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Memorandum

TO: BATA Oversight Committee

DATE: May 6, 2015

FR: Deputy Executive Director, Operations

W. I. 1254

RE: Contract – Cash Counting and Banking Services – MUFG (Mitsubishi United Financial of Japan Financial Group) Union Bank, N.A. (\$900,000 annually)

Staff requests Committee approval to enter into a five-year contract with MUFG Union Bank, N.A. (Union Bank) in the amount of \$900,000 annually to provide cash counting, cash collection, banking, and vault services for the seven state-owned bridges in the San Francisco Bay Area. The contract includes an option for BATA to renew for an additional five-year period.

Background

In 2008, following a competitive bid process, BATA selected Union Bank as the bank to provide cash counting, cash collection, banking, and vault services for the seven state-owned bridges. The contract was for the five-year period from FY 2009 through FY 2013, and was extended for an additional two years through FY 2015.

Procurement Process

A Request for Proposal (RFP) was issued in February 2015 seeking qualified banks to provide cash counting, cash collection, banking, and vault services. Minimum qualifications included at least ten years of experience providing cash counting services, an asset base of at least \$1 billion, and a significant presence in the State of California.

BATA received proposals from two banks, MUFG Union Bank, N.A. and Wells Fargo Bank, N.A. Both met the minimum qualifications. A panel of BATA finance staff evaluated the proposals. The evaluation criteria included:

- 1) Proposer and staff qualifications and experience in cash counting with an emphasis on government entity accounts
- 2) Accuracy and clarity of RFP response
- 3) Reporting capabilities by bridge and collector
- 4) Client references
- 5) Cost effectiveness

The evaluation panel determined the proposal from Union Bank to be most advantageous to BATA based on the evaluation criteria stated in the RFP. Advantages included: Union Bank's experience working with BATA; the accuracy and clarity of its written response; the quality of its reporting capabilities; and its cost proposal which was \$50,000 annually lower than Wells

Fargo. The scores are listed in Attachment 1. MUFG Union Bank, N.A. is neither a small business nor a disadvantaged business enterprise and currently has no subcontractors.

Recommendation

Staff recommends that this Committee authorize the Executive Director or his designee to negotiate and enter into a five-year contract with Union Bank to provide cash counting, cash collection, banking, and vault services for the seven state-owned bridges in the San Francisco Bay Area for up to a five-year period beginning July 1, 2015 and ending June 30, 2020, with an option to renew for up to an additional five-year period, in an amount not to exceed \$900,000 annually, subject to the approval of future BATA budgets.



Andrew B. Fremier

SH/BM

Attachment 1

Average Proposal Scores: Cash Counting and Banking Services

Proposer	Total Score	Out of
MUFG Union Bank, N.A.	88.0	100.0
Wells Fargo Bank, N.A.	76.7	100.0

REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Contract

Work Item No.: 1254

Vendor: MUFG Union Bank, N.A.

Work Project Title: Cash Collection and Counting Services

Purpose of Project: To provide cash collection, cash counting, banking, and vault services for the seven state-owned bridges

Brief Scope of Work: To provide cash collection, cash counting, banking, and vault services for the seven state-owned bridges

Project Cost Not to Exceed: \$900,000 per year from FY 2015-16 through FY 2019-20

Funding Source: Toll Bridge Program Operating Budget

Fiscal Impact: Funds for the first year of the contract to be included in the Toll Bridge Program Operating Budget are subject to the Authority's approval of the FY 2015-16 BATA Budget. Funds for subsequent years are subject to approval of future BATA budgets.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract with MUFG Union Bank N.A. to provide cash collection, cash counting, banking and vault services for a five-year term from FY 2015-16 through FY 2019-20, with an option to renew for an additional five-year period, as described above and in the Executive Director's memorandum dated May 6, 2015 and the Chief Financial Officer is directed to set aside funds in the amount of \$900,000 for such contract per fiscal year, subject to the approval of future BATA budgets.

BATA Oversight Committee:

Amy Rein Worth, Chair

Approved: Date: May 13, 2015