.00	6.00
CK021	01 0100	DEBITS POSTED	0.04000	11.00	0.44
CK049	01 0310	DDA STATEMENT - PAPER	0.00000	1.00	0.00
<b>GENERAL ACCOUNT SERVICES</b>					
36709	05 011R	WLBX MONTHLY BASE	85.00000	1.00	85.00
03611	05 0000	WLBX REMIT PROCESSED EXPR MAIL	1.00000	1.00	1.00
36731	05 0530	WLBX CORRESPONDENCE / REJECTS	0.20000	981.00	196.20
36755	05 0100	WLBX STANDARD ITEM PROCESSED	0.25000	1,527.00	381.75
03905	05 011R	WLBX DOCUMENT SCANNED	0.01000	16,308.00	163.08





CLIENT ANALYSIS STATEMENT

0287 0000 0076851 5079.
NOVEMBER 2018

RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.
HIGHLAND CITY
P.O. BOX 6995
PORTLAND, OR 97228-6995

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

Solid Waste
ORANGE COUNTY COMPTROLLER
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

ANALYSIS SUMMARY

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, Net Earnings Allowance, Current Month Analyzed Charges, Current Month Position, Net Shortfall Due, and Total Amount Due.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553
Balance required to offset all current month analyzed charges: \$ 6,126,072
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

THIS IS A REVISED STATEMENT.
TOTAL AMOUNT DUE MAY HAVE CHANGED. THE INVOICE WILL BE ADJUSTED ACCORDINGLY.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row for 200001 ORANGE COUNTY BCC.

\* Indicates billing account

SERVICE DETAIL

Table with 5 columns: Svc Code, AFP Code, Service Description, Unit Price, and Service Charges. Rows include IAMTH 00 0230 RECOUPMENT MONTHLY, 22051 01 0000 ACCT MAINTENANCE, CK021 01 0100 DEBITS POSTED, CK049 01 0310 DDA STATEMENT - PAPER, 36769 05 011L WLBX PACKAGE DELIVERY BASE, 03302 05 0400 WLBX TRANSMISSION BASE, 36709 05 011R WLBX MONTHLY BASE, 36778 05 002Z WLBX IMAGE WEB REPORTING MTHLY BASE, 36712 05 0127 WLBX MICR DATA CAPTURE PER LINE.

# CLIENT ANALYSIS STATEMENT

36731	05 0530	WLBX CORRESPONDENCE / REJECTS	0.20000	2.00	0.40
36755	05 0100	WLBX STANDARD ITEM PROCESSED	0.25000	76.00	19.00
03905	05 011R	WLBX DOCUMENT SCANNED	0.01000	264.00	2.64
36780	05 0600	WLBX 90 DAY ARCHIVE BW	0.00000	264.00	0.00
36737	05 011A	WLBX CHECK PHOTOCOPY	0.10000	76.00	7.60
36745	05 0129	WLBX VALUE ADDED KEYING	0.01000	1,767.00	17.67
36606	05 011F	WLBX PAPER RETURN	0.00000	188.00	0.00
03303	05 0410	WLBX PKG US MAIL DELIVERY	1.00000	40.00	40.00
36724	05 0301	WLBX DAILY DEPOSIT CUT	0.25000	16.00	4.00
03073	05 0331	WLBX CUSTOM / DUPLICATE REPORT	5.00000	16.00	80.00
34222	05 031Z	LOCKBOX CEO SUBSCRIPTION PER ITEM	0.00000	98.00	0.00
34220	05 031Z	LOCKBOX CEO SUBSCRIPTION MTHLY BASE	0.00000	1.00	0.00
		<b>LOCKBOX SERVICES</b>			<b>432.07</b>
41204	07 0399	VENDOR FEES-CARD PROCESS	1.00000	10,439.77	10,439.77
		<b>MERCHANT CARD SERVICES</b>			<b>10,439.77</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
08025	10 0015	MISCELLANEOUS CREDITS POSTED	0.20000	16.00	3.20
08110	10 0144	CASH VAULT COIN FURNISHED - ROLLED	0.04000	181.00	7.24
08116	10 0145	CASH VAULT COIN FURN-STD HALF BOX	0.00000	1.00	0.00
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	1.00	0.00
08189	10 0141	CASH VAULT CASH ORDER-TOUCHTONE	1.00000	5.00	5.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	86,855.00	52.11
08400	10 0148	CASH VAULT CURRENCY FURN-NONSTD	0.00040	3,150.00	1.26
08416	10 0199	CASH VAULT CURRENCY FURNISHED	0.00040	14,000.00	5.60
001	10 0220	DEPOSITED CHECKS - ON US	0.04000	37.00	1.48
002	10 0225	DEPOSITED CHECK	0.04000	318.00	12.72
311	10 0225	WHOLESALE LOCKBOX - DEPOSITED CHECK	0.04000	76.00	3.04
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	16.00	3.20
08174	10 0100	CASH VAULT DEPOSIT CASH AND CHECK	0.20000	30.00	6.00
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	1.00	0.00
		<b>DEPOSITORY SERVICES</b>			<b>100.85</b>
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	1.00	20.00
22225	15 0240	CHECK CASHING THRESHOLD MO BASE	0.00000	1.00	0.00
22235	15 0240	OTC DEBIT BLOCK MONTHLY BASE	0.00000	1.00	0.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	1.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>20.00</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	459.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	203.00	8.12
ES344	25 0202	ACH RECEIVED ITEM	0.00000	199.00	0.00
34334	25 1050	ACH CEO FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>18.12</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	14.00	7.00
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>7.00</b>
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	276.00	2.76
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	90.00	0.90
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	713.00	0.00
		<b>INFORMATION SERVICES</b>			<b>19.66</b>
		<b>Total Analyzed Charges</b>			<b>11,077.27</b>
		<b>Total Fee Based Charges</b>			<b>0.00</b>
		<b>Total Service Charges</b>			<b>11,077.27</b>





CLIENT ANALYSIS STATEMENT

TREND ANALYSIS

<u>Month</u>	<u>Average Ledger Balance</u>	<u>Average Positive Collected Balance</u>	<u>Investable Balance Available for Services</u>	<u>Earnings Credit Rate</u>	<u>Earnings Allowance</u>	<u>Fee Based Charges</u>	<u>Analyzed Charges</u>	<u>Monthly Position</u>
JUN 2018	512,430	477,644	477,644	1.84%	722	0	15,693	(14,971)
JUL 2018	706,617	674,067	674,067	1.95%	1,116	0	13,753	(12,637)
AUG 2018	340,396	309,747	309,747	1.95%	513	0	11,822	(11,309)
SEP 2018	664,374	636,382	636,382	1.98%	1,036	0	11,410	(10,375)
OCT 2018	564,892	520,569	520,569	2.20%	973	0	12,794	(11,822)
NOV 2018	521,369	464,527	464,527	2.20%	840	0	11,077	(10,237)
<b>AVG</b>	<b>551,680</b>	<b>513,823</b>	<b>513,823</b>					

Note: Customer must examine this statement and report to Bank any claim for credit or refund within 60 days after Bank makes the statement available. If Bank does not receive notice of error or discrepancy within this time frame, items on the statement will be deemed to be correct.



CLIENT ANALYSIS STATEMENT

0287 0000 0076851 4526.
NOVEMBER 2018

RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.
HIGHLAND CITY
P.O. BOX 6995
PORTLAND, OR 97228-6995

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

Water Utilities
ORANGE COUNTY COMPTROLLER
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

ANALYSIS SUMMARY

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, Net Earnings Allowance, Current Month Analyzed Charges, Current Month Position, Net Shortfall Due, and Total Amount Due.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553
Balance required to offset all current month analyzed charges: \$ 53,279,595
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

THIS IS A REVISED STATEMENT.
TOTAL AMOUNT DUE MAY HAVE CHANGED. THE INVOICE WILL BE ADJUSTED ACCORDINGLY.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row for 200001 ORANGE COUNTY BCC.

\* Indicates billing account

SERVICE DETAIL

Table with 5 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOUPMENT MONTHLY, ACCT MAINTENANCE, DEBITS POSTED, etc.

# CLIENT ANALYSIS STATEMENT

48220	05 0122	WTLBX TOTAL PAYMENTS PROCESSED	0.12000	14,647.00	1,757.64
48307	05 9999	WTLBX STD ITEM PROCESSED NON SCAN	0.13000	585.00	76.05
48221	05 0122	WTLBX MULTI PAYMENT	0.16000	120.00	19.20
48222	05 0002	WTLBX PARTIAL PAYMENT	0.00000	1,142.00	0.00
48336	05 9999	WTLBX REMIT PROCESSED CASH	4.00000	1.00	4.00
48241	05 9999	WTLBX REMIT PROCESSED EXPR MAIL	1.00000	14.00	14.00
48244	05 0530	WTLBX CORRESPONDENCE / REJECTS	0.20000	199.00	39.80
48234	05 0101	WTLBX IMAGING - SCANNABLE	0.01000	29,300.00	293.00
48326	05 9999	WTLBX IMAGING NON-SCANNABLE	0.01000	1,635.00	16.35
48249	05 0424	WTLBX 7 YEAR B/W IMAGE ARCHIVE	0.00250	30,935.00	77.34
48318	05 9999	WTLBX VALUE ADDED KEYING - NON SCAN	0.01000	15,176.00	151.76
48340	05 0410	WTLBX FIRST CLASS POSTAGE PKG	1.00000	50.00	50.00
48230	05 0301	WTLBX DAILY DEPOSIT CUT	0.25000	20.00	5.00
48501	05 0401	WTBX TRANSMISSION ITEM	0.00000	15,232.00	0.00
34220	05 031Z	LOCKBOX CEO SUBSCRIPTION MTHLY BASE	0.00000	1.00	0.00
		<b>LOCKBOX SERVICES</b>			<b>2,754.14</b>
41204	07 0399	VENDOR FEES-CARD PROCESS	1.00000	92,306.00	92,306.00
		<b>MERCHANT CARD SERVICES</b>			<b>92,306.00</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
08025	10 0015	MISCELLANEOUS CREDITS POSTED	0.20000	20.00	4.00
08110	10 0144	CASH VAULT COIN FURNISHED - ROLLED	0.04000	31.00	1.24
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	2.00	0.00
08189	10 0141	CASH VAULT CASH ORDER-TOUCHTONE	1.00000	1.00	1.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	50,816.00	30.49
08400	10 0148	CASH VAULT CURRENCY FURN-NONSTD	0.00040	50.00	0.02
08416	10 0199	CASH VAULT CURRENCY FURNISHED	0.00040	200.00	0.08
001	10 0220	DEPOSITED CHECKS - ON US	0.04000	213.00	8.52
002	10 0225	DEPOSITED CHECK	0.04000	1,414.00	56.56
311	10 0225	WHOLESALE LOCKBOX - DEPOSITED CHECK	0.04000	15,237.00	609.48
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	27.00	5.40
08174	10 0100	CASH VAULT DEPOSIT CASH AND CHECK	0.20000	21.00	4.20
CK061	10 0400	RETURN ITEM - CHARGEBACK	1.25000	16.00	20.00
CK069	10 0401	RETURN ITEM SPECIAL INSTRUCTIONS	0.00000	16.00	0.00
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	1.00	0.00
CK075	10 0402	RETURN ITEM REDEPOSITED	1.25000	14.00	17.50
		<b>DEPOSITORY SERVICES</b>			<b>758.49</b>
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	1.00	20.00
22225	15 0240	CHECK CASHING THRESHOLD MO BASE	0.00000	1.00	0.00
22235	15 0240	OTC DEBIT BLOCK MONTHLY BASE	0.00000	1.00	0.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	1.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>20.00</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	1,321.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	410.00	16.40
ES280	25 0000	ACH MONTHLY BASE	10.00000	1.00	10.00
ES211	25 0102	ACH ONE DAY ITEM	0.03500	4,202.00	147.07
ES210	25 0102	ACH TWO DAY ITEM	0.03500	3.00	0.11
ES216	25 0102	ACH SAME DAY	0.03500	707.00	24.75
ES344	25 0202	ACH RECEIVED ITEM	0.00000	408.00	0.00
06502	25 0302	ACH RETURN ITEM-ELECTRONIC	1.25000	6.00	7.50
06505	25 0302	ACH RETURN ADMIN -ELECTRONIC	1.25000	4.00	5.00
ES801	25 0501	ACH TRANSMISSION CHARGE	3.00000	12.00	36.00
34334	25 1050	ACH CEO FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>256.83</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	12.00	6.00
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>6.00</b>
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	515.00	5.15
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	119.00	1.19
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	1,187.00	0.00
		<b>INFORMATION SERVICES</b>			<b>22.34</b>
		<b>Total Analyzed Charges</b>			<b>96,341.09</b>
		<b>Total Fee Based Charges</b>			<b>0.00</b>
		<b>Total Service Charges</b>			<b>96,341.09</b>

CLIENT ANALYSIS STATEMENT



TREND ANALYSIS

<u>Month</u>	<u>Average Ledger Balance</u>	<u>Average Positive Collected Balance</u>	<u>Investable Balance Available for Services</u>	<u>Earnings Credit Rate</u>	<u>Earnings Allowance</u>	<u>Fee Based Charges</u>	<u>Analyzed Charges</u>	<u>Monthly Position</u>
JUN 2018	2,540,690	2,251,097	2,251,097	1.84%	3,404	0	91,222	(87,818)
JUL 2018	3,583,071	3,159,412	3,159,412	1.95%	5,233	0	89,046	(83,813)
AUG 2018	2,184,307	1,943,198	1,943,198	1.95%	3,218	0	95,881	(92,662)
SEP 2018	2,210,853	1,919,200	1,919,200	1.98%	3,123	0	98,926	(95,803)
OCT 2018	2,614,833	2,253,431	2,253,431	2.20%	4,211	0	92,446	(88,236)
NOV 2018	3,298,026	2,893,126	2,893,126	2.20%	5,231	0	96,341	(91,110)
<b>AVG</b>	<b>2,738,630</b>	<b>2,403,244</b>	<b>2,403,244</b>					

Note: Customer must examine this statement and report to Bank any claim for credit or refund within 60 days after Bank makes the statement available. If Bank does not receive notice of error or discrepancy within this time frame, items on the statement will be deemed to be correct.



CLIENT ANALYSIS STATEMENT

0287 0000 0076851 3126. NOVEMBER 2018

RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.
HIGHLAND CITY
P.O. BOX 6995
PORTLAND, OR 97228-6995

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

Convention Center
ORANGE COUNTY COMPTROLLER
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

ANALYSIS SUMMARY

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, Net Earnings Allowance, Current Month Analyzed Charges, Current Month Position, Net Shortfall Due, and Total Amount Due.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553
Balance required to offset all current month analyzed charges: \$ 18,158,160
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

THIS IS A REVISED STATEMENT.
TOTAL AMOUNT DUE MAY HAVE CHANGED. THE INVOICE WILL BE ADJUSTED ACCORDINGLY.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row for account 200001.

\* Indicates billing account

SERVICE DETAIL

Table with 5 columns: Svc Code, AFP Code, Service Description, Unit Price, and Service Charges. Lists various services like RECOUPMENT MONTHLY, DESKTOP DEPOSIT-DEPOSIT CREDITED, ACCT MAINTENANCE, etc.



# CLIENT ANALYSIS STATEMENT

		<b>MERCHANT CARD SERVICES</b>			<b>32,428.41</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	2.00	0.00
08189	10 0141	CASH VAULT CASH ORDER-TOUCHTONE	1.00000	1.00	1.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	294,283.00	176.57
08416	10 0199	CASH VAULT CURRENCY FURNISHED	0.00040	50,000.00	20.00
001	10 0220	DEPOSITED CHECKS - ON US	0.04000	2.00	0.08
002	10 0225	DEPOSITED CHECK	0.04000	1.00	0.04
701	10 0220	DESKTOP DEPOSIT-DEPOSITED ITEM ONUS	0.03000	4.00	0.12
706	10 0224	DESKTOP DEPOSIT-DEPOSITED ITEM	0.03500	55.00	1.93
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	37.00	7.40
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	1.00	0.00
		<b>DEPOSITORY SERVICES</b>			<b>207.14</b>
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	1.00	20.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	1.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>20.00</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	228.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	209.00	8.36
ES283	25 0000	ACH VENDOR MONTHLY BASE	15.00000	1.00	15.00
ES344	25 0202	ACH RECEIVED ITEM	0.00000	141.00	0.00
34334	25 1050	ACH CEO FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>33.36</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	20.00	10.00
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>10.00</b>
15017	40 0003	DESKTOP DEPOSIT MONTHLY BASE	25.00000	1.00	25.00
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	262.00	2.62
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	182.00	1.82
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	661.00	0.00
		<b>INFORMATION SERVICES</b>			<b>45.44</b>
				<b>Total Analyzed Charges</b>	<b>32,833.90</b>
				<b>Total Fee Based Charges</b>	<b>0.00</b>
				<b>Total Service Charges</b>	<b>32,833.90</b>

## TREND ANALYSIS

<u>Month</u>	<u>Average Ledger Balance</u>	<u>Average Positive Collected Balance</u>	<u>Investable Balance Available for Services</u>	<u>Earnings Credit Rate</u>	<u>Earnings Allowance</u>	<u>Fee Based Charges</u>	<u>Analyzed Charges</u>	<u>Monthly Position</u>
JUN 2018	1,010,752	935,417	935,417	1.84%	1,415	0	29,491	(28,076)
JUL 2018	1,424,708	1,374,242	1,374,242	1.95%	2,276	0	9,686	(7,410)
AUG 2018	708,686	602,316	602,316	1.95%	998	0	13,855	(12,857)
SEP 2018	802,105	787,632	787,632	1.98%	1,282	0	32,351	(31,069)
OCT 2018	1,180,216	1,138,490	1,138,490	2.20%	2,127	0	46,405	(44,277)
NOV 2018	1,232,195	1,136,572	1,136,572	2.20%	2,055	0	32,834	(30,779)
<b>AVG</b>	<b>1,059,777</b>	<b>995,778</b>	<b>995,778</b>					

Note: Customer must examine this statement and report to Bank any claim for credit or refund within 60 days after Bank makes the statement available. If Bank does not receive notice of error or discrepancy within this time frame, items on the statement will be deemed to be correct.



# CLIENT ANALYSIS STATEMENT

0287 0000 0076851 3765.  
NOVEMBER 2018

## RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.  
HIGHLAND CITY  
P.O. BOX 6995  
PORTLAND, OR 97228-6995

Officer:  
Phone No.:

MORLEY, TODD ALLEN  
407-649-5638

Parks and Recreation  
ORANGE COUNTY COMPTROLLER  
ATTN ACCOUNTING SECTION  
PO BOX 38  
ORLANDO, FL 32802-0038

## ANALYSIS SUMMARY

Average Positive Collected Balance.....	\$	92,859.35
Investable Balance Available for Services.....	=	92,859.35
Earnings Allowance.....@ 2.20%.....	\$	167.91
Net Earnings Allowance.....	=	167.91
Current Month Analyzed Charges.....	-	263.78
Current Month Position.....	=	(95.87)
Net Shortfall Due.....	\$	95.87
<b>Total Amount Due.....</b>	<b>\$</b>	<b>95.87</b>

Number of days this cycle: 30  
Investable balance required to offset \$1.00 of analyzed charges: \$ 553  
Balance required to offset all current month analyzed charges: \$ 145,878  
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

THIS IS A REVISED STATEMENT.  
TOTAL AMOUNT DUE MAY HAVE CHANGED. THE INVOICE WILL BE ADJUSTED  
ACCORDINGLY.

## BALANCE SUMMARY

Account Number	Account Name	Average Ledger	Average Collected	Average Daily Negative Coll	Negative Coll Use of Fund Rate	Service Charge
* 200002	ORANGE COUNTY BCC	96,349.11	92,859.35	0.00	0.00%	263.78

\* Indicates billing account

## SERVICE DETAIL

Svc Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
IAMTH	00 0230	RECOUPMENT MONTHLY	0.06375	96.35	6.14
		<b>BALANCE &amp; COMPENSATION INFORMATION</b>			<b>6.14</b>
22063	01 0000	DDA STMT W/IMAGE CLASSIC-MTHLY BASE	0.00000	1.00	0.00
22051	01 0000	ACCT MAINTENANCE	6.00000	1.00	6.00
CK021	01 0100	DEBITS POSTED	0.04000	53.00	2.12
CK049	01 0310	DDA STATEMENT - PAPER	0.00000	1.00	0.00
		<b>GENERAL ACCOUNT SERVICES</b>			<b>8.12</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
08052	10 0006	BRANCH DEPOSIT	0.20000	493.00	98.60
001	10 0220	DEPOSITED CHECKS - ON US	0.04000	51.00	2.04
002	10 0225	DEPOSITED CHECK	0.04000	301.00	12.04







CLIENT ANALYSIS STATEMENT

0287 0000 0076851 2859.
NOVEMBER 2018

RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.
HIGHLAND CITY
P.O. BOX 6995
PORTLAND, OR 97228-6995

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

Retiree Healthcare
ORANGE COUNTY COMPTROLLER
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

ANALYSIS SUMMARY

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, Net Earnings Allowance, Current Month Analyzed Charges, Current Month Position, and Total Amount Due.

Table with 3 columns: Description, Amount, and Unit. Rows include Number of days this cycle, Investable balance required to offset \$1.00 of analyzed charges, Balance required to offset all current month analyzed charges, Interest rate on excess balances, and Interest paid on excess balances.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Includes one row for ORANGE COUNTY BOARD OF COUNTY COMM.

\* Indicates billing account

SERVICE DETAIL

Table with 5 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOUPMENT MONTHLY IB, DDA STMT W/IMAGE CLASSIC-MTHLY BASE, etc.



# CLIENT ANALYSIS STATEMENT

		<b>PAPER DISBURSEMENT SERVICES</b>			<b>20.00</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	5.00	0.20
ES344	25 0202	ACH RECEIVED ITEM	0.00000	1.00	0.00
ES352	25 1050	ACH FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>10.20</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES030	35 0300	WIRE IN - DOMESTIC	4.00000	1.00	4.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	3.00	1.50
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>5.50</b>
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	8.00	0.08
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	39.00	0.39
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	236.00	0.00
		<b>INFORMATION SERVICES</b>			<b>16.47</b>
				<b>Total Analyzed Charges</b>	<b>62.01</b>
				<b>Total Fee Based Charges</b>	<b>0.00</b>
				<b>Total Service Charges</b>	<b>62.01</b>

## TREND ANALYSIS

<u>Month</u>	<u>Average Ledger Balance</u>	<u>Average Positive Collected Balance</u>	<u>Investable Balance Available for Services</u>	<u>Earnings Credit Rate</u>	<u>Earnings Allowance</u>	<u>Fee Based Charges</u>	<u>Analyzed Charges</u>	<u>Monthly Position</u>
JUN 2018	66,450	66,450	66,450	1.84%	100	0	63	38
JUL 2018	85,596	85,596	85,596	1.95%	142	0	64	78
AUG 2018	66,694	66,694	66,694	1.95%	110	0	63	48
SEP 2018	83,366	83,366	83,366	1.93%	132	0	65	68
OCT 2018	72,109	72,109	72,109	2.15%	132	0	62	70
NOV 2018	58,330	58,330	58,330	2.15%	103	0	62	41
<b>AVG</b>	<b>72,091</b>	<b>72,091</b>	<b>72,091</b>					

Note: Customer must examine this statement and report to Bank any claim for credit or refund within 60 days after Bank makes the statement available. If Bank does not receive notice of error or discrepancy within this time frame, items on the statement will be deemed to be correct.



CLIENT ANALYSIS STATEMENT

0287 0000 0076851 2825.
NOVEMBER 2018

RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.
HIGHLAND CITY
P.O. BOX 6995
PORTLAND, OR 97228-6995

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

Red Light
ORANGE COUNTY COMPTROLLER
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

ANALYSIS SUMMARY

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, Net Earnings Allowance, Current Month Analyzed Charges, Current Month Position, Net Shortfall Due, and Total Amount Due.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553
Balance required to offset all current month analyzed charges: \$ 316,477
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

THIS IS A REVISED STATEMENT.
TOTAL AMOUNT DUE MAY HAVE CHANGED. THE INVOICE WILL BE ADJUSTED ACCORDINGLY.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row for account 200004 ORANGE COUNTY BCC.

\* Indicates billing account

SERVICE DETAIL

Table with 5 columns: Svc Code, AFP Code, Service Description, Unit Price, and Service Charges. Lists various services like RECOUPMENT MONTHLY, ACCT MAINTENANCE, DEBITS POSTED, etc.



# CLIENT ANALYSIS STATEMENT

48210	05 0100	WTLBX CHECKS	0.00000	527.00	0.00
48220	05 0122	WTLBX TOTAL PAYMENTS PROCESSED	0.12000	528.00	63.36
48307	05 9999	WTLBX STD ITEM PROCESSED NON SCAN	0.13000	73.00	9.49
48221	05 0122	WTLBX MULTI PAYMENT	0.16000	2.00	0.32
48222	05 0002	WTLBX PARTIAL PAYMENT	0.00000	6.00	0.00
48236	05 0127	WTLBX MICR DATA CAPTURE	0.01000	527.00	5.27
48317	05 9999	WTLBX MICR CAPTURE NON-SCANNABLE	0.01000	73.00	0.73
48244	05 0530	WTLBX CORRESPONDENCE / REJECTS	0.20000	27.00	5.40
48319	05 9999	WTLBX ROUGH SORT 5 OR LESS-NON SCAN	0.00000	73.00	0.00
48234	05 0101	WTLBX IMAGING - SCANNABLE	0.01000	1,055.00	10.55
48326	05 9999	WTLBX IMAGING NON-SCANNABLE	0.01000	200.00	2.00
48261	05 0600	WLBX 90 DAY B/W IMAGE	0.00000	1,255.00	0.00
48318	05 9999	WTLBX VALUE ADDED KEYING - NON SCAN	0.01000	3,017.00	30.17
48340	05 0410	WTLBX FIRST CLASS POSTAGE PKG	1.00000	33.00	33.00
48230	05 0301	WTLBX DAILY DEPOSIT CUT	0.25000	20.00	5.00
48501	05 0401	WTBX TRANSMISSION ITEM	0.00000	601.00	0.00
34220	05 031Z	LOCKBOX CEO SUBSCRIPTION MTHLY BASE	0.00000	1.00	0.00
		<b>LOCKBOX SERVICES</b>			<b>465.29</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
08025	10 0015	MISCELLANEOUS CREDITS POSTED	0.20000	20.00	4.00
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	1.00	0.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	5,180.00	3.11
002	10 0225	DEPOSITED CHECK	0.04000	2.00	0.08
311	10 0225	WHOLESALE LOCKBOX - DEPOSITED CHECK	0.04000	600.00	24.00
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	20.00	4.00
08174	10 0100	CASH VAULT DEPOSIT CASH AND CHECK	0.20000	1.00	0.20
CK061	10 0400	RETURN ITEM - CHARGEBACK	1.25000	2.00	2.50
CK075	10 0402	RETURN ITEM REDEPOSITED	1.25000	1.00	1.25
		<b>DEPOSITORY SERVICES</b>			<b>39.14</b>
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	1.00	20.00
22225	15 0240	CHECK CASHING THRESHOLD MO BASE	0.00000	1.00	0.00
22235	15 0240	OTC DEBIT BLOCK MONTHLY BASE	0.00000	1.00	0.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	1.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>20.00</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	112.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	30.00	1.20
ES344	25 0202	ACH RECEIVED ITEM	0.00000	31.00	0.00
34333	25 1050	ACH CEO FRAUD FILTER REVIEW MO BASE	10.00000	1.00	10.00
34335	25 1053	ACH CEO FRAUD FILTER REVIEW - ITEM	0.00000	1.00	0.00
		<b>GENERAL ACH SERVICES</b>			<b>11.20</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	19.00	9.50
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>9.50</b>
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	95.00	0.95
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	93.00	0.93
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	385.00	0.00
		<b>INFORMATION SERVICES</b>			<b>17.88</b>
		<b>Total Analyzed Charges</b>			<b>572.26</b>
		<b>Total Fee Based Charges</b>			<b>0.00</b>
		<b>Total Service Charges</b>			<b>572.26</b>

## TREND ANALYSIS

Month	Average Ledger Balance	Average Positive Collected Balance	Investable Balance Available for Services	Earnings Credit Rate	Earnings Allowance	Fee Based Charges	Analyzed Charges	Monthly Position
JUN 2018	49,047	43,937	43,937	1.84%	66	0	594	(527)
JUL 2018	60,896	56,663	56,663	1.95%	94	0	804	(710)
AUG 2018	42,309	38,081	38,081	1.95%	63	0	593	(530)
SEP 2018	44,134	39,760	39,760	1.98%	65	0	582	(517)
OCT 2018	39,739	35,809	35,809	2.20%	67	0	565	(498)
NOV 2018	37,794	33,766	33,766	2.20%	61	0	572	(511)



# CLIENT ANALYSIS STATEMENT

AVG	45,653	41,336	41,336
-----	--------	--------	--------

Note: Customer must examine this statement and report to Bank any claim for credit or refund within 60 days after Bank makes the statement available. If Bank does not receive notice of error or discrepancy within this time frame, items on the statement will be deemed to be correct.



# CLIENT ANALYSIS STATEMENT

## RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.  
HIGHLAND CITY  
P.O. BOX 6995  
PORTLAND, OR 97228-6995

Officer:  
Phone No.:

MORLEY, TODD ALLEN  
407-649-5638

Comptroller Composite  
ORANGE COUNTY COMPTROLLER  
ATTN ACCOUNTING SECTION  
PO BOX 38  
ORLANDO, FL 32802-0038

## ANALYSIS SUMMARY

Average Positive Collected Balance.....	\$	2,486,165.97
Investable Balance Available for Services.....	=	2,486,165.97
Earnings Allowance.....@ 2.15%.....	\$	4,393.36
Net Earnings Allowance.....	=	4,393.36
Current Month Analyzed Charges.....	-	3,596.23
Current Month Position.....	=	797.13
<b>Total Amount Due.....</b>	<b>\$</b>	<b>0.00</b>

Number of days this cycle:		30
Investable balance required to offset \$1.00 of analyzed charges:	\$	566
Balance required to offset all current month analyzed charges: (Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)	\$	2,035,078
Interest rate on excess balances:		2.15%
Interest paid on excess balances:	\$	797.13

## BALANCE SUMMARY

<u>Account Number</u>	<u>Account Name</u>	<u>Average Ledger</u>	<u>Average Collected</u>	<u>Average Daily Negative Coll</u>	<u>Negative Coll Use of Fund Rate</u>	<u>Service Charge</u>
██████████	COUNTY OF ORANGE, OFFICE OF COMPTROLLER	1,402,825.29	1,402,825.29	0.00	0.00%	330.07
200001 ██████████	COUNTY OF ORANGE, OFFICE OF COMPTROLLER	29,607.21	29,607.21	0.00	0.00%	134.51
200001 ██████████	COUNTY OF ORANGE, OFFICE OF COMPTROLLER	94,922.87	94,922.87	0.00	0.00%	148.32
200001 ██████████	COUNTY OF ORANGE, OFFICE OF COMPTROLLER	699,466.01	699,466.01	0.00	0.00%	136.67
200001 ██████████	COUNTY OF ORANGE, OFFICE OF COMPTROLLER	194,263.95	194,263.95	0.00	0.00%	164.72
* 200001 ██████████	COUNTY OF ORANGE, OFFICE OF COMPTROLLER	194,860.88	65,080.64	0.00	0.00%	2,681.94

\* Indicates billing account



CLIENT ANALYSIS STATEMENT

SERVICE DETAIL

Svc Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
IAMIB	00 0230	RECOUPMENT MONTHLY IB	0.06375	2,615.95	166.76
CK900	00 0321	ACCOUNT ANALYSIS-DEBIT ADJUSTMENT	1.00000	1,597.83	1,597.83
		<b>BALANCE &amp; COMPENSATION INFORMATION</b>			<b>1,764.59</b>
22051	01 0000	ACCT MAINTENANCE	6.00000	6.00	36.00
CK021	01 0100	DEBITS POSTED	0.04000	115.00	4.60
CK049	01 0310	DDA STATEMENT - PAPER	0.00000	4.00	0.00
		<b>GENERAL ACCOUNT SERVICES</b>			<b>40.60</b>
41910	07 0223	PMT GATEWAY MONTHLY BASIC	15.00000	2.00	30.00
41912	07 0223	PMT GATEWAY CREDIT CARD TRANS	0.10000	24.00	2.40
41963	07 0223	PMT GATEWAY CREDIT CARD TRANS A	0.10000	518.00	51.80
41204	07 0399	VENDOR FEES-CARD PROCESS	1.00000	632.73	632.73
		<b>MERCHANT CARD SERVICES</b>			<b>716.93</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	5.00	0.00
08008	10 0110	VAULT DEPOSITED COIN - ROLLED	0.02000	18.00	0.36
08041	10 0000	BRANCH DEPOSITS NOT ALLOWED	0.00000	2.00	0.00
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	2.00	0.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	15,720.00	9.43
001	10 0220	DEPOSITED CHECKS - ON US	0.04000	373.00	14.92
002	10 0225	DEPOSITED CHECK	0.04000	3,256.00	130.24
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	8.00	1.60
08174	10 0100	CASH VAULT DEPOSIT CASH AND CHECK	0.20000	35.00	7.00
CK197	10 0040	CASH ORDER FEE IN A WF BRANCH	1.00000	2.00	2.00
CK131	10 0040	ROLLED COIN FURNISHED BY WF BRANCH	0.05000	3.00	0.15
CK141	10 0040	CURRENCY FURNISHED BY WF BRANCH	0.00060	870.00	0.52
CK061	10 0400	RETURN ITEM - CHARGEBACK	1.25000	4.00	5.00
CK069	10 0401	RETURN ITEM SPECIAL INSTRUCTIONS	0.00000	4.00	0.00
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	5.00	0.00
CK075	10 0402	RETURN ITEM REDEPOSITED	1.25000	3.00	3.75
		<b>DEPOSITORY SERVICES</b>			<b>174.97</b>
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	4.00	80.00
12815	15 1352	CEO IMAGE VIEW > 90 DAYS - ITEM	0.20000	3.00	0.60
12907	15 0030	POSITIVE PAY MONTHLY BASE	0.00000	2.00	0.00
22020	15 1350	WELLSIMAGE PAID CHECK MONTHLY BASE	30.00000	1.00	30.00
22225	15 0240	CHECK CASHING THRESHOLD MO BASE	0.00000	4.00	0.00
22235	15 0240	OTC DEBIT BLOCK MONTHLY BASE	0.00000	4.00	0.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	4.00	0.00
22015	15 1353	WELLSIMAGE PAID CHECK PER CD	7.00000	1.00	7.00
22202	15 0100	DDA CHECKS PAID	0.05000	107.00	5.35
DS191	15 0122	PAYEE VALIDATION STANDARD-ITEM	0.02000	107.00	2.14
DS255	15 1399	WELLSIMAGE PAID CHECK PER ITEM	0.02000	190.00	3.80
22030	15 0412	STOP PAYMENT - AUTO RENEWAL	0.00000	6.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>128.89</b>
34337	20 0201	CEO CHECK ISSUES-ITEM	0.10000	3.00	0.30
12060	20 0010	ARP MONTHLY BASE - FULL	45.00000	2.00	90.00
12377	20 0201	ARP FULL RECON-ITEM	0.04500	92.00	4.14
12430	20 0301	ARP OUTPUT - TRANSMISSION	4.50000	2.00	9.00
12604	20 0306	ARP OPTIONAL REPORTS	0.00000	8.00	0.00
12609	20 0310	ARP PAPER STATEMENT/REPORT DELIVERY	12.00000	2.00	24.00
12684	20 0310	ARP PAPER STMT/REPORT MONTHLY BASE	0.00000	2.00	0.00
12687	20 9999	ARP AGED ISSUE RECORDS ON FILE-ITEM	0.00100	18.00	0.02
12694	20 0100	OUTGOING TRANSMISSION - PER ITEM	0.00000	190.00	0.00
34350	20 0306	CEO ARP STMT & RPTS MONTHLY BASE	0.00000	2.00	0.00
		<b>PAPER DISBURSEMENT RECON SERVICES</b>			<b>127.46</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	6.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	302.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	215.00	8.60
ES280	25 0000	ACH MONTHLY BASE	10.00000	3.00	30.00
ES211	25 0102	ACH ONE DAY ITEM	0.03500	94.00	3.29
ES210	25 0102	ACH TWO DAY ITEM	0.03500	644.00	22.55
ES216	25 0102	ACH SAME DAY	0.03500	38.00	1.34
ES206	25 0120	ACH ORIGINATED - ADDENDA REC	0.02000	6.00	0.12
ES344	25 0202	ACH RECEIVED ITEM	0.00000	118.00	0.00
ES803	25 0500	ACH PAYMENTS ONLINE BATCH RELEASE	0.00000	3.00	0.00
ES801	25 0501	ACH TRANSMISSION CHARGE	3.00000	24.00	72.00
ACH1D	25 0102	ACH PAYMENTS ONE DAY ITEM	0.03500	4.00	0.14
ACH2D	25 0102	ACH PAYMENTS TWO DAY ITEM	0.03500	3.00	0.11
34377	25 0000	ACH PAYMENTS BASE FEE	10.00000	1.00	10.00







# CLIENT ANALYSIS STATEMENT

0182 2685 0076851 01.9  
NOVEMBER 2018

## ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.  
PO BOX 63020  
SAN FRANCISCO, CA 94163

Officer:  
Phone No.:

MORLEY, TODD ALLEN  
407-649-5638

COUNTY OF ORANGE, OFFICE OF COMPTROLLER  
COMPTROLLER REVENUE  
ATTN ACCOUNTING SECTION  
PO BOX 38  
ORLANDO, FL 32802-0038

Average Positive Collected Balance.....	\$	65,080.64
Investable Balance Available for Services.....	=	65,080.64
Earnings Allowance.....@ 2.15%.....	\$	115.01
Current Month Analyzed Charges.....	-	2,681.94

## BALANCE SUMMARY

Account Number	Account Name	Average Ledger	Average Collected	Average Daily Negative Coll	Negative Coll Use of Fund Rate	Service Charge
* 200001	COUNTY OF ORANGE, OFFICE OF COMPTROLLER	194,860.88	65,080.64	0.00	0.00%	2,681.94

Number of days this cycle: 30

Investable balance required to offset \$1.00 of analyzed charges: \$ 565.89

Balance required to offset all current month analyzed charges: \$ 1,517,688.47

(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

\* Indicates billing account

## SERVICE DETAIL

Svc Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
IAMIB	00 0230	RECOUPMENT MONTHLY IB	0.06375	194.86	12.42
CK900	00 0321	ACCOUNT ANALYSIS-DEBIT ADJUSTMENT	1.00000	1,597.83	1,597.83
<b>BALANCE &amp; COMPENSATION INFORMATION</b>					
<b>1,610.25</b>					
22051	01 0000	ACCT MAINTENANCE	6.00000	1.00	6.00
CK021	01 0100	DEBITS POSTED	0.04000	61.00	2.44
CK049	01 0310	DDA STATEMENT - PAPER	0.00000	1.00	0.00
<b>GENERAL ACCOUNT SERVICES</b>					
<b>8.44</b>					
41910	07 0223	PMT GATEWAY MONTHLY BASIC	15.00000	2.00	30.00
41912	07 0223	PMT GATEWAY CREDIT CARD TRANS	0.10000	24.00	2.40
41963	07 0223	PMT GATEWAY CREDIT CARD TRANS A	0.10000	518.00	51.80
41204	07 0399	VENDOR FEES-CARD PROCESS	1.00000	632.73	632.73
<b>MERCHANT CARD SERVICES</b>					
<b>716.93</b>					
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
08008	10 0110	VAULT DEPOSITED COIN - ROLLED	0.02000	18.00	0.36
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	2.00	0.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	15,720.00	9.43
001	10 0220	DEPOSITED CHECKS - ON US	0.04000	373.00	14.92
002	10 0225	DEPOSITED CHECK	0.04000	3,256.00	130.24
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	8.00	1.60
08174	10 0100	CASH VAULT DEPOSIT CASH AND CHECK	0.20000	35.00	7.00
CK197	10 0040	CASH ORDER FEE IN A WF BRANCH	1.00000	2.00	2.00
CK131	10 0040	ROLLED COIN FURNISHED BY WF BRANCH	0.05000	3.00	0.15
CK141	10 0040	CURRENCY FURNISHED BY WF BRANCH	0.00060	870.00	0.52



CLIENT ANALYSIS STATEMENT

CK061	10 0400	RETURN ITEM - CHARGEBACK	1.25000	4.00	5.00
CK069	10 0401	RETURN ITEM SPECIAL INSTRUCTIONS	0.00000	4.00	0.00
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	1.00	0.00
CK075	10 0402	RETURN ITEM REDEPOSITED	1.25000	3.00	3.75
		<b>DEPOSITORY SERVICES</b>			<b>174.97</b>
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	1.00	20.00
22225	15 0240	CHECK CASHING THRESHOLD MO BASE	0.00000	1.00	0.00
22235	15 0240	OTC DEBIT BLOCK MONTHLY BASE	0.00000	1.00	0.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	1.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>20.00</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	84.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	74.00	2.96
ES344	25 0202	ACH RECEIVED ITEM	0.00000	38.00	0.00
34334	25 1050	ACH CEO FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>12.96</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES030	35 0300	WIRE IN - DOMESTIC	4.00000	11.00	44.00
ES139	35 0100	WIRE OUT DOMESTIC - CEO	2.00000	29.00	58.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	29.00	14.50
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>116.50</b>
34207	40 0274	CEO WIRE XFR DETAIL US ACCT ITEM	0.00000	17.00	0.00
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	179.00	1.79
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	410.00	4.10
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	529.00	0.00
		<b>INFORMATION SERVICES</b>			<b>21.89</b>

<b>Total Analyzed Charges</b>	<b>2,681.94</b>
<b>Total Fee Based Charges</b>	<b>0.00</b>
<b>Total Service Charges</b>	<b>2,681.94</b>



CLIENT ANALYSIS STATEMENT

0182 0000 0076851 5080.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

COUNTY OF ORANGE, OFFICE OF COMPTROLLER
COMPTROLLER GENERAL CLEARING
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 565.89
Balance required to offset all current month analyzed charges: \$ 93,213.74

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOURPMENT MONTHLY IB, ACCT MAINTENANCE, and DEBIT POSTED.





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 4263.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

COUNTY OF ORANGE, OFFICE OF COMPTROLLER
EFT DISBURSEMENT ACCOUNT
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 565.89
Balance required to offset all current month analyzed charges: \$ 77,340.46

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOURPMENT MONTHLY IB, ACCT MAINTENANCE, DEBITS POSTED, etc.





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 9466.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

COUNTY OF ORANGE, OFFICE OF COMPTROLLER
COMPTROLLER EFT REVENUE
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty rectangular box]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 565.89
Balance required to offset all current month analyzed charges: \$ 83,933.11

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOUPMENT MONTHLY IB, ACCT MAINTENANCE, and ACH transactions.



# CLIENT ANALYSIS STATEMENT

34333	25 1050	ACH CEO FRAUD FILTER REVIEW MO BASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>87.62</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	20.00	10.00
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>10.00</b>
34207	40 0274	CEO WIRE XFR DETAIL US ACCT ITEM	0.00000	1.00	0.00
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	76.00	0.76
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	109.00	1.09
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	374.00	0.00
		<b>INFORMATION SERVICES</b>			<b>17.85</b>

<b>Total Analyzed Charges</b>	<b>148.32</b>
<b>Total Fee Based Charges</b>	<b>0.00</b>
<b>Total Service Charges</b>	<b>148.32</b>





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 4922.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

COUNTY OF ORANGE, OFFICE OF COMPTROLLER
COMPTROLLER PAYROLL
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 565.89
Balance required to offset all current month analyzed charges: \$ 76,118.14

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOURPMENT MONTHLY IB, ACCT MAINTENANCE, etc.





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 9607.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

COUNTY OF ORANGE, OFFICE OF COMPTROLLER
TAX DEED SALES
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 565.89
Balance required to offset all current month analyzed charges: \$ 186,783.98

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOUPMENT MONTHLY IB, ACCT MAINTENANCE, and WIRE INVESTIGATION.



# CLIENT ANALYSIS STATEMENT

34207	40 0274	CEO WIRE XFR DETAIL US ACCT ITEM	0.00000	252.00	0.00
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	60.00	0.60
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	210.00	2.10
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	341.00	0.00

**INFORMATION SERVICES**

<b>Total Analyzed Charges</b>	<b>330.07</b>
<b>Total Fee Based Charges</b>	<b>0.00</b>
<b>Total Service Charges</b>	<b>330.07</b>



CLIENT ANALYSIS STATEMENT

0287 0000 0076851  
NOVEMBER 2018

RELATIONSHIP SUMMARY

WELLS FARGO BANK, N.A.  
HIGHLAND CITY  
P.O. BOX 6995  
PORTLAND, OR 97228-6995

Officer:  
Phone No.:

MORLEY, TODD ALLEN  
407-649-5638

BCC Composite  
ORANGE COUNTY BOARD OF COUNTY  
COMMISSIONERS  
ATTN ACCOUNTING SECTION  
PO BOX 38  
ORLANDO, FL 32802-0038

ANALYSIS SUMMARY

Average Positive Collected Balance.....	\$	15,980,464.53
Investable Balance Available for Services.....	=	15,980,464.53
Earnings Allowance.....@ 2.20%.....	\$	28,896.16
Net Earnings Allowance.....	=	28,896.16
Current Month Analyzed Charges.....	-	50,411.22
Current Month Position.....	=	(21,515.06)
Net Shortfall Due.....	\$	21,515.06
<b>Total Amount Due.....</b>	<b>\$</b>	<b>21,515.06</b>

Number of days this cycle: 30

Investable balance required to offset \$1.00 of analyzed charges: \$ 553

Balance required to offset all current month analyzed charges: \$ 27,878,960

(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

THIS IS A REVISED STATEMENT.  
TOTAL AMOUNT DUE MAY HAVE CHANGED. THE INVOICE WILL BE ADJUSTED  
ACCORDINGLY.

BALANCE SUMMARY

Account Number	Account Name	Average Ledger	Average Collected	Average Daily Negative Coll	Negative Coll Use of Fund Rate	Service Charge
██████████	ORANGE COUNTY BOARD OF COUNTY	608,403.83	608,403.83	0.00	0.00%	471.83
* ██████████	ORANGE COUNTY BCC	1,088,067.01	257,670.61	0.00	0.00%	45,870.70
██████████	ORANGE COUNTY BCC	8,517,530.59	8,517,530.59	0.00	0.00%	1,661.31
██████████	ORANGE COUNTY BCC	1,096,460.23	1,096,460.23	0.00	0.00%	932.34
██████████	ORANGE COUNTY BOARD OF COUNTY COMM	0.00	0.00	0.00	0.00%	63.57
██████████	ORANGE COUNTY BOARD OF COUNTY COMM	85,326.92	85,326.92	0.00	0.00%	57.44
██████████	ORANGE COUNTY BCC	105,141.21	105,141.21	0.00	0.00%	142.27
██████████	ORANGE COUNTY BCC	3,283,467.52	3,283,467.52	0.00	0.00%	647.67
██████████	ORANGE COUNTY CORRECTIONS DEPARTMENT	21,744.52	21,744.52	0.00	0.00%	108.76
██████████	ORANGE COUNTY BOARD OF COUNTY	2,004,718.22	2,004,718.22	-0.88	8.25%	455.33

\* Indicates billing account



# CLIENT ANALYSIS STATEMENT

## SERVICE DETAIL

<u>Svc Code</u>	<u>AFP Code</u>	<u>Service Description</u>	<u>Unit Price</u>	<u>Volume</u>	<u>Service Charges</u>
ODACT	00 0210	DAILY USE OF UNCOLL FUNDS-ACCT LVL	0.00000	0.01	0.00
IAMTH	00 0230	RECOUPMENT MONTHLY	0.06375	16,810.86	1,071.69
CK905	00 0321	ACCOUNT ANALYSIS-CREDIT ADJUSTMENT	1.00000	-1,597.83	-1,597.83
		<b>BALANCE &amp; COMPENSATION INFORMATION</b>			<b>-526.14</b>
CK001	01 0000	ACCOUNT MAINTENANCE W/ CHK RETURN	6.00000	1.00	6.00
22051	01 0000	ACCT MAINTENANCE	6.00000	9.00	54.00
CK021	01 0100	DEBITS POSTED	0.04000	271.00	10.84
CK049	01 0310	DDA STATEMENT - PAPER	0.00000	5.00	0.00
		<b>GENERAL ACCOUNT SERVICES</b>			<b>70.84</b>
41910	07 0223	PMT GATEWAY MONTHLY BASIC	15.00000	10.00	150.00
41912	07 0223	PMT GATEWAY CREDIT CARD TRANS	0.10000	431.00	43.10
41963	07 0223	PMT GATEWAY CREDIT CARD TRANS A	0.10000	4,187.00	418.70
41204	07 0399	VENDOR FEES-CARD PROCESS	1.00000	44,981.34	44,981.34
		<b>MERCHANT CARD SERVICES</b>			<b>45,593.14</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	9.00	0.00
08008	10 0110	VAULT DEPOSITED COIN - ROLLED	0.02000	28.00	0.56
08052	10 0006	BRANCH DEPOSIT	0.20000	74.00	14.80
08110	10 0144	CASH VAULT COIN FURNISHED - ROLLED	0.04000	2.00	0.08
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	15.00	0.00
08189	10 0141	CASH VAULT CASH ORDER-TOUCHTONE	1.00000	7.00	7.00
08190	10 0140	CASH VAULT CASH ORDER-CALL IN	1.00000	1.00	1.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	121,547.00	72.93
08363	10 0700	CASH VAULT ORDER REPORT-EMAIL	0.00000	1.00	0.00
08400	10 0148	CASH VAULT CURRENCY FURN-NONSTD	0.00040	29,204.00	11.68
08416	10 0199	CASH VAULT CURRENCY FURNISHED	0.00040	34,900.00	13.96
001	10 0220	DEPOSITED CHECKS - ON US	0.04000	2,206.00	88.24
002	10 0225	DEPOSITED CHECK	0.04000	3,924.00	156.96
CK161	10 0006	CASH DEPOSITED IN WF BRANCH	0.00065	9,527.00	6.19
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	218.00	43.60
08174	10 0100	CASH VAULT DEPOSIT CASH AND CHECK	0.20000	77.00	15.40
CK197	10 0040	CASH ORDER FEE IN A WF BRANCH	1.00000	2.00	2.00
CK131	10 0040	ROLLED COIN FURNISHED BY WF BRANCH	0.05000	1.00	0.05
CK141	10 0040	CURRENCY FURNISHED BY WF BRANCH	0.00060	2,044.00	1.23
CK061	10 0400	RETURN ITEM - CHARGEBACK	1.25000	4.00	5.00
CK064	10 0416	CEO RETURN ITEM SERVICE MTHLY BASE	0.00000	23.00	0.00
CK069	10 0401	RETURN ITEM SPECIAL INSTRUCTIONS	0.00000	4.00	0.00
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	8.00	0.00
CK075	10 0402	RETURN ITEM REDEPOSITED	1.25000	6.00	7.50
		<b>DEPOSITORY SERVICES</b>			<b>448.18</b>
34336	15 0724	POSITIVE PAY EXCEPTION - CEO IMAGE	0.00000	7.00	0.00
22222	15 0810	PRINTING & SUPPLIES-VENDOR	0.01000	19,160.00	191.60
12676	15 0300	MICR CHECK REJECTS THROUGH 1%	0.20000	31.00	6.20
12678	15 0300	MICR CHECK REJECTS OVER 2%	0.20000	10.00	2.00
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	5.00	100.00
12505	15 0222	POSITIVE PAY EXCEPTION CHECKS RETND	0.00000	4.00	0.00
12670	15 0410	STOP PAYMENT - ONLINE	3.00000	86.00	258.00
12812	15 1352	CEO IMAGE VIEW < 90 DAYS - ITEM	0.20000	31.00	6.20
12815	15 1352	CEO IMAGE VIEW > 90 DAYS - ITEM	0.20000	10.00	2.00
12903	15 0310	POSITIVE PAY EXCEPTIONS - ITEM	0.00000	7.00	0.00
12907	15 0030	POSITIVE PAY MONTHLY BASE	0.00000	5.00	0.00
12908	15 0310	POS PAY CHECKS WITH NO ISSUE RECORD	0.00000	4.00	0.00
22020	15 1350	WELLSIMAGE PAID CHECK MONTHLY BASE	30.00000	1.00	30.00
22225	15 0240	CHECK CASHING THRESHOLD MO BASE	0.00000	4.00	0.00
22235	15 0240	OTC DEBIT BLOCK MONTHLY BASE	0.00000	5.00	0.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	5.00	0.00
22015	15 1353	WELLSIMAGE PAID CHECK PER CD	7.00000	1.00	7.00
22068	15 9999	CHECKS RETURNED W/STATEMENT-ITEM	0.00000	257.00	0.00
22202	15 0100	DDA CHECKS PAID	0.05000	7,171.00	358.55
24250	15 0340	OVERDRAFT CHARGE-PAID ITEM	0.00000	3.00	0.00
DS191	15 0122	PAYEE VALIDATION STANDARD-ITEM	0.02000	7,035.00	140.70
22810	15 0500	WF CHK CASHED FOR NONACCT HOLDER	0.00000	16.00	0.00
DS255	15 1399	WELLSIMAGE PAID CHECK PER ITEM	0.02000	8,283.00	165.66
22030	15 0412	STOP PAYMENT - AUTO RENEWAL	0.00000	556.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>1,267.91</b>
34337	20 0201	CEO CHECK ISSUES-ITEM	0.10000	53.00	5.30
12060	20 0010	ARP MONTHLY BASE - FULL	45.00000	5.00	225.00
12377	20 0201	ARP FULL RECON-ITEM	0.04500	7,139.00	321.27



# CLIENT ANALYSIS STATEMENT

12430	20 0301	ARP OUTPUT - TRANSMISSION	4.50000	2.00	9.00
12604	20 0306	ARP OPTIONAL REPORTS	0.00000	17.00	0.00
12609	20 0310	ARP PAPER STATEMENT/REPORT DELIVERY	12.00000	5.00	60.00
12684	20 0310	ARP PAPER STMT/REPORT MONTHLY BASE	0.00000	5.00	0.00
12687	20 9999	ARP AGED ISSUE RECORDS ON FILE-ITEM	0.00100	821.00	0.83
12694	20 0100	OUTGOING TRANSMISSION - PER ITEM	0.00000	6,039.00	0.00
34350	20 0306	CEO ARP STMT & RPTS MONTHLY BASE	0.00000	5.00	0.00
<b>PAPER DISBURSEMENT RECON SERVICES</b>					
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	21.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	5,031.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	1,142.00	45.68
34340	25 0400	ACH CEO RETURN SUBSCRIPTION-ACCOUNT	0.00000	11.00	0.00
34342	25 0400	ACH CEO RETURN SUBSCRIPTION - ITEM	0.00000	53.00	0.00
ES280	25 0000	ACH MONTHLY BASE	10.00000	4.00	40.00
ES211	25 0102	ACH ONE DAY ITEM	0.03500	450.00	15.75
ES210	25 0102	ACH TWO DAY ITEM	0.03500	23,603.00	826.11
ES216	25 0102	ACH SAME DAY	0.03500	157.00	5.50
ES206	25 0120	ACH ORIGINATED - ADDENDA REC	0.02000	3,777.00	75.54
ES344	25 0202	ACH RECEIVED ITEM	0.00000	942.00	0.00
06502	25 0302	ACH RETURN ITEM-ELECTRONIC	1.25000	2.00	2.50
06505	25 0302	ACH RETURN ADMIN -ELECTRONIC	1.25000	15.00	18.75
ES803	25 0500	ACH PAYMENTS ONLINE BATCH RELEASE	0.00000	12.00	0.00
ES801	25 0501	ACH TRANSMISSION CHARGE	3.00000	70.00	210.00
ES230	25 0620	ACH DELETE - ITEM	5.00000	1.00	5.00
ES346	25 0622	ACH EXCEPTION PROCESS-DUPLICAT FILE	3.00000	1.00	3.00
ACH1D	25 0102	ACH PAYMENTS ONE DAY ITEM	0.03500	35.00	1.23
ACH2D	25 0102	ACH PAYMENTS TWO DAY ITEM	0.03500	3.00	0.11
34377	25 0000	ACH PAYMENTS BASE FEE	10.00000	1.00	10.00
34333	25 1050	ACH CEO FRAUD FILTER REVIEW MO BASE	10.00000	1.00	10.00
34334	25 1050	ACH CEO FRAUD FILTER STOP MTHLYBASE	10.00000	4.00	40.00
ES352	25 1050	ACH FRAUD FILTER STOP MTHLYBASE	10.00000	5.00	50.00
34335	25 1053	ACH CEO FRAUD FILTER REVIEW - ITEM	0.00000	1.00	0.00
ES390	25 1070	ACH WELLS FARGO NOC-INFO REPT ADVIC	0.00000	4.00	0.00
ES392	25 1070	ACH WELLS FARGO NOC - MAIL ADVICE	0.00000	2.00	0.00
ES481	25 0302	ACH NOC - INFO REPORTING ADVICE	1.25000	11.00	13.75
<b>GENERAL ACH SERVICES</b>					
34240	30 0010	CEO EDI PMT DETAIL SUBSC MO BASE	0.00000	2.00	0.00
<b>EDI PAYMENT SERVICES</b>					
28354	31 0001	E-BILL EXPRESS MTHLY <5K BILLS	200.00000	2.00	400.00
<b>ELEC BILL &amp; INVOICE PRESENTMENT SVC</b>					
28360	32 0110	E-BILL EXPRESS-ACH PAYMENT	0.50000	130.00	65.00
28361	32 0100	E-BILL EXPRESS-CREDIT CARD PAYMENT	0.50000	954.00	477.00
<b>INTERNET PAYMENT INIT PORTAL SVCS</b>					
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	9.00	0.00
ES030	35 0300	WIRE IN - DOMESTIC	4.00000	29.00	116.00
ES076	35 0310	WIRE IN XBDR - USD OR FX	4.00000	15.00	60.00
ES191	35 0320	WIRE IN VIA CORRESPONDENT BK-USD/FX	0.50000	5.00	2.50
ES139	35 0100	WIRE OUT DOMESTIC - CEO	2.00000	30.00	60.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	158.00	79.00
<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>					
34207	40 0274	CEO WIRE XFR DETAIL US ACCT ITEM	0.00000	98.00	0.00
27707	40 0340	CEO SEARCH	0.20000	158.00	31.60
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	10.00	80.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	8,875.00	88.75
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	10.00	80.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	2,312.00	23.12
34123	40 022Z	CEO EVENT MESSAGING SERVICE - EMAIL	0.00000	519.00	0.00
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	10.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	12,472.00	0.00
<b>INFORMATION SERVICES</b>					
<b>Total Analyzed Charges</b>					<b>50,411.22</b>
<b>Total Fee Based Charges</b>					<b>0.00</b>
<b>Total Service Charges</b>					<b>50,411.22</b>



CLIENT ANALYSIS STATEMENT

TREND ANALYSIS

<u>Month</u>	<u>Average Ledger Balance</u>	<u>Average Positive Collected Balance</u>	<u>Investable Balance Available for Services</u>	<u>Earnings Credit Rate</u>	<u>Earnings Allowance</u>	<u>Fee Based Charges</u>	<u>Analyzed Charges</u>	<u>Monthly Position</u>
JUN 2018	15,876,126	15,319,035	15,319,035	1.84%	23,167	0	52,058	(28,890)
JUL 2018	16,418,938	15,597,042	15,597,042	1.95%	25,831	0	40,454	(14,623)
AUG 2018	15,679,210	14,737,718	14,737,718	1.95%	24,408	0	40,272	(15,864)
SEP 2018	20,826,346	20,071,366	20,071,366	1.98%	32,664	0	52,978	(20,314)
OCT 2018	22,919,158	22,196,885	22,196,885	2.20%	41,475	0	43,163	(1,688)
NOV 2018	16,810,860	15,980,465	15,980,465	2.20%	28,896	0	50,411	(21,515)
<b>AVG</b>	<b>18,088,440</b>	<b>17,317,085</b>	<b>17,317,085</b>					

Note: Customer must examine this statement and report to Bank any claim for credit or refund within 60 days after Bank makes the statement available. If Bank does not receive notice of error or discrepancy within this time frame, items on the statement will be deemed to be correct.





CLIENT ANALYSIS STATEMENT

0182 5597 0076851 01.9
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

ORANGE COUNTY BOARD OF COUNTY
NEW BCC EFT REVENUE
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty rectangular box]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row for ORANGE COUNTY BOARD OF COUNTY.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 251,811.54

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like DAILY USE OF UNCOLL FUNDS, DEBITS POSTED, and ACH SERVICES.





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 1744.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

ORANGE COUNTY BCC
BOARD EFT DISBURSEMENT
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 358,181.49
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOURPMENT MONTHLY, ACCT MAINTENANCE, DEBITS POSTED, etc.





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 7670.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

CCMSI Risk Management
ORANGE COUNTY BOARD OF COUNTY
COMMISSIONERS
ATTN: ACCOUNTING SECTION
201 S ROSALIND AVE 4TH FL
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 260,936.54

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOURPMENT MONTHLY, ACCT MAINTENANCE, etc.





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 4719.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

ORANGE COUNTY CORRECTIONS DEPARTMENT
INMATE FISCAL
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty rectangular box]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance (\$ 21,744.52), Investable Balance Available for Services (= 21,744.52), Earnings Allowance (\$ 39.32), and Current Month Analyzed Charges (- 108.76).

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row 1: 200002, ORANGE COUNTY CORRECTIONS DEPARTMENT, 21,744.52, 21,744.52, 0.00, 0.00%, 108.76.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 60,147.63
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOURPMENT MONTHLY, ACCT MAINTENANCE, and PAPER DISBURSEMENT SERVICES with their respective prices and charges.



# CLIENT ANALYSIS STATEMENT

34334	25 1050	ACH CEO FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>10.16</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>0.00</b>
27707	40 0340	CEO SEARCH	0.20000	3.00	0.60
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	146.00	1.46
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	23.00	0.23
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	370.00	0.00
		<b>INFORMATION SERVICES</b>			<b>18.29</b>
		<b>Total Analyzed Charges</b>			<b>108.76</b>
		<b>Total Fee Based Charges</b>			<b>0.00</b>
		<b>Total Service Charges</b>			<b>108.76</b>





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 3467.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

ORANGE COUNTY BCC
YOUTH AND FAMILY SERVICES
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 78,679.70

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOURPMENT MONTHLY, ACCOUNT MAINTENANCE, and DEPOSITARY SERVICES.





CLIENT ANALYSIS STATEMENT

0182 0000 0076851 5141.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

ORANGE COUNTY BOARD OF COUNTY COMM
PUBLIC FACILITY REV BONDS
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance (\$85,326.92), Investable Balance Available for Services (=85,326.92), Earnings Allowance (\$154.29), and Current Month Analyzed Charges (-57.44).

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge. Row 1: 200001, ORANGE COUNTY BOARD OF COUNTY COMM, 85,326.92, 85,326.92, 0.00, 0.00%, 57.44.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 31,766.09
(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Rows include IAMTH 00 0230 (5.44), 22051 01 0000 (6.00), CK049 01 0310 (0.00), 34235 10 0416 (0.00), CK081 10 0401 (0.00), MD091 15 0240 (20.00), 22225 15 0240 (0.00), 22235 15 0240 (0.00), 22245 15 0240 (0.00), 34330 25 0703 (0.00), ES352 25 1050 (10.00), ES073 35 9999 (0.00), 34100 40 0052 (8.00), 34120 40 0055 (8.00), 34205 40 0003 (0.00), 34253 40 0800 (0.00).

CLIENT ANALYSIS STATEMENT



Total Analyzed Charges	57.44
Total Fee Based Charges	0.00
Total Service Charges	57.44



CLIENT ANALYSIS STATEMENT

0182 0000 0076851 5326.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

ORANGE COUNTY BOARD OF COUNTY COMM
CAPITAL IMPROVEMENT REV BONDS 2009
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty box for account details]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 35,156.17

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like ACCT MAINTENANCE, DEBITS POSTED, etc.



# CLIENT ANALYSIS STATEMENT

34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	27.00	0.27
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	232.00	0.00

**INFORMATION SERVICES**

**16.33**

<b>Total Analyzed Charges</b>	<b>63.57</b>
<b>Total Fee Based Charges</b>	<b>0.00</b>
<b>Total Service Charges</b>	<b>63.57</b>



CLIENT ANALYSIS STATEMENT

0182 0000 0076851 0000.
NOVEMBER 2018

ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.
PO BOX 63020
SAN FRANCISCO, CA 94163

Officer:
Phone No.:

MORLEY, TODD ALLEN
407-649-5638

ORANGE COUNTY BCC
PAYROLL CLEARING ACCOUNT
ATTN ACCOUNTING SECTION
PO BOX 38
ORLANDO, FL 32802-0038

[Empty rectangular box]

Table with 3 columns: Description, Amount, and Unit. Rows include Average Positive Collected Balance, Investable Balance Available for Services, Earnings Allowance, and Current Month Analyzed Charges.

BALANCE SUMMARY

Table with 7 columns: Account Number, Account Name, Average Ledger, Average Collected, Average Daily Negative Coll, Negative Coll Use of Fund Rate, and Service Charge.

Number of days this cycle: 30
Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03
Balance required to offset all current month analyzed charges: \$ 515,612.78

SERVICE DETAIL

Table with 6 columns: Svc Code, AFP Code, Service Description, Unit Price, Volume, and Service Charges. Lists various services like RECOUPMENT MONTHLY, ACCT MAINTENANCE, and DEBIT POSTED.



CLIENT ANALYSIS STATEMENT

12694	20 0100	OUTGOING TRANSMISSION - PER ITEM	0.00000	110.00	0.00
34350	20 0306	CEO ARP STMT & RPTS MONTHLY BASE	0.00000	1.00	0.00
		<b>PAPER DISBURSEMENT RECON SERVICES</b>			<b>68.08</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	16.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	9.00	0.36
ES280	25 0000	ACH MONTHLY BASE	10.00000	1.00	10.00
ES210	25 0102	ACH TWO DAY ITEM	0.03500	19,850.00	694.75
ES344	25 0202	ACH RECEIVED ITEM	0.00000	7.00	0.00
06502	25 0302	ACH RETURN ITEM-ELECTRONIC	1.25000	2.00	2.50
06505	25 0302	ACH RETURN ADMIN -ELECTRONIC	1.25000	13.00	16.25
ES801	25 0501	ACH TRANSMISSION CHARGE	3.00000	2.00	6.00
ES230	25 0620	ACH DELETE - ITEM	5.00000	1.00	5.00
ES352	25 1050	ACH FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
ES390	25 1070	ACH WELLS FARGO NOC-INFO REPT ADVIC	0.00000	1.00	0.00
ES481	25 0302	ACH NOC - INFO REPORTING ADVICE	1.25000	6.00	7.50
		<b>GENERAL ACH SERVICES</b>			<b>752.36</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	7.00	3.50
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>3.50</b>
27707	40 0340	CEO SEARCH	0.20000	2.00	0.40
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	110.00	1.10
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	49.00	0.49
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	348.00	0.00
		<b>INFORMATION SERVICES</b>			<b>17.99</b>

<b>Total Analyzed Charges</b>	<b>932.34</b>
<b>Total Fee Based Charges</b>	<b>0.00</b>
<b>Total Service Charges</b>	<b>932.34</b>





# CLIENT ANALYSIS STATEMENT

0182 0000 0076851 6460.  
NOVEMBER 2018

## ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.  
PO BOX 63020  
SAN FRANCISCO, CA 94163

Officer:  
Phone No.:

MORLEY, TODD ALLEN  
407-649-5638

ORANGE COUNTY BCC  
GENERAL CLEARING ACCOUNT  
ATTN ACCOUNTING SECTION  
PO BOX 38  
ORLANDO, FL 32802-0038

Average Positive Collected Balance.....	\$	8,517,530.59
Investable Balance Available for Services.....	=	8,517,530.59
Earnings Allowance.....@ 2.20%.....	\$	15,401.55
Current Month Analyzed Charges.....	-	1,661.31

## BALANCE SUMMARY

Account Number	Account Name	Average Ledger	Average Collected	Average Daily Negative Coll	Negative Coll Use of Fund Rate	Service Charge
200001	ORANGE COUNTY BCC	8,517,530.59	8,517,530.59	0.00	0.00%	1,661.31

Number of days this cycle: 30

Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03

Balance required to offset all current month analyzed charges: \$ 918,755.68

(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

## SERVICE DETAIL

Svc Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
IAMTH	00 0230	RECOURPMENT MONTHLY	0.06375	8,517.53	542.99
		<b>BALANCE &amp; COMPENSATION INFORMATION</b>			<b>542.99</b>
22051	01 0000	ACCT MAINTENANCE	6.00000	1.00	6.00
CK021	01 0100	DEBITS POSTED	0.04000	57.00	2.28
		<b>GENERAL ACCOUNT SERVICES</b>			<b>8.28</b>
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
CK197	10 0040	CASH ORDER FEE IN A WF BRANCH	1.00000	1.00	1.00
CK131	10 0040	ROLLED COIN FURNISHED BY WF BRANCH	0.05000	1.00	0.05
CK141	10 0040	CURRENCY FURNISHED BY WF BRANCH	0.00060	10.00	0.01
CK064	10 0416	CEO RETURN ITEM SERVICE MTHLY BASE	0.00000	22.00	0.00
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	1.00	0.00
		<b>DEPOSITORY SERVICES</b>			<b>1.06</b>
34336	15 0724	POSITIVE PAY EXCEPTION - CEO IMAGE	0.00000	3.00	0.00
12676	15 0300	MICR CHECK REJECTS THROUGH 1%	0.20000	31.00	6.20
12505	15 0222	POSITIVE PAY EXCEPTION CHECKS RETND	0.00000	3.00	0.00
12670	15 0410	STOP PAYMENT - ONLINE	3.00000	80.00	240.00
12812	15 1352	CEO IMAGE VIEW < 90 DAYS - ITEM	0.20000	21.00	4.20
12815	15 1352	CEO IMAGE VIEW > 90 DAYS - ITEM	0.20000	8.00	1.60
12903	15 0310	POSITIVE PAY EXCEPTIONS - ITEM	0.00000	3.00	0.00
12907	15 0030	POSITIVE PAY MONTHLY BASE	0.00000	1.00	0.00
12908	15 0310	POS PAY CHECKS WITH NO ISSUE RECORD	0.00000	2.00	0.00
22020	15 1350	WELLSIMAGE PAID CHECK MONTHLY BASE	30.00000	1.00	30.00
22015	15 1353	WELLSIMAGE PAID CHECK PER CD	7.00000	1.00	7.00
22202	15 0100	DDA CHECKS PAID	0.05000	4,204.00	210.20



# CLIENT ANALYSIS STATEMENT

DS191	15 0122	PAYEE VALIDATION STANDARD-ITEM	0.02000	4,204.00	84.08
22810	15 0500	WF CHK CASHED FOR NONACCT HOLDER	0.00000	13.00	0.00
DS255	15 1399	WELLSIMAGE PAID CHECK PER ITEM	0.02000	5,922.00	118.44
22030	15 0412	STOP PAYMENT - AUTO RENEWAL	0.00000	494.00	0.00
		<b>PAPER DISBURSEMENT SERVICES</b>			<b>701.72</b>
34337	20 0201	CEO CHECK ISSUES-ITEM	0.10000	44.00	4.40
12060	20 0010	ARP MONTHLY BASE - FULL	45.00000	1.00	45.00
12377	20 0201	ARP FULL RECON-ITEM	0.04500	4,531.00	203.90
12430	20 0301	ARP OUTPUT - TRANSMISSION	4.50000	1.00	4.50
12604	20 0306	ARP OPTIONAL REPORTS	0.00000	4.00	0.00
12609	20 0310	ARP PAPER STATEMENT/REPORT DELIVERY	12.00000	1.00	12.00
12684	20 0310	ARP PAPER STMT/REPORT MONTHLY BASE	0.00000	1.00	0.00
12687	20 9999	ARP AGED ISSUE RECORDS ON FILE-ITEM	0.00100	657.00	0.66
12694	20 0100	OUTGOING TRANSMISSION - PER ITEM	0.00000	5,929.00	0.00
34350	20 0306	CEO ARP STMT & RPTS MONTHLY BASE	0.00000	1.00	0.00
		<b>PAPER DISBURSEMENT RECON SERVICES</b>			<b>270.46</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	12.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	119.00	4.76
34340	25 0400	ACH CEO RETURN SUBSCRIPTION-ACCOUNT	0.00000	11.00	0.00
34342	25 0400	ACH CEO RETURN SUBSCRIPTION - ITEM	0.00000	53.00	0.00
ES352	25 1050	ACH FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
		<b>GENERAL ACH SERVICES</b>			<b>14.76</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	57.00	28.50
		<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>			<b>28.50</b>
27707	40 0340	CEO SEARCH	0.20000	129.00	25.80
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	4,313.00	43.13
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	861.00	8.61
34123	40 0222	CEO EVENT MESSAGING SERVICE - EMAIL	0.00000	519.00	0.00
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	4,709.00	0.00
		<b>INFORMATION SERVICES</b>			<b>93.54</b>
		<b>Total Analyzed Charges</b>			<b>1,661.31</b>
		<b>Total Fee Based Charges</b>			<b>0.00</b>
		<b>Total Service Charges</b>			<b>1,661.31</b>



# CLIENT ANALYSIS STATEMENT

0182 0000 0076851 7530.  
NOVEMBER 2018

## ACCOUNT SUMMARY

WELLS FARGO BANK, N.A.  
PO BOX 63020  
SAN FRANCISCO, CA 94163

Officer:  
Phone No.:

MORLEY, TODD ALLEN  
407-649-5638

ORANGE COUNTY BCC  
GENERAL REVENUE ACCOUNT  
ATTN ACCOUNTING SECTION  
PO BOX 38  
ORLANDO, FL 32802-0038

Average Positive Collected Balance.....	\$	257,670.61
Investable Balance Available for Services.....	=	257,670.61
Earnings Allowance.....@ 2.20%.....	\$	465.92
Current Month Analyzed Charges.....	-	45,870.70

## BALANCE SUMMARY

Account Number	Account Name	Average Ledger	Average Collected	Average Daily Negative Coll	Negative Coll Use of Fund Rate	Service Charge
* 20000 [REDACTED]	ORANGE COUNTY BCC	1,088,067.01	257,670.61	0.00	0.00%	45,870.70

Number of days this cycle: 30

Investable balance required to offset \$1.00 of analyzed charges: \$ 553.03

Balance required to offset all current month analyzed charges: \$ 25,367,912.07

(Note: Balance required can vary monthly based on the month's volume, services, earnings credit rate and pricing.)

\* Indicates billing account

## SERVICE DETAIL

Svc Code	AFP Code	Service Description	Unit Price	Volume	Service Charges
IAMTH	00 0230	RECOUPMENT MONTHLY	0.06375	1,088.07	69.36
CK905	00 0321	ACCOUNT ANALYSIS-CREDIT ADJUSTMENT	1.00000	-1,597.83	-1,597.83
<b>BALANCE &amp; COMPENSATION INFORMATION</b>					
<b>-1,528.47</b>					
22051	01 0000	ACCT MAINTENANCE	6.00000	1.00	6.00
CK021	01 0100	DEBITS POSTED	0.04000	81.00	3.24
CK049	01 0310	DDA STATEMENT - PAPER	0.00000	1.00	0.00
<b>GENERAL ACCOUNT SERVICES</b>					
<b>9.24</b>					
41910	07 0223	PMT GATEWAY MONTHLY BASIC	15.00000	10.00	150.00
41912	07 0223	PMT GATEWAY CREDIT CARD TRANS	0.10000	431.00	43.10
41963	07 0223	PMT GATEWAY CREDIT CARD TRANS A	0.10000	4,187.00	418.70
41204	07 0399	VENDOR FEES-CARD PROCESS	1.00000	44,981.34	44,981.34
<b>MERCHANT CARD SERVICES</b>					
<b>45,593.14</b>					
34235	10 0416	CEO RETN ITEM SUBSCRIPTION PER ACCT	0.00000	1.00	0.00
08008	10 0110	VAULT DEPOSITED COIN - ROLLED	0.02000	28.00	0.56
08052	10 0006	BRANCH DEPOSIT	0.20000	70.00	14.00
08110	10 0144	CASH VAULT COIN FURNISHED - ROLLED	0.04000	2.00	0.08
08132	10 0100	CASH VAULT MONTHLY BASE	0.00000	15.00	0.00
08189	10 0141	CASH VAULT CASH ORDER-TOUCHTONE	1.00000	7.00	7.00
08190	10 0140	CASH VAULT CASH ORDER-CALL IN	1.00000	1.00	1.00
08290	10 0199	CASH VAULT CURRENCY/COIN DEPOSITED	0.00060	121,547.00	72.93
08363	10 0700	CASH VAULT ORDER REPORT-EMAIL	0.00000	1.00	0.00
08400	10 0148	CASH VAULT CURRENCY FURN-NONSTD	0.00040	29,204.00	11.68
08416	10 0199	CASH VAULT CURRENCY FURNISHED	0.00040	34,900.00	13.96



CLIENT ANALYSIS STATEMENT

001	10 0220	DEPOSITED CHECKS - ON US	0.04000	2,202.00	88.08
002	10 0225	DEPOSITED CHECK	0.04000	3,924.00	156.96
CK161	10 0006	CASH DEPOSITED IN WF BRANCH	0.00065	9,527.00	6.19
08173	10 0100	CV CASH ONLY OR CHECK ONLY DEPOSIT	0.20000	218.00	43.60
08174	10 0100	CASH VAULT DEPOSIT CASH AND CHECK	0.20000	77.00	15.40
CK197	10 0040	CASH ORDER FEE IN A WF BRANCH	1.00000	1.00	1.00
CK141	10 0040	CURRENCY FURNISHED BY WF BRANCH	0.00060	2,034.00	1.22
CK061	10 0400	RETURN ITEM - CHARGEBACK	1.25000	4.00	5.00
CK069	10 0401	RETURN ITEM SPECIAL INSTRUCTIONS	0.00000	4.00	0.00
CK081	10 0401	RETURN ITEM SPECIAL INST MTHLY BASE	0.00000	1.00	0.00
CK075	10 0402	RETURN ITEM REDEPOSITED	1.25000	6.00	7.50
<b>DEPOSITORY SERVICES</b>					<b>446.16</b>
22222	15 0810	PRINTING & SUPPLIES-VENDOR	0.01000	19,160.00	191.60
MD091	15 0240	PYMT AUTH MAX CHECK MTHLY BASE	20.00000	1.00	20.00
22225	15 0240	CHECK CASHING THRESHOLD MO BASE	0.00000	1.00	0.00
22235	15 0240	OTC DEBIT BLOCK MONTHLY BASE	0.00000	1.00	0.00
22245	15 0240	CHECKS PAY TO INDIV BLOCK MO BASE	0.00000	1.00	0.00
<b>PAPER DISBURSEMENT SERVICES</b>					<b>211.60</b>
34330	25 0703	ACH CEO SUBSCRIPTION - ACCOUNT	0.00000	1.00	0.00
34332	25 0703	ACH CEO SUBSCRIPTION - ITEM	0.00000	2,183.00	0.00
CK018	25 0201	ELECTRONIC CREDITS POSTED	0.04000	432.00	17.28
ES344	25 0202	ACH RECEIVED ITEM	0.00000	388.00	0.00
34334	25 1050	ACH CEO FRAUD FILTER STOP MTHLYBASE	10.00000	1.00	10.00
<b>GENERAL ACH SERVICES</b>					<b>27.28</b>
28354	31 0001	E-BILL EXPRESS MTHLY <5K BILLS	200.00000	2.00	400.00
<b>ELEC BILL &amp; INVOICE PRESENTMENT SVC</b>					<b>400.00</b>
28360	32 0110	E-BILL EXPRESS-ACH PAYMENT	0.50000	130.00	65.00
28361	32 0100	E-BILL EXPRESS-CREDIT CARD PAYMENT	0.50000	954.00	477.00
<b>INTERNET PAYMENT INIT PORTAL SVCS</b>					<b>542.00</b>
ES073	35 9999	WIRE MONTHLY DDA BASE - VOICE	0.00000	1.00	0.00
ES030	35 0300	WIRE IN - DOMESTIC	4.00000	19.00	76.00
ES139	35 0100	WIRE OUT DOMESTIC - CEO	2.00000	22.00	44.00
ES141	35 0120	WIRE BOOK TRANSFER - CEO	0.50000	38.00	19.00
<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>					<b>139.00</b>
34207	40 0274	CEO WIRE XFR DETAIL US ACCT ITEM	0.00000	59.00	0.00
34100	40 0052	CEO PREV DAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34115	40 0272	CEO PREV DAY REPORTING ITEMS LOADED	0.01000	877.00	8.77
34120	40 0055	CEO INTRADAY REPORTING MAINTENANCE	8.00000	1.00	8.00
34121	40 0274	CEO INTRADAY REPORTING ITEMS RPTD	0.01000	598.00	5.98
34205	40 0003	CEO WIRE XFR DETAIL US ACCT MO BASE	0.00000	1.00	0.00
34253	40 0800	INFO REPORTING HISTORY STORAGE 120	0.00000	1,594.00	0.00
<b>INFORMATION SERVICES</b>					<b>30.75</b>
<b>Total Analyzed Charges</b>					<b>45,870.70</b>
<b>Total Fee Based Charges</b>					<b>0.00</b>
<b>Total Service Charges</b>					<b>45,870.70</b>