

VILLAGE OF SUAMICO
REQUEST FOR PROPOSAL – BANKING SERVICES

The Village of Suamico (the Village) is accepting requests for proposals (RFP) from local financial institutions to serve as its primary depository. The Village intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities.

Sealed proposals will be received until 2:00 p.m. on Friday, April 27, 2018 to Village of Suamico, BANKING SERVICES, 12781 Velp Ave., Suamico, WI 54313 or by email to JessicaL@suamico.org. Proposals shall be clearly marked on the envelope or email subject line as “BANKING SERVICES” and include the contact name and address for the Contract Bank submitting said proposal. Proposals will not be publicly opened.

The successful Contract Bank will be awarded the Village’s primary banking business for two (2) years, beginning June 1, 2018. The contract may be renewed for successive one (1) year terms by mutual agreements of the parties.

The Village reserves the right to reject any and all proposals and to award this contract to the financial institution whose overall capabilities will best serve its needs. Selection of the Contract Bank will be made based upon criteria detailed in the proposal specification document, the abilities of the financial institution and in the sole judgment and opinion of the Village.

The RFP package is available at the Village of Suamico Municipal Services Center, 12781 Velp Ave., Suamico, WI 54313 or by emailing JessicaL@suamico.org. All proposals shall contain the requested information in the RFP and cost of services submitted in Appendix B. If the bank has additional charges other than those outlined in the proposal, they should be added. Each financial institution is encouraged to submit information outlining other security and/or cost-saving services that may be worthy of consideration. All questions regarding this proposal must be submitted in writing or emailed to Jessica Legois, Director of Administrative Services at JessicaL@suamico.org.

Schedule

Release and Publication of Proposal Request	4/06/2018
Deadline to submit questions	4/25/2018 – 2:00 p.m.
Proposal Due Date and Opening	4/27/2018 – 2:00 p.m.
Evaluation of Proposals	4/27/2018 – 5/25/2018
RFP award recommendation to Village Board	5/21/2018
Selection of Contract Bank	5/25/2018

Questions

1. Questions must be sent via email to Jessica Legois, Director of Administrative Services at JessicaL@suamico.org no later than 2:00 p.m. on April 25, 2018. All questions will be answered via email and forwarded to all recipients of the RFP. No phone calls will be accepted.

Minimum Qualifications

1. All transactions between the Village and its depository must be conducted in accordance with all applicable Federal, State and Local laws and policies including, but not limited to, Chapter 34 of the Wisconsin State Statutes, and the Village of Suamico Investment Policy.
2. Be insured with the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).
3. Federal or state chartered financial institution
4. Minimum three years' experience providing government services
5. Maintain a full service branch within 15 miles of the Village of Suamico Municipal Services Center to accommodate weekly cash deposits. The Village may give priority to those banks with full service capabilities within Village limits.
6. Current on all Village taxes, fees, and licenses.
7. As required by state statute, to secure the total deposits of the Village, for the amount of total Village funds held in excess of FDIC or NCUA insurance limits in effect at the time and the amount of coverage provided for under Wisconsin Statutes 20.144(1)(a) and 34.08(2), currently \$400,000, at a rate of 102%. Monthly statements listing pledged collateral will be required.
8. Cash Management system able to provide the Village with 24 hour on-line access to accounts. The system should have the following electronic services:
 - a. Account Information (balances, activity, check viewing)
 - b. Stop payment requests

- c. Account transfers
 - d. Initiation of outgoing wire transfers, with security call-back confirmation
 - e. Allow for debit/credit ACH and cash disbursement activities, including the ability to create ACH templates
 - f. Pledged collateral reports
 - g. Remote deposit capture services
 - h. Positive Pay services
 - i. Monthly account statements with interest rates and canceled checks listed in numerical order, if applicable
9. All funds deposited shall be available on the same business day as deposited or transferred.
 10. Competitive interest rates for all interest bearing accounts
 11. Provision of equipment to remotely scan and deposit checks daily
 12. Ability to interface with existing financial software, including Clarity/Civic Systems and GovPay
 13. Assignment of an Account Representative who will serve as a point of contact
 14. Ability to handle collection and disbursement of tax revenues in excess of \$500,000.
 15. Itemization of fees on a monthly account analysis statement.
 16. Issuance of unique user-ID and password for each Village employee granted access with ability to set user access rights
 17. The following services are not considered part of this request but may be requested of the successful bidding institution in the future:
 - a. Credit card processing and online payment services.
 - b. Purchasing card system.
 - c. Lockbox services
 18. All banks must provide, as part of the proposal, an audited financial statement for the most recent fiscal year.

Desired Qualifications

1. Ability to automatically remove checks from the uploaded check issue file which are older than six (6) months
2. Ability to accept and count loose coin and credit it to the Village accounts, as needed.
3. Ability to provide cash and coin to replenish change funds, as needed.

General Requirements

1. **Accounts** as of December 31, 2017 – See attached Appendix A for more specific account information (Note: Most accounts contain multiple allocations)
 - a. Checking account (Operating Cash) – non-interest-bearing
 - b. Tax Collections/Operating Cash/Park Funds – interest-bearing

- c. Capital Funds (Assigned, Equipment Replacement Reserve, Bridge Fund, Road Reconstruction Fund) – interest-bearing
 - d. Water & Sewer Utility Depreciation/Replacement Funds – interest-bearing
 - e. Water & Sewer Utility Debt Service Funds – interest-bearing
 - f. Stadium Tax Funds – interest-bearing
 - g. Debt Stabilization Fund – interest-bearing
2. Deposit Services
 - a. The Bank should specify in in their proposal their deposit requirements and deposit locations.
 3. **Account Additions/Closures** - May be added or closed as needed.
 4. **Checks/ACH/Wires** see Appendix A for the monthly transactions by type
 5. **Cashier's Checks / Money Orders** - Describe terms
 6. **NSF Checks** – Describe terms
 7. **Repurchase Agreement** – Describe terms
 8. **Payroll**
 - a. The Village processes payroll in-house bi-weekly. We currently have approximately 81 permanent year-round employees and typically hire 4 seasonal/part-time employees, including election workers, throughout the year.
 - b. The Village requires direct deposit of all earnings for all employees.
 9. **Deposit Bags**
 - a. Include how many and whether locking and non-locking bags
 10. **Closing Accounts** if needed.
 11. **Designated Bank Officer for Village Business**
 12. **Investments**
 - a. It is the Village's intent to maintain most banking services with one bank, yet maintain some diversity for investment purposes. The Village retains the right to invest in time deposits or U.S. Government Securities, or other forms of investments, allowed per policy, through other banks or institutions. However, when the Village chooses to place monies into other investment vehicles, excluding the Local Government Investment Pool (LGIP), the Village will allow the contracted banking institution to also provide bids on these investments. The Village is not required to bid out existing outside investments not listed in this Request for Proposals.
 - b. The Village retains the right to invest any amount of monies in the LGIP without competition.
 13. **Other Services**
 - a. The Village and the Bank may at a later date enter into other agreements for additional services.
 14. The Village of Suamico reserves the right to select the bank it feels will best support the Village's banking needs.

Appendix A

Bank Account	Average Balance	Monthly # Transactions	Monthly Transactions \$
Huntington Checking	\$1,506,900	Checks Paid: 130 Deposits Processed: 23 Deposited Items: 769 Returned Items: 1 ACH Received: 34 ACH Originated: 308 Wires: 4 per year incoming	\$1,365,600
Huntington General Operating	\$2,668,900	1	\$687,900
Fortify Tax Collections - Operating	\$2,085,600	4	\$1,333,200
Fortify Debt Stabilization *May not need until 2024	\$718,600	0 per year	\$0
Fortify Capital General & Water & Sewer Debt Service	\$1,627,800	2 per year	\$143,200
Fortify Capital Bridge Fund	\$193,300	1 per year	\$32,800
Fortify Stadium Tax Fund	\$602,900	2 per year	\$19,000
Fortify Water & Sewer Replacement/Depreciation Funds	\$1,929,800	0 per year	\$0
Total	\$11,333,800		

Appendix B

Pricing Page

The bidder must provide pricing information as specified below to provide Banking Services in accordance with the terms and conditions of this Request for Proposal. All fees must be disclosed.

Fixed or variable rate of interest for primary checking account	_____ %
Fixed or variable rate of interest for interest-bearing accounts	_____ %
Account maintenance fees	\$ _____
Post checks	\$ _____
Post items deposited	\$ _____
Branch cash deposit processed	\$ _____
Online banking capability	\$ _____
Remote deposits processed, per deposit, per item	\$ _____
Printed checks	\$ _____
Cashier's checks/money orders	\$ _____
Stop payment, per item	\$ _____
Incoming or outgoing wire transfers, per item	\$ _____
Incoming or outgoing ACH transactions, per item	\$ _____
Overdrafts	\$ _____
Automated bank drafting (direct debit) services	\$ _____
Direct deposit services	\$ _____
Positive pay capability	\$ _____
Monthly paperless statements w/ checks listed in order	\$ _____
Return of deposited checks	\$ _____
ACH/Wire – Notice of Change, per item	\$ _____
Transfers between accounts	\$ _____
Monthly report of collateral pledged & its market value	\$ _____
Online document imaging	\$ _____

Deposit cut-off time for posting same day _____

Availability of funds after 5 p.m. Central Standard Time _____

Designated bank officer _____

Other services (please list along with associated cost(s)):

The above pricing information is hereby provided in accordance with the terms and conditions of this Request for Bid.

IDENTITY AND SIGNATURE OF BIDDER

Submitted by,

Banking institution _____

Street Address _____

City and Zip Code _____

Contact Name _____

Title _____

Email _____ Phone _____

Signature _____ Date ____