

CITY OF MIDDLETOWN

SPECIFICATIONS

Credit Card Processing Service

Bid No. 10-7126-08

Company Name: _____

Contact Person: _____

Address: _____

City, State & Zip: _____

Phone No: _____ **Fax No.** _____

E-mail Address: _____

Bid Opening Date: Tuesday, April 27, 2010 @ 11:00 AM

PROPOSAL

CITY OF MIDDLETOWN, OHIO

To the Purchasing Agent of the City of Middletown, for furnishing during the period of the contract the commodity (commodities) indicated by item numbers in this proposal.

We _____ of _____
(Company) (City and State)

do hereby declare that we are the only persons interested as principal or otherwise in this proposal; that said proposal is, in all respects, fair and without collusion or fraud and that no person in the employ of the City of Middletown, Ohio, is in any way interested therein.

We do further declare that we have examined the annexed specifications and will contract to furnish and deliver the service described in this bid no more than _____ calendar days after receipt of the award. Legal Notice, Bidder's Instruction Sheet, Specifications and Proposal, will be part of any contract awarded.

The following proposal pages are to be completely filled out. The signature below is by a person authorized to sign contracts for the company, and indicates an understanding of the project specified herein.

COMPANY: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

City of Middletown 2009 Credit Card Transactions

City of Middletown, Ohio					Please enter your rate times column "B"		Total Charge
2009 Annual Credit Card Statistics					% of Trans Fee	Flat Rate Fee	
Interchange Desc	Sales Count	Transaction Amount					
MC COML DATA RATE 1 BUS	48	\$ 4,556.82					\$
MC COML DATA RATE 1 FLEET	1	\$ 28.01					\$
MC COML DATA RATE 1 PRCH	1	\$ 13.76					\$
MC COML DATA RATE 2 BUS	412	\$ 64,183.33					\$
MC COML DATA RATE 2 BUS WORLD	2	\$ 159.50					\$
MC COML DATA RATE 2 CORP	3	\$ 145.97					\$
MC COML DATA RATE 2 FLEET	28	\$ 2,909.59					\$
MC COML DATA RATE 2 PRCH	5	\$ 1,186.63					\$
MC COML FACE TO FACE BUS	340	\$ 16,698.48					\$
MC COML FACE TO FACE BUS WORLD	10	\$ 716.98					\$
MC COML FACE TO FACE CORP	3	\$ 101.00					\$
MC COML FACE TO FACE FLEET	41	\$ 3,430.85					\$
MC COML FACE TO FACE PRCH	2	\$ 83.56					\$
MC COML STANDARD BUS	2	\$ 86.00					\$
MC COML UTILITIES BUS	41	\$ 6,753.06					\$
MC CREDIT MERIT I	34	\$ 8,513.44					\$
MC CREDIT MERIT III	834	\$ 27,777.84					\$
MC CREDIT PUBLIC SECTOR	140	\$ 15,326.24					\$
MC CREDIT UTILITIES	786	\$ 62,878.28					\$
MC DEBIT EMERGING MARKETS	754	\$ 93,473.68					\$
MC DEBIT MERIT I	93	\$ 4,312.19					\$
MC DEBIT MERIT III	3,040	\$ 92,416.26					\$
MC DEBIT STANDARD	18	\$ 1,856.86					\$
MC DEBIT UTILITIES	6,379	\$ 516,902.11					\$
MC ENHANCED MERIT I	35	\$ 8,856.25					\$
MC ENHANCED MERIT III	1,356	\$ 53,411.35					\$
MC ENHANCED PUBLIC SECTOR	146	\$ 27,873.41					\$
MC ENHANCED STANDARD	3	\$ 227.94					\$
MC ENHANCED UTILITIES	1,222	\$ 85,089.08					\$
MC INTL COML BUS	1	\$ 22.02					\$
MC INTL COML DATA RATE 2 PRCH	1	\$ 40.85					\$
MC INTL ELECTRONIC	7	\$ 230.97					\$
MC INTL STANDARD	4	\$ 341.31					\$
MC WORLD ELITE MERIT I	13	\$ 2,485.00					\$
MC WORLD ELITE MERIT III	82	\$ 3,106.59					\$
MC WORLD ELITE PUBLIC SECTOR	6	\$ 1,220.75					\$
MC WORLD ELITE STANDARD	1	\$ 55.00					\$
MC WORLD ELITE UTILITIES	59	\$ 3,311.34					\$
MC WORLD HIGH VALUE MERIT III	17	\$ 609.97					\$

Company Name: _____

City of Middletown 2009 Credit Card Transactions

MC WORLD HIGH VALUE PUBLIC SECTOR	2	\$	380.50			\$
MC WORLD HIGH VALUE STANDARD	1	\$	113.43			\$
MC WORLD HIGH VALUE UTILITIES	35	\$	1,501.89			\$
MC WORLD MERIT I	14	\$	3,023.70			\$
MC WORLD MERIT III	968	\$	34,789.29			\$
MC WORLD PUBLIC SECTOR	57	\$	10,120.15			\$
MC WORLD STANDARD	1	\$	294.75			\$
MC WORLD UTILITIES	528	\$	35,545.84			\$
Total MasterCard Transactions	17,576	\$	1,197,161.82	\$	-	\$
% of Total	33.24%		32.00%			
VS COML CARD NOT PRESENT BUS	800	\$	97,104.82			\$
VS COML CARD NOT PRESENT CORP	4	\$	509.32			\$
VS COML CARD NOT PRESENT PRCH	110	\$	32,202.29			\$
VS COML RETAIL BUS	524	\$	30,951.73			\$
VS COML RETAIL CORP	13	\$	1,214.97			\$
VS COML RETAIL PRCH	19	\$	1,204.91			\$
VS COML STANDARD BUS	50	\$	7,670.12			\$
VS COML STANDARD CORP	1	\$	325.00			\$
VS CREDIT CPS ECOMM BASIC	768	\$	61,386.08			\$
VS CREDIT CPS RET 2 - EMG MKT	248	\$	13,622.89			\$
VS CREDIT CPS RETAIL	1,234	\$	57,250.74			\$
VS CREDIT CPS RETAIL KEY ENTRY	1	\$	230.62			\$
VS CREDIT EIRF	281	\$	58,324.08			\$
VS CREDIT STANDARD	9	\$	2,467.12			\$
VS DEBIT CPS ECOMM BASIC	18,057	\$	1,502,062.43			\$
VS DEBIT CPS RET 2 - EMG MKT	368	\$	11,432.01			\$
VS DEBIT CPS RETAIL	5,792	\$	194,824.94			\$
VS DEBIT CPS RETAIL KEY ENTRY	10	\$	2,050.00			\$
VS DEBIT EIRF	1,517	\$	168,088.83			\$
VS DEBIT STANDARD	52	\$	4,811.59			\$
VS INTL COML RETAIL PRCH	1	\$	56.03			\$
VS INTL CREDIT CPS RET 2 - EMG MKT	1	\$	41.00			\$
VS INTL CREDIT CPS RETAIL	7	\$	268.87			\$
VS INTL REWARDS I	4	\$	172.00			\$
VS REWARDS I	3,078	\$	114,662.25			\$
VS REWARDS II	2,239	\$	171,202.26			\$
VS SIGNATURE PREFERRED CARD NOT PRESENT	22	\$	5,506.61			\$
VS SIGNATURE PREFERRED RETAIL	89	\$	3,696.31			\$
VS SIGNATURE PREFERRED STANDARD	7	\$	684.91			\$
Total VISA Transactions	35,306	\$	2,544,024.73	\$	-	\$
% of Total	66.76%		68.00%			

Company Name: _____

GRAND TOTALS		52,882	\$	3,741,186.55	
		100.00%		100.00%	
Please quote any additional charges on company letterhead and insert following this page.					

Company Name:

LEGAL NOTICE NO. 10-7126-08

Sealed proposals will be received by the City of Middletown, Ohio, in the Purchasing Office, second floor, City Building, One Donham Plaza, until 11:00 a.m., Tuesday, April 27, 2010, at which time such proposals will be publicly opened for the following service:

CREDIT CARD PROCESSING SERVICE

Detailed specifications, proposal forms and instructions to vendors may be obtained in the Purchasing Office.

CINDY STRAYER
PURCHASING AGENT

THE CITY OF MIDDLETOWN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE AND HANDICAPPED STATUS IN EMPLOYMENT OR THE PROVISION OF SERVICES.

PUBLISH: April 6, 2010
April 13, 2010

VENDOR'S INSTRUCTION SHEET

Pursuant to Legal Notice No. 10-7126-08, sealed proposals, properly endorsed with proposal reference number on the envelope, will be received at the Purchasing Office, in the City Building, One Donham Plaza, City of Middletown, Ohio, until 11:00 a.m., Local Time, Tuesday, April 27, 2010, for furnishing the item in the notice.

All proposals must be made on forms provided for each item and must be in conformity with this notice. Proposals shall be returned with the notice, proposal form, and specifications intact.

No proposal may be withdrawn after it has been deposited with the Purchasing Agent of the City. Proposal forms and specifications for each item may be secured at the Purchasing Office, City Building, One Donham Plaza, City of Middletown, Ohio.

All proposals containing quotes not asked for or which are otherwise not in conformity with this notice, may be considered invalid and may be rejected. Each vendor will be required to state in his proposal, his name and place of residence, and the names of members interested with him. In case of a corporation, only the names of the President and Secretary need be given.

The right to reject any and all proposals is reserved by the City of Middletown. Formalities may be waived at the option of the City Commission.

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CITY OF MIDDLETOWN

AFFIDAVIT FOR DELINQUENT PERSONAL PROPERTY TAX

_____, being first duly sworn says that he/she is the _____

of _____, which company is submitting a bid

to the City of Middletown for

on _____.
(date)

Affiant says that no personal property taxes are currently due to Butler/Warren County, Ohio, as of the date of said bid.

(Signature)

*SWORN TO AND SUBSCRIBED before me, a notary public this _____ day of _____,
20_____.*

Notary Public

My Commission expires _____, 20_____.

(ORC 5719.042)

CITY OF MIDDLETOWN

AFFIDAVIT

RELATIONSHIP TO CITY OFFICIALS OR EMPLOYEES TO BE SIGNED BY AN OFFICER OF BIDDER

STATE OF OHIO

COUNTY OF _____,ss

_____ (name and title) being first duly sworn says that he/she is related by blood or marriage to the following City of Middletown officials or employees _____

(if none, write in "none")

Affiant further states that he/she knows of no person in his/her company who is related by blood or marriage to any City of Middletown official or employee, except the following:

Name of Company Person

Relationship

City Official or Employee

(If none, write "no exception")

Further affiant saith not.

(Signature)

(Title and Company Name)

(Address)

SWORN TO AND SUBSCRIBED before me, a notary public, this _____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20_____.

CERTIFICATION

ORC Section 3517.13 (I)(3) & (J) (3)

The undersigned hereby certifies that the entity entering into this contract with the City of Middletown is in compliance with ORC Section 3517.13 (I) (1) * or ORC 3517.13 (J) (1)*, whichever is applicable.

Print Name of Business

By: _____

Printed Name _____

Title: _____

By: _____

Printed Name _____

Title: _____

Knowingly making a false statement on the certification is a felony of the fifth degree and the contract shall be rescinded. ORC Sections 3517.13 (A) (A) and 3517.992 (R) (3).

* These sections of the Ohio Revised Code deal with political contributions to members of City Council by individuals or business entities seeking to do business with the City of Middletown. Vendors should take adequate steps to be sure they are in compliance with these statutes prior to signing this certification.

This certification must be attached to all contracts involving the purchase of goods costing more than \$10,000.00 or services costing more than \$10,000.00.

GENERAL CONDITIONS

1. The City Manager reserves the right to reject any or all bids, and unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid the unit prices the will govern.
2. Unless otherwise stated in the bid by the bidder, time, in connection with discount offered, will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at a point of origin, or from date of delivery and acceptance at destination when final inspection and acceptance are at this point, or from date correct bill or claim voucher properly certified by the contractor is received if the latter date is later than the date of delivery and acceptance.
3. In case of default by the bidder or contractor, the City of Middletown may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
4. Prices should be stated in units of quantity specified.
5. Prices quoted unless otherwise stated by bidder, will be considered as being based on delivery to destination as designated and to include any charges for packing, crating, containers, etc. and being in strict accordance with specifications as shown.
6. Wherever a reference is made in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number, the bidder, if awarded a contract will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
7. The bidder, if awarded an order or contract, agrees to protect, defend and save harmless the City against any demand for payment for use of any patented material, process, article or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
8. Samples, when requested, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.

INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature of a person authorized to bind it in this matter.
2. Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
3. Envelopes must be sealed when submitted.
4. Separate proposals must be submitted on each reference number.
5. Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
6. Bidders may submit proposals on any one or group of items, provided, however, that the unit price is shown as requested.
7. References in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work desired.

They should not be construed as excluding proposals on other types of materials and supplies or of performing the work in a manner other than specified.

However, the bidder's attention is called to paragraph six of the General Conditions as shown above, which must be strictly adhered to.
8. Proposals should be mailed or delivered to the City Purchasing Office, second floor, City Building, One Donham Plaza, Middletown, OH 45042.

GENERAL SPECIFICATIONS
Credit Card Processing Services

1.0 SCOPE

The City of Middletown, Ohio, is actively seeking a vendor to provide credit card services to various departments at the City. The City currently takes credit cards at seven locations, and is looking to expand into an eighth location this year, and possibly others throughout the next several years. This bid is to find a vendor who will provide the most economical, effective way to provide these services.

It is the intent of these specifications to describe a contractor for the City in sufficient detail to obtain bids from several vendors.

While the purpose of this specification is to indicate certain minimum requirements, it is not the intent to exclude any bids, but is written to ensure the City of Middletown a vendor most suitable for its requirements.

1.1 EXCEPTIONS

The bidder shall list on a separate sheet of paper, titled "Exception(s) to the Bid Conditions and Specifications," any variations from or exceptions to the conditions and specifications of this bid. It will be the determination of a representative of the City of Middletown to decide what is or is not important in any variation or deviation of bid.

Whereas alternate features, additions, or deletions to the specifications will be given due and utmost consideration, they shall be clearly outlined by the successful bidder. Failure to comply may disqualify bid.

1.2 CONTRACT LENGTH

The contract period will be for a period of one year, beginning approximately June 1, 2010, and ending (approximately) May 31, 2011, unless extended by the City.

1.3 OPTIONAL RENEWAL

The City of Middletown is interested in an optional renewal period of two additional one year periods at the same contract price.

BIDDER MUST CHECK HERE IF EXTENSION IS AN OPTION:

YES _____ NO _____

It is understood and agreed that the contract may be extended only at the same prices and under the same conditions governing the original contract.

1.4 PRICE AGREEMENT

All price quotes must be firm for sixty (60) days.

Terms are to be listed on the proposal page.

1.5 AWARD CRITERIA

In making an award, the City of Middletown will evaluate the bids received considering such facts as listed below, as well as other factors which are considered pertinent:

1.5.1 Compliance with specifications

1.5.2 References

1.5.3 Total price

1.5.4 Special knowledge relevant to the project

1.5.5 Size, staffing, resources, and financial capability of the vendor

1.5.6 Time constraints and deliverability of services

1.5.7 Bidder past history in performance

The City of Middletown reserves the right to reject any or all bids, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the City of Middletown.

1.8 INVOICES/PAYMENT

One consolidated invoice shall be mailed monthly to the following address:

City of Middletown
Water Services
One Donham Plaza
Middletown, OH 45042

Invoice shall be broken down, with charges listed by department (see Section 2.4 for departments).

1.9 ADDITIONAL SERVICES

The City recognizes that the vendors participating in this bid may have a great deal of expertise at their disposal concerning the mechanics of this bid. Other services or benefits not specifically mentioned in these specifications which the vendor may be able to provide to assist Purchasing will also be considered in the bid evaluation. If applicable, please submit a complete description of these extra services or benefits on company letterhead and submit with the bid.

1.10 SUBMISSION OF BIDS

All bids must be received in the Purchasing Office, no later than 11:00 a.m., Tuesday, April 27, 2010. Envelopes must be clearly marked, "Credit Card Processing Services, Bid 10-7126-08." Bidders should take caution if U.S. Mails or other carriers are to be used for submission of bids. Mailing should be made in sufficient time for bids to arrive at the City Purchasing Office prior to the time and date specified above.

Bidders shall submit 2 copies of the bid.

1.11 CONTACT PERSON

Please provide name and telephone number of contact person:

Name: _____ Phone No.: _____

1.12 ADDITIONAL INFORMATION

Additional information needed in the preparation of the bid package may be obtained by contacting Cindy Strayer, City of Middletown Purchasing Agent, 513/425-7832, or Duane Wooton, Assistant Finance Director, 513-425-7903.

TECHNICAL SPECIFICATIONS

Credit Card Processing Services

2.0 SCOPE

To find a vendor to provide credit card processing services for the City of Middletown for a period of one year for various departments located within the City. Proposals shall be based on the transaction fees to process VISA, MasterCard and Discover credit and debit transactions.

2.1 DATA CONNECTIONS

The City currently uses the PayPal Payflo Pro payment gateway as a secure connection for credit card and ACH transactions to our internet merchant services bank (currently Fifth-Third Bank) and our payment processing network (Vital). PayPal Payflo Pro is currently only used in the Utility department, but could be expanded to be used in the other departments. The City is not seeking to change this process and relationship, unless the vendor can prove that it would be beneficial for the City to consider other options. Immediate approval or declination of the transaction is required. Approximately 80% of the City's business is from our Utility department when the card is not present.

2.3 ADDRESS VERIFICATION

Bidder shall provide address verification service/card validation value.

2.4 SERVICE LOCATIONS

The City has a diverse offering of services requiring acceptance of credit cards. All stand alone units listed below are currently leased.

- 2.4.1 UTILITY, located at One Donham Plaza, Middletown, OH 45042 – Currently using on-line processing through Paypal Payflow Pro.
- 2.4.2 HEALTH, located at One Donham Plaza, Middletown, OH 45042 – Currently using T7P
- 2.4.3 TREASURY, located at One Donham Plaza, Middletown, OH 45042 – Currently using T7P
- 2.4.4 BUILDING INSPECTION, located at One Donham Plaza, Middletown, OH 45042 – Currently using T7P
- 2.4.5 AIRPORT, located at 1707 Run Way, Middletown, OH 45042 – Currently using T7P
- 2.4.6 CITY INCOME TAX, located at One Donham Plaza, Middletown, OH 45042 – Currently using T7P
- 2.4.7 WEATHERWAX GOLF COURSE, located at 5401 Mosiman Road, Middletown, OH 45044 – Currently using stand alone swipe machine. Desire to use existing

swipe on three cash registers. Also plan to add a mobile cellular device for snack cart. Vendor should propose equipment to be used for this device.

- 2.4.8 MUNICIPAL COURT, located at One Donham Plaza, Middletown, OH 45042 – Desire to begin accepting bonds and fine payments via credit card. This will be an addition to the City's credit card program, so no historical data is available. Vendor should propose a device to be used.

2.5 SUPPLIES

The credit card services provider will furnish to the City all necessary supplies to process transactions. Two-part paper for use in terminals and printers is required. Vendor is to provide detailed information concerning any costs associated with supplies that will be charged to the City.

2.6 DATE OF IMPLEMENTATION

Credit card services must be installed, training completed, and the system operational within 30 days of notice of award.

2.7 SETTLEMENT

The vendor must provide the time for the last transaction accepted for the day. The City will maintain an account in its Depository Bank (currently Fifth-Third Bank). Bidder shall indicate below how quickly the credit/debit settlement will be made into the City's bank account.

Time of last transaction of day: _____

Latest Deposit Time for Previous Day Receipts: _____

2.8 FEES

One monthly invoice will be provided to the City for payment processing. This will be a separate transaction and will not be netted against the daily credit card sales activity. As stated previously, the invoice shall be broken down by department.

2.9 CHARGEBACK

The City experiences very few chargebacks – only six were processed during the entire 2009 calendar year. The City requires written notification by mail regarding items to be processed as chargebacks.

2.10 REPORTS

The City requires access to daily activity reports for each merchant number in addition to the monthly summary activity reports and invoices. The bidder shall provide copies of

reports available through its system. The City also requires online access to all activity through secure internet access. The City must be able to verify payments immediately after processing. For example: The Utility Billing Department must be able to verify payment immediately after processing, as customers often pay online, then call in for service restoration.

2.11 SUPPORT

Bidder shall provide customer service support, as well as technical support 24 hours/day, 7 days/week, 365 days/year.

2.12 COMPANY OVERVIEW

Bidder is requested to define the overall structure of the company:

- 2.12.1 Provide a descriptive background of the company's history
- 2.12.2 State principal business location and any other pertinent service locations
- 2.12.3 What is the company's primary line of business?
- 2.12.4 How long has the company provided these services?
- 2.12.5 Primary contact name, address, telephone, fax, e-mail address
- 2.12.6 Describe the company's ability to perform the project implementation and maintenance. Where does the City of Middletown rank in size of accounts currently held by the company? What is the average number of transactions processed daily by the company?

2.13 COMPANY EMPLOYEES

Bidder is requested to provide qualifications, as well as experience information, on key personnel to be used in this contract. Due to the confidential nature of information available to the bidder's employees, background checks may be required for employees working on this project.

2.14 EQUIPMENT

Currently, the City leases all of the point-of-sale equipment. The bidder shall make a feasible recommendation to continue to lease or whether the vendor will provide the equipment necessary for processing. If vendor provides equipment, indicate the specifics of the maintenance and/or replacement policy for the equipment.

2.15 SECURITY

The City desires to do business with a vendor who is PCI DSS compliant. Please detail your level of compliance. Describe the notification process to be used if the data is compromised, and the timeframe of such.

2.16 DISASTER RECOVERY

The vendor must provide documented proof of a Disaster Recovery Plan.

2.17 GUARANTEE OF SERVICE

Bidder must provide a guarantee for up-time of the system. Detail how many times the system has been down over the past two years (down to the point where the City cannot process information).

2.18 REFERENCES

Bidders must include a listing of at least three (3) current clients for whom similar credit card services are provided. Municipal references are preferred. Include contact information for each reference, including the company name, contact name, title, telephone number, and e-mail address.

2.19 FINANCIAL STATEMENT

Bidder is to provide a copy of the company's annual report for the past two (2) fiscal years of operation.

2.20 PRICING

Attached is a proposal form for vendors to complete. The proposal form is based on an annual report of the City's 2009 transactions. Please provide your bid price for a fixed fee per transaction and/or a percentage per transaction. Because of the different types of business conducted by the City, vendor should provide the fee structure that would best benefit the City.

The City is recognized as a public utility, and desires to enroll in any program that will enable it to obtain a favorable rate per transaction. The City of Middletown retains the exclusive right to determine which payment method best fits its needs.

The vendor shall also spell out any and all expenses projected for this contract. These additional fees shall immediately follow the proposal page on company letterhead. If applicable, include transaction fees for authorization, settlement, network, communications and any other fees. Also include any one-time set-up charges, research fees and any additional charges that may apply. No additional fees will be considered unless they are disclosed and approved in advance by the City.