

May 19, 2004

Dear Banking Representatives:

The City of Gardner is requesting competitive proposals from financial institutions to act as the City's depository institution. A detailed Request for Proposal (RFP) is enclosed. Because this RFP encourages bidding financial institutions to be innovative, careful review of this RFP is highly recommended.

The City will hold a pre-proposal conference at 10:00 a.m. on June 2, 2004, in the City Council Chambers at City Hall to allow financial institution representatives the opportunity to ask questions, clarify issues, and make suggestions regarding the City's expectations detailed in the RFP. Because this RFP is somewhat unusual in its requirements, it will be very important for all interested parties to have complete understanding of the City's expectations and to be apprised of all potential adjustments and clarifications made during the meeting. Therefore, attendance is mandatory by both banking representatives and key personnel who may later be designated as the City's account liaison.

If you have questions about the Request for Proposal or other issues, please feel free to contact me at 856-7535, or email me at lgourley@gardnerkansas.com.

Sincerely,

Laura Gourley
Accounting Supervisor