



# Requests for Proposals for Banking Services

Released: November 22, 2017

## **INTRODUCTION**

The City of Harlem (City) is requesting proposals for banking services to be awarded December 21, 2017. Through this contract the City intends to minimize banking costs and maximize interest revenue. This Request for Proposal (RFP) specifies the financial institutions' required qualifications, the banking services required, the estimated activity volumes on all accounts and submission instructions.

The City of Harlem currently maintains 13 accounts: (1) main checking account - General Fund which is an interest bearing, (4) additional non-interest bearing accounts and (8) interest bearing accounts. Some of these accounts may currently be with your institution.

Those accounts detailed in Exhibit A should be bid as one unit. Since all of these accounts are what we consider to be daily operating accounts, it is our intent to place them all with one financial institution.

The account in Exhibit B has a specific purpose and we do not intend to move this account. Please do not include this account in your proposal.

## **PROPOSAL PROCEDURES**

The City has made every effort to include enough information within this RFP for a financial institution to prepare a responsive proposal. The City encourages proposers to submit a proposal that is comprehensive, clear and concise.

From the date this RFP is issued until a Financial Institution is selected, all communications relative to this RFP must be through C. Brett Cook, City Manager. This is to ensure that all prospective respondents have the same level of knowledge relative to the project as well as ensuring any additional data is made available to all proposers. Any unauthorized contact may disqualify the financial institution from further consideration. All questions should be in writing and directed to the City Manager. Contact information for the single point of contact is as follows:

C. Brett Cook  
City Manager  
City of Harlem  
320 North Louisville Street  
Harlem, GA 30814  
(e-mail: [bcook@harlemga.org](mailto:bcook@harlemga.org))  
Ph.706-556-0043



## **TIMETABLE AND SUBMISSION DEADLINE**

All proposals must be sealed and arrive at City Hall by **11:00 am EST on December 18, 2017** in order to be considered. Proposals may be mailed or hand-delivered. Financial institution mailing proposals should allow sufficient mail and internal delivery time to ensure timely receipt. Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be considered.

The City requires **four printed proposals and one electronic copy (CD or USB drive)**. This information must be sealed and labeled on the exterior to clearly indicate that they are in response to **RFP-Banking Services**. Mailed proposals should be mailed to the City of Harlem, 320 North Louisville Street, Harlem, Georgia 30814 and to the attention of C. Brett Cook.

Please note the timetable below for the process of awarding this RFP.

<b>Release RFP</b>	<b><u>November 22, 2017</u></b>
<b>Questions &amp; comments from proposers due</b>	<b><u>December 5, 2017</u></b>
<b>Proposals due</b>	<b><u>December 18, 2017</u></b>
<b>Evaluation Process</b>	<b><u>December 18-21, 2017</u></b>
<b>Award Contract</b>	<b><u>December 21, 2017</u></b>

*Regardless of cause, a late Proposal will not be accepted and will automatically be disqualified from further consideration.* It shall be the financial institutions sole risk to assure delivery at City Hall at the designated time. Late proposals will not be opened and may be returned to the financial institution at the expense of the financial institution or destroyed if requested.

## **REQUIRED REVIEW**

The financial institution should carefully review the instructions, mandatory requirements, specifications, standard terms and conditions, and standard contract set out in this RFP and promptly notify the City Manager identified above in writing via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which they discover upon examination of this RFP.

The City reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed to be in the best interest of citizens of the City.

## **COST OF PREPARING A PROPOSAL**

The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the financial institution. The City is not liable for any expense incurred by the financial institution in the preparation and presentation of their proposal.

## MANDATORY REQUIREMENTS

To be eligible for consideration, a financial institution *must* meet the intent of all mandatory requirements. All financial institutions must describe their ability to provide the services listed below as well as any costs associated.

1. The Financial institution must maintain a branch network with depository facilities physically located within Columbia County or have plans to open an office there. Preference will be given to institutions located in Harlem or close by.
2. The Financial institution must provide for the collateralization of all collected funds deposited to any bank account within the scope of this section in accordance with applicable state and federal laws.
3. Financial institution must provide for return check processing and must present (re-deposit) any returned checks a second time.
4. The Financial institution must provide a secure on-line service to enable the City to:
  - a. Monitor daily account balances
  - b. Allows for multiple users
  - c. Retrieve detail reporting
  - d. Place stop payments
  - e. Transmit ACH payments
  - f. Records of all account activity must be accessible
5. The Financial institution must provide a monthly statement of the prior month's activity for all accounts and it shall be delivered to the City by the fifth business day of the following month. The statement shall include details of account transfers, deposits, checks paid, check reversals, NSF's, wire transfers, and transfers to and from the other accounts. The reporting period on each statement shall be the calendar month. The City prefers electronic reporting for these statements.
6. The Financial institution must provide a copy of the canceled checks paid during the prior month. This should be delivered by the fifth business day of the following month. The copy shall include the front and back of the check image, sorted by check number as well as all statements. (please provide cost if any for this service) Written notification of all debit/credit for NSF checks, check reversals, deposit errors or account transactions must be received within three business days after the adjustment has been posted to the account. Documentation must be provided for any adjustments to deposits presented to the bank by the City. The documentation must state the reason for the adjustment with the specific items identified that required an adjustment.
7. Internal transfers between the City's accounts will be charged to the City only as transfers, not as items deposited and checks paid.
8. The financial institution will honor all payroll and accounts payable checks that are presented by City employees when accompanied by appropriate identification without charge to the

payee.

## **DESIRABLE BANKING SERVICES**

The following services are desirable but not mandatory. Please describe the ability to provide the services listed below if applicable:

1. Account Incentives for Employees – The City prides itself on being very employee benefit oriented. If your bank is awarded the contract and is willing to offer our employees any incentives (e.g., reduced consumer loan rates) or service charge reductions (e.g., free checking with direct deposit) to bank at your institution, please include a list of those fee reductions or service enhancements that you are willing to make available to our employees.
2. A copy of your Disaster Recovery and Backup Plan in place to protect the City and the bank in the event of disaster to either entity or both.
3. Remote deposit capture services (please provide detail costs associated with this service)
4. Safe deposit box availability. (please provide cost)

## **RESPONSE FORMAT**

Financial institutions must organize their proposal into sections that follow the format below, with tabs separating each section. A point-by-point response to all numbered sections, subsections, and appendices is required.

Financial institutions failing to comply with these instructions may be subject to point deductions. The City may also choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFP format, are difficult to understand, are difficult to read, or are missing any requested information.

### **I TRANSMITTAL LETTER**

A brief transmittal letter must accompany the original and all copies of the proposal. The letter should briefly address the financial institution's willingness and commitment, if selected, to provide the services, why the financial institution believes it should be selected and any exceptions to the services requested by the City. It must be signed by an individual authorized to bind the selected financial institution to all statements, including services and prices, contained in the proposal.

### **II. QUALIFICATIONS AND EXPERIENCE**

1. Provide a general overview and brief history of your organization, including parent and/or subsidiary companies and the number of employees.
2. Provide the address of the office location(s) that will service the City's account.

3. Describe the experience of the financial institution in providing similar banking and cash management services for governmental entities. Identify a minimum of three references that are comparable to the City. Include the name of the organization, contact name and contact information. References may be contacted.

### **III. STAFF PROFILE**

1. Provide the name, title, address, phone number, fax number and email address of the primary contact and other key personnel that will be assigned to the City's account.
2. Provide biographical information on these individuals and what, if any, experience they have in working with local governments and other public agencies. Describe the proposed role of each with regard to the City's account.
3. For each key person, show the number of years of experience in this field and the number of years with your financial institution.

### **IV. MANDATORY REQUIREMENTS**

This section should address the mandatory requirements detailed in this solicitation.

### **V. DESIRABLE BANKING SERVICES**

This section should address the desirable services detailed on page 4 of this solicitation and may detail any other services not addressed.

### **VI. FEES AND COSTS**

The form on page 7 of this solicitation should be returned listing the fees associated with the accounts listed in Exhibits A and B. Please refer to the reference of these Exhibits in the introduction of this solicitation.

### **VII. INTEREST RATES**

Please provide interest rates, tiers and include terms for all accounts listed in Exhibits A and B. In addition, the City will require interim financing for a USDA construction project. The exact amount and timeline is not known yet but it could result into up to \$16,000,000 spent in 2 construction phases. Estimate timeline of project is 2018-2020.

### **VIII. CONVERSION**

Describe a conversion plan to transition the city's current banking services to your financial institution. Please include the lead-times you expect will be necessary, your plans for training City employees on the use of your systems as well as cost to start each account (this should include but not limited to supplies such as checks and deposit tickets and equipment).

**Fees and Other Costs**  
**Must be Returned with Proposal**

Service	Unit of Measurement/Qty	Charge per Unit		
<b>General Account Services</b>				
Monthly maintenance fee				
Wire transfer fee				
Stop payment fee				
ACH fee				
Internet banking fee				
Research and reproduce transactions				
Overdraft charge				
Please list other applicable fees				
<b>Supplies</b>				
Duplicate deposit ticket books				
Check stock*				
Bill straps and coin wrappers				
Locking depository bags				
Non-locking depository bags				
Copies of cleared checks				

\*The City currently uses laser stock checks.

**Exhibit A**

**City of Harlem  
List of all Current Bank Accounts  
As of July 31, 2017**

Account	Current Location	Balance As of July 31	Estimated	Interest Bearing?	Initial	Initial Checks Require
	Queensborough		Monthly Check Volume		Deposit Books Required	
General Fund		877,301	150	Yes	1	500
Library Account		9,095	1	No	0	0
Building Account		26,097	1	Yes	0	0
Water/Sewer Fund		845,774	75	Yes	1	300
Technology Account		12,665	1	Yes	1	0
RLF Fund		133,081	1	Yes	1	0
SPLOST 2011-2016		237,569	1	Yes	0	0
LMIG		33,470	1	Yes	1	0
T-SPLOST		131,984	1	Yes	0	0
Confiscations Fund		5,085	1	No	1	0
SPLOST 2017-2022		101,640	1	Yes	0	0
CHIP		100	1	No	0	0
Fire Dept. Special Acct.		4,253	1	No	1	0

**Exhibit B**

**City of Harlem  
Accounts Not to be Included in Proposals  
As of July 31, 2017**

<b>Account</b>	<b>Current Location</b>	<b>Balance As of March</b>	<b>Estimated Monthly Check Volume</b>	<b>Interest Bearing?</b>	<b>Initial Deposit Books Require</b>	<b><u>Initial Checks Required</u></b>
<b>General Fund</b>	<b>Regions</b>	<b>282,353</b>	<b>20</b>	<b>Yes</b>		
<b>Water &amp; Sewer (CD)</b>	<b>Regions</b>	<b>6,770</b>				