

## REQUEST FOR PROPOSALS FOR BANKING SERVICES

The City of Prineville invites you to submit a proposal for banking services for a three-year period beginning January 1, 2010 and ending December 31, 2012. Proposals must address all items listed in this request for proposals (RFP).

### General Submission Requirements

1. Four copies of sealed proposals are required; not to be opened until after the final submission date and hour noted below. Submissions shall become the property of the City of Prineville without obligation.

The City will not pay for any costs incurred by proposers in the preparation, submission and presentation of their proposals.

2. Proposals must be returned no later than 9:00 a.m. on October 5, 2009. Proposals will be opened at the City Council Chambers at that time. Proposers who wish to be present at the time of opening will be informed of the number and names of proposers. The city intends to issue an intent to award on or before October 30, 2009.
3. Please submit proposals in an envelope marked "Banking Services Proposal" to:  
Lizbeth A Schuette  
Finance Director  
City of Prineville  
387 NE Third St.  
Prineville, Oregon 97754
4. In order to be considered for award, the proposer must complete all forms and submit the proposal with a signed cover sheet. An authorized representative of the company named thereon must sign the cover sheet. This signature shall be interpreted to signify the vendor's intent to comply with all the terms, conditions and specifications set forth in this solicitation.
5. Any questions regarding the RFP must be submitted in writing to the attention of the City Finance Director. Written responses will be available to all interested parties. Oral interpretations or statements cannot modify the provisions of this RFP. If inquiries or comments by proposers raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.
6. The banking services contract may start immediately after the contract document is executed as is agreeable to both parties.

### Withdrawal of Proposals

After the scheduled closing time for the receipt of proposals and before acceptance of a proposal, no proposer will be permitted to withdraw the proposal unless said acceptance is delayed for a period exceeding thirty (30) days. Any proposals received after the scheduled closing time shall be returned to the proposers. Withdrawal of a proposal shall not disqualify the proposer from submitting another proposal provided the time for receipt of proposals has not expired. Any request for withdrawal of a proposal shall be executed and signed by an authorized agent of the proposer.

## CRITERIA FOR SELECTING THE SUCCESSFUL PROPOSAL

### Assurances

The successful proposal will provide written assurances for each of the following items:

1. The bank must have a branch established within the boundaries of the City of Prineville, which shall be operational during the period of the agreement.
2. The bank's deposits must be insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation.
3. The bank must be listed as a qualified depository found on the treasurer's web site at: <http://www.ost.state.or.us/divisions/finance/qualifieddepositoriespublicfunds.htm> as required by ORS Chapter 295 to secure a minimum of \$4 million of public funds.
4. The bank must be a member of the Oregon Automated Clearing House Association.
5. The bank must demonstrate its ability to comply with Oregon Revised Statutes governing the investment of public funds.
6. The bank must have employee dishonesty and inside/outside money and securities coverage.
7. The bank must have access to the Fed Wire system.
8. The bank must maintain an account with the Oregon State Treasurer to facilitate transfers to and from the Local Government Investment Pool.
9. The bank shall allow reasonable access to bank records by the City's internal and external auditors, to examine records relating to the use of City funds.
10. The bank must be sufficiently capitalized to accommodate our cash/investment management needs.
11. The bank must be an EEO Affirmative Action Employer.

### Award / Rejection

Individual award will be made to the proposer whose proposal is, in the opinion of the City Council or its designee, in the best interest of the City, price and other factors considered. The City reserves the right to cancel the procurement or reject any, and all proposals in accordance with ORS 279B.100. The city may reject any proposal not in accordance with this solicitation. The City reserves the right to award various elements of the services proposed to different banking institutions.

When an item that is proposed is not the same as the item specified in the RFP documents, the City shall determine whether or not the proposed item shall be considered to be an approved equal. If the item is not determined to be an approved equal, the proposal shall be rejected. This determination shall be made prior to the award of the proposal. The Proposer shall provide information to the City concerning the item specified in the RFP documents, as well as the proposed equivalent item pursuant to Section 5 of the General Submission Requirements of this RFP. The City shall issue an addendum addressing whether or not the City will consider the proposed equivalent item as equal to the item described in the RFP.

## Criteria for Selection of the Successful Proposal

Criteria for selection of the successful proposal include but are not limited to:

- Costs of, and fees charged for, all services. 10pts
- The bank's ability to provide the needed services. 20pts
- Financial strength of the institution. Ability and willingness to loan dollars to city/needed services 20pts
- Return on investment. 10pts
- Quality and convenience of services. 20pts
- The bank's record of customer service as reflected by reference checks with other government entities, and the City's experience with the bank. 10pts
- Any additional services offered as described in the proposal. 5pts
- Participation in the community. 5pts

## Exceptions to Specifications

Any exceptions to the specifications of this RFP must be clearly identified in writing in the proposal, and referenced in the cover sheet.

## PROPOSAL SPECIFICATIONS

### Required Banking Services

Provide a description, related pricing (including use of compensating balances), and assurance of ability to provide the following. Please reference the item number with responses.

1. Account Types:
  - **Accounts Payable** – interest bearing, maintained for deposits and payments relating to normal business operations
  - **Payroll** – interest bearing, maintained for deposits and payments relating to payroll
2. Zero-balance accounting with overnight sweep of collected balances.
3. Toll-free P.C. telecommunication for account and cash management information and transactions, as well as toll-free telephone balance reporting.
4. Accurate and timely detailed monthly account analysis, account reconciliation detail, including float and "miscellaneous" detail.
5. Merchant bank credit services. (To include Visa, Master Card, Discover, & American Express) Must issue separate monthly statement indicating deposits & any fees or discount charges.
6. On-line banking services, providing for direct payment of utility bills.
7. Lockbox services.
8. Master lease purchase agreement for equipment acquisition (please specify terms).
9. Electronic transfer of merchant bank card deposits.
10. Corporate bankcard services including departmental VISA/MasterCard cards.
11. Purchasing card program.

12. Same day credit of deposits. Please indicate the latest time of day to receive deposit for same day credit.
13. Electronic funds transfer, including payment of Federal & State taxes.
14. Free provision of deposit books, bankcard supplies, bank bags, endorsement stamps and other bank supplies.
15. A designated, local bank officer to serve as account executive.
16. Line of credit for tax anticipation purposes.
17. Capacity for a \$1 million line of credit for emergency short-term loans.
18. Direct deposit of payroll. Transmission made by City shall be no more than one day before pay date.
19. Wire transfers in and out.
20. Stop payment costs.
21. Night depository services, including bags and keys.
22. Account reconciliation services. Account analysis statement must show itemized charges. Bank statements to use cut-off date as the last day of the month.
23. Secured online access to the City's account balances on a daily basis.
24. Money transfer services between operating and payroll accounts, preferably via internet.
25. Training services. Bank must provide initial setup and on-site training to city personnel for the operation and use of the bank's services and automated system's for all areas of services. Manuals & on-going support shall be provided.
26. Overdraft protection: The City of Prineville requires overdraft protection in the event that its checking account becomes overdrawn. Because the City is tax-exempt, it is presumed that the rate charged will be on a tax-exempt basis. If charged, the City requires a maximum daily overcharge fee be established for checks presented in the event of an overdraft. Please state the maximum daily limit that you will charge.
27. Custody and investment services are not a part of this banking services request for proposal.
28. Tell us about your electronic banking capabilities / online banking program.
29. Other recommended services for consideration: Please list any other bank services the City should consider. Include related charges for the service and a detailed explanation of the service being offered.

## **Documentation to Include in the Proposal**

Each proposal must include the following:

1. A cover sheet indicating interest in proposing for banking services to be provided to the City of Prineville, signed by an authorized officer of the institution.
2. Responses to the required banking services including description of the service and completion of the attached comparative pricing form, and assurances of ability to provide the services described.
3. Written assurances of the bank's ability to meet the required criteria for selection.
4. Signed attestation form (last page of RFP).

5. A minimum of three (3) references for similar banking services provided for similar accounts. References should include any municipal governments serviced in the last 5 years.
6. A copy of the bank's Standard Banking Services Contract.
7. A copy of the institutions most recent audited financial statements and most recent annual report.
8. List your institution's S & P rating.

<b>DESCRIPTION OF THE CITY'S ACCOUNTING SYSTEM</b>
--

### **Current Account Information**

The City currently maintains a checking account for operations, a payroll checking account, a money market account, and deposits with the Local Government Investment Pool. The following table illustrates relevant data on the operating and payroll accounts:

<u>Account</u>	<u>Avg. Daily Balance</u>	<u>Avg. No. of Checks/Month</u>	<u>Avg. Monthly Disbursements</u>
Operations	\$600,000	200-400	\$600,000 - \$1,900,000
Payroll	\$20,000	40-100	\$100,000 - \$250,000

### **Accounting System**

- The City of Prineville maintains 18 active funds including the General Fund, 4 Special Revenue Funds, 2 Debt Service Funds, 4 Capital Projects Funds, 5 Enterprise Funds, and 3 Internal Services Funds.
- The accounting system of the City comprises a general ledger, utility accounts receivables, and other books of account under the supervision of the Finance Director.
- Copies of the City's current budget and/or latest audited financial statements may be obtained through the City. Contact Lizbeth A Schuette, Finance Director, 387 NE Third Street, Prineville, Oregon 97754, or phone (541) 447-5627.

**COMPARATIVE PRICING FORM**

Please use the following format for presentation of bank service fees. Separate fee listings will not be accepted unless this sheet is completed. Additional comments must be clearly referenced from those attachments to a specific item in this RFP.

Monthly Maintenance: Main Checking Account	_____
Monthly Maintenance: Payroll Checking Account	_____
Account Analysis Fees	_____
FDIC Insurance Charge	_____
Merchant Bank Credit Services	_____
Individual Transaction Fees	_____
• Per Check	_____
• ACH Credits	_____
• ACH Debits	_____
• ACH Transmission Fee	_____
• Deposits: Local Clearing House	_____
• Deposits: General Clearing House	_____
• Deposits: Currency	_____
• Stop Payment Processing	_____
• Other	_____
Investment Services, Including Trading Fees	_____
Lockbox Services	_____
Returned Item Charge	_____
Currency Deposited or Purchased	_____
New Customer Set-up Fee	_____
Overdraft Protection/Maximum daily overdraft fee	_____
Data Transmission	_____
Data Connection Fees	_____
Sweep Fees (per account)	_____
Wire Transfer Fees (incoming)	_____
Wire Transfer Fees (outgoing)	_____
Rate of Interest Earned (if applicable)	_____
Rate of Interest Charged (if applicable)	_____
Other:	_____
	_____
	_____
	_____
	_____

**AUTHORIZED SIGNATURES AND ATTESTATION**

I, the undersigned, an authorized representative of \_\_\_\_\_  
\_\_\_\_\_, whose address is: \_\_\_\_\_  
\_\_\_\_\_, have read and thoroughly understand the specifications, instructions and all other  
conditions of the Request for Proposal issued by the City of Prineville for Banking Services for the  
period \_\_\_\_\_ through \_\_\_\_\_.

Acting on the behalf of my bank, which is listed above, I do attest that the services offered by us  
meet the City of Prineville's specifications in every respect, (check one) \_\_\_\_\_ without  
exceptions or \_\_\_\_\_ with exceptions.

We therefore offer and make this proposal to furnish to the City of Prineville the banking services  
detailed in our proposal at the prices indicated.

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

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

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

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

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