**REQUEST FOR PROPOSALS**

**FOR THE TOWNSHIP OF RIVERSIDE, NEW JERSEY**

**BANKING SERVICES**

**Send Responses to:**

**Susan M. Dydek, Municipal Clerk**

**Riverside Township**

**237 S. Pavilion Avenue**

**Riverside, NJ 08075**

**REQUESTS FOR PROPOSALS FOR BANKING SERVICES**

**PART I**

**INSTRUCTIONS TO VENDORS**

1. PURPOSE

The intent of this Request for Proposals (RFP) and resulting contract is to obtain various banking services for the Township of Riverside (The Township). Banking institutions responding to this RFP should have extensive experience and a knowledgeable background and qualifications in the provision of the services described herein. Proposals shall include a description of the services, rates of interest, and other details in response to the minimum requirements set forth herein. Beyond these minimum requirements, banks are encouraged to include optional and/or supplemental proposals to the RFP that would enhance the Township's ability to perform its banking functions. The Township recognizes the expertise, creativity, and innovation that exists within the industry and encourages the industry to respond accordingly.

The banking institution selected as a result of this process shall, subject to the maintenance of services and standards as determined by the Township, remain the principal bank for the Township for a period of at least two (2) years from designation. At the conclusion of one (1) year's activity, the banking relationship and level of service will be reviewed, and the Township's Chief Financial Officer may make a recommendation as to the need and/or merits of re-conducting the RFP process.

The Township recognizes the unique nature of banking relationships and the need to maintain our level of service. The Township will be guided by these principles and seeks to establish a banking relationship that yields the highest level of service and interest, at the lowest administrative cost, with the greatest amount of flexibility. Proposals should ensure that no funds go uninvested for any period of time.

Despite any language contained herein to the contrary, this RFP does not constitute a bid and is intended solely to obtain competitive proposals from which the Township may choose a contractor(s) that best meet(s) the Township's needs. It is the Township's intent that no statutory, regulatory, or common law bidding requirement apply to this RFP. The Township intends to award this contract pursuant to N.J.S.A. 17:9-9

1. BACKGROUND INFORMATION

The Township of Riverside comprises of approximately 1 square mile in area, in the State of New Jersey. As such, the Township, has the typical characteristics associated with operating a municipal budget. In addition, the Township also maintains the requisite trust funds and other funds as required by the State of New Jersey.

The Township's required banking services can be characterized as follows:

1. Typical business banking services

2. Employee/consumer services

3. Trust services

4. Short-term investments as allowed by New Jersey statute

The Township's cash flow is generally regular and standardized. On the revenue side, the Township collects the majority of its annual municipal budget revenue four (4) times per year, on

February 1, May 1, August 1, and November 1. The balance of these funds are received over the course of the year.

On the expenditure side, the Township disburses the majority of its funds on a biweekly basis. Exceptions do occur to this schedule.

The Township maintains several types of interest-bearing accounts, more fully described in the Exhibits to this RFP. Twelve months of statements are provided for the General, Capital and Tax Collector Accounts. Note: The dollar values and/or quantities stated herein are given as a general guide; they are not guaranteed amounts, but they represent the best estimates of the Township.

Total bank accounts of the Township consist of approximately 15 accounts. Two of these accounts support the day-to-day operations of the Township: General and Tax Collector. (See Exhibit A.) The most significant activity occurs in the accounts listed below.

**Current/General Account** – This is the primary checking account through which the Township's expenditures and revenues are processed. Accounts payable disbursements average approximately 70 per month, not including wire payments which average 5 per month. Most Township receipts (excluding taxes collected) are also processed through this account. Transfers are made from the Tax account to the General Account at a minimum monthly. In addition, transfers are processed from the General Account to the Payroll Account at a minimum bi-weekly.

**Capital Account** – This account is used for capital project disbursements. The majority of

receipts into this account are from capital-project budget appropriations and the proceeds of bond

and/or note sales.

There are approximately trust accounts; one of which is a Developer’s Escrow Account. Some of the trust accounts are required to be maintained by covenants contained in grant agreements that the Township has with various state and federal agencies.

Other accounts of the Township include various operating accounts for the Municipal Court, Bail Account and the Lien Redemption Account that are outside the Department of Finance of the

Township. (See Exhibit B)

1. COMPLIANCE WITH LAWS

The successful bank(s) shall comply with all applicable federal, state and local statutes, rules, and regulations.

1. PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS
   1. SUBMISSION OF PROPOSALS

**Three (3) copies** of the sealed proposal, INCLUSIVE OF ALL INFORMATION required in Part II, Proposal Requirements, must be provided to the Township Clerk of the Township

of Riverside, 237 S. Pavilion Avenue until Wednesday December 9, 2015 at 10:00 am local prevailing time, when proposals are scheduled to be publicly opened and read aloud. Any proposals received after said opening, whether by mail or otherwise, will be returned unopened. Proposals should be provided in a sealed envelope with the title of “Township of Riverside Banking RFP” clearly marked on the outside. It is recommended that each proposal package be hand delivered. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above-referenced due date and time. Submission by fax or telephone is NOT PERMITTED. This proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5.

Contracts for services will be provided by the Township’s Solicitor. If your bank has a proposed form of contract, please supply a copy with your proposal.

4.2 QUESTIONS/INQUIRIES REGARDING REQUEST FOR PROPOSALS

Any questions or inquiries regarding this RFP must be made in writing to PO Box 188 Riverside, NJ 08075. Inquiries may be faxed to 856-461-1854 or emailed to sdydek@riversidetwp.org.

4.3 ADDENDA/REVISIONS TO REQUEST FOR PROPOSALS

Addenda/revisions to this RFP shall be provided to all banks who have received this proposal.

5.0 INSURANCE

The successful bank(s) must provide and maintain the following minimum limits of insurance coverage during the period of performance required under the contract resulting from this RFP.

5.1 PROFESSIONAL LIABILITY

$5,000,000.00 error and omissions per occurrence

5.2 WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY

Statutory coverage for New Jersey

$100,000.00 employer’s liability

Broad-form all-states endorsements

5.3 GENERAL LIABILITY

$5,000,000.00 general liability per occurrence. The Township shall be named as additional insured with respect to general liability.

5.4 AUTO LIABILITY

$1,000,000.00 per occurrence / $1,000,000.00 aggregate. This coverage is required if the operation of any vehicle is required in the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).

5.5 ADDITIONAL COVERAGE

The successful banking institution shall provide any and all additional insurance coverages that may be usual and customary in the banking industry, with limits reasonably sufficient to cover all activities to be performed pursuant to this RFP and the resulting contract, including, but not limited to, armored car service.

Prior to commencing work under contract, the successful banks(s) shall furnish the Township with a certificate of insurance as evidence that it has procured the insurance coverage required herein. Banks must give the Township a sixty-day notice of cancellation, nonrenewal, or change in insurance coverage.

1. INDEMNIFICATION

The selected bank(s) shall defend, indemnify, and hold harmless the Township, its officers, agents, and employees from any and all claims and costs of any nature, whether for personal injury, property damage, or other liability arising out of or in any way connected with the bank’s negligent acts or omissions under this agreement. Also, the selected bank(s) shall include the Township as an additional insured on their respective policy(s).

1. MISCELLANEOUS REQUIREMENTS

7.1 The Township will not be responsible for any expenses incurred by any bank in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the bank's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

7.2 The contents of the proposal submitted by the successful bank(s) and this RFP may become part of the contract for these services. The successful bank(s) will be expected to sign said contract with the Township.

7.3 The Township reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately in any manner necessary to serve the best interests of the Township. Banks whose proposals are not accepted will be notified in writing.

7.4 Any selected bank is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without prior written consent of the Township.

8.0 CRITERIA FOR EVALUATION OF PROPOSALS

8.1 Proven record of experience in providing the services detailed herein

8.2 Ability to provide services in a timely manner

8.3 Personnel qualifications (i.e., resumes of key personnel who will be responsible for the work)

8.4 References (satisfaction of former and current clients)

8.5 Overall completeness, clarity, and quality of submission

* 1. Scope of services (i.e., price proposal) and both gross and net cost of those services

9.0 PROCEDURE FOR EVALUATION OF PROPOSALS

The Township of Riverside will evaluate each submission, and selection will be made upon the basis of the criteria listed below:

9.1 All proposals shall be evaluated for: (1) compliance with the minimum requirements stated in the Request for Proposal and (2) the relative benefits and deficiencies of the proposal as compared to other proposals. Any contract award shall be based upon the proposal that provides the maximum benefit to the Township while insuring reliable and effective service.

9.2 After an initial screening process, a technical question and answer conference or interview may be conducted, if deemed necessary by the Township, to clarify or verify the banking institution’s proposal and to develop a comprehensive assessment of the proposal.

9.3 The Township reserves the right to consider historical information and fact, whether gained from the proposal, question-and-answer conferences, references, or any other source, in the evaluation process.

The banking institution is cautioned that it is the bank's sole responsibility to submit information related to the evaluation categories, and that the Township is under no obligation to solicit such information if it is not included with the bank's proposal. Failure of the bank to submit such information may cause an adverse impact on the evaluation of the submitted proposal.

PART II

PROPOSAL REQUIREMENTS

Vendors are requested to propose banking services for the Township.

FORMAT

To assure consistency, responses must conform to the following format:

A. Scope of Services

B. Resume

C. Facilities

D. Conflict of Interest

E. Fees

F. Form of Contract

G. Other Information

H. Proposer’s Warranty

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

SECTION A – SCOPE OF SERVICES

1. GENERAL REQUIREMENTS

1.1 The banking institution must provide professional and reliable banking and related accounting services pursuant to the specifications contained herein.

1.2 All services shall be provided on an as-needed, if-needed basis to the sole satisfaction of the Township.

1.3 The banking institution shall conduct all activities/services according to all applicable federal, state, and local laws, rules, and regulations for the duration of its relationship with the Township. It is incumbent on the institution to be knowledgeable of all laws, regulations, and standards applicable to New Jersey municipal governments.

1.4 The institution must maintain all applicable federal, state and local government registrations and must remain in good standing with the State of New Jersey, as may be required by law or regulation.

1.5 The Township reserves the right to terminate its banking relationship or agreements, or otherwise withdraw funds from any banking institution doing business with the Township as a result of this Request for Proposal, at any time, for the convenience of the Township, without penalty or recourse.

1.6 The Township reserves the right to reject all proposals resulting from this RFP and/or to make partial awards if, in the judgment of the Township, such partial awards would be in the best interest of the government.

1.7 Institutions submitting proposals must possess a current GUDPA certification.

1.8 Institutions submitting proposals should provide their current capital requirements and a copy of their last fiscal audit.

Respondents to this RFP should include, as part of the minimum standards, a description of their services available in and to this Township. Specifically, the Township would be interested in any special account structure that would ease accounting and reporting requirements.

2. MINIMUM REQUIREMENT FOR ALL ACCOUNTS

2.1 Provide a bank statement for each account as of the last business day of each month.

Preference would be to have the ability to electronically access all bank statements and to receive a copy via regular US mail. These items should be delivered to the Township’s Chief Financial Officer’s Office no later than the seventh day following the end of each month.

2.2 Daily notification via email with hardcopy to follow of any debit or credit memos affecting our daily cash balances

2.3 Electronic banking:

- View statements online with an ability to view history for a six-month period

- View “real-time” activity for all bank accounts

- Make transfers between all accounts online by Township-designated individuals

- Make one-time and recurring wire transfers (out) on-line, by Township-designated individuals

3. ACCOUNT-SPECIFIC REQUIREMENTS

The Township has broken out the services it requires into two major components: (A) Operating Accounts, and (B) Trust Accounts. It is up to each bank to determine how to package the costs of these services when responding to this request.

The Township’s short-term investment activity is separate and distinct from these components and will not be covered in this process.

1. OPERATING ACCOUNTS

The Township maintains a number of accounts that are used for its day-to-day operating transactions. (See Exhibit A for a listing, 12 month bank statements provided.) Please state in detail how you will provide each of the following services:

1. The Township wishes to receive cleared checks on a Certified CD of checks paid, sorted numerically. If this is not possible then checks must be sorted numerically and summarized by date paid, providing a detail record substantiating the “amount paid”. Or electronically stored and retrievable up to 7 years.
2. The bank must be able to submit electronic files to the Township of paid items that can be run against check files to produce its own outstanding check list for all checking accounts. The Township will complete its own reconciliation of accounts.
3. Automatic redeposit of all NSF checks not to exceed two (2) attempts. Advice copies shall be provided.
4. Provide a monthly account analysis and/or a worksheet.
5. The Township requires checks, deposit slips, and micro-encoded lock bags at no

additional charge to the Township.

6. Any other services as provided in Exhibit A Operating Services; not mentioned above.

B. TRUST ACCOUNTS

The Township has accounts referred to as Cash Management Funds that have balances which remain relatively constant. (See Exhibit A for detailed listing.) The Township is asking that these accounts be given special consideration. These accounts are reserves and are unlike the typical operating accounts. They require a minimal amount of servicing. Transactions are generated through account transfers and will be directed electronically by the Township’s designated employees.

SECTION B – RESUME

This section shall address these areas:

1. Name and address of your bank and the corporate officer authorized to execute agreements

2. Briefly describe your bank’s history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.

3. Describe in general your bank’s regional, statewide, and local service capabilities.

4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual(s) primarily responsible for servicing the Township and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Township.

5. Provide a listing of other local governmental clients with which you have similar contracts; include the name, address, and telephone number of the contact person.

6. Provide your bank’s insurance coverage as set forth in Part I, Section 5.0 of this RFP.

7. Provide a statement of assurance to the effect that your bank is not currently in violation of any regulatory rules and regulations that may have an impact on your operations.

SECTION C – FACILITIES

This section should address these areas:

1. OFFICE / BRANCH LOCATIONS

A. For your bank’s facilities that are located in Burlington County, provide:

1. The location(s) proximity to Township Offices

2. Hours of operation at your location(s)

3. Bank personnel assigned to this location(s)

4. The activities of the bank performed at this location(s)

5. Any proposed facilities to be constructed in Burlington County.

B. For those facilities and activities located elsewhere, please explain the activities performed there and why they are best performed at a different office. Banks where all activities are performed at one location should leave this paragraph blank.

SECTION D – CONFLICT OF INTEREST

This section should disclose any potential conflicts of interest that the bank may have in performing these services for the Township.

SECTION E – FEES AND QUOTATION FORMAT

To facilitate the evaluation process, the banking institution is encouraged to organize its proposal into distinct sections that correspond with the specific banking/investment/accounting activities described in the Minimum Scope of Services. In addition, each distinct section should be titled, and all proposals must address, at a minimum, the questions listed below:

1. What is the current rate of interest on checking, business savings, and money market accounts, as of the date of your response to this RFP?

2. Are these rates fixed? If not, what are the formulas for determining the variable rates of interest?

3. What is the balance used for interest calculations (i.e., collected, compensating, actual balance, etc.)?

4. What is the reserve requirement assessed against the average daily collected balance?

5. What is the clearing time on checks drawn on your bank? Other local banks and out of state banks?

6. By what time of day should deposits and/or wired investments be received to be transacted on that day?

7. Indicate the bank’s charges, if any, for the services listed in Exhibit A.

8. Indicate the bank’s method for covering these fees (i.e., compensating balances, earnings credit, debit memo, etc.).

9. Describe your automated cash-management system that provides online computer and/or touch-tone service. Identify hardware requirements and security measures. What kind of hardware would the Township need to implement an electronic service? Are there any system constraints that apply?

10. What provisions would be made to assure that all requirements of this proposal are met for the duration of the contract in the event of a takeover by another banking institution?

11. Please indicate startup costs, if any, the Township will incur to convert to your bank.

12. Please indicate if payroll checks will be honored; if employee presents and is not an account holder with bank.

Note: The Township reserves the right to negotiate with any or all vendors meeting the evaluation criteria set forth herein. Negotiations will be conducted in accordance with the Township’s RFP policy.

SECTION F – FORM OF CONTRACT / AMENDMENT OF CONTRACT

1. The form of contract will be determined by the Township’s Solicitor. If your bank has a proposed form of contract, please supply a copy with your proposal.

2. Contracts awarded pursuant to this RFP may be amended to provide for closely related services, the need for which may arise or become apparent after the original contract award.

SECTION G – OTHER INFORMATION

This section is for any additional pertinent data and information not included elsewhere in the RFP and determined necessary or informative by your institution.

All information required by the RFP must be supplied to constitute a valid proposal.

SECTION H – PROPOSER’S WARRANTY:

The person signing the proposal warrants that:

1. He or she is an officer of the organization

2. He or she has been specifically authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.

**EXHIBIT A. Operating Accounts**

**BANK ACCOUNT NAME: Riverside Township**

1. **Current/General**
2. **Payroll**
3. **Capital**
4. **Lien Account**
5. **Tax Collector**

**Operating Accounts – Services**

Analysis Maintenance - All accounts

Deposits - All departments

Wire Transfer Fee-Domestic/In

Wire Transfer Fee-Domestic/Out

ACH Credits

ACH Debits

Checks - all accounts incl. payroll checks

Stop Payments

Direct banking services

CD-ROM Archives - All accounts

On-Line Internal Transfer

**EXHIBIT B: Trust Accounts:**

1. **Accumulated Sick Leave**
2. **Dog License**
3. **Fed Law Enforcement**
4. **Explorers**

**10. Developers’ Escrow**

**11. Special Law Enforcement**

1. **Trust – PD, POAA, Road Opening, Escrow (These all**

**separate bank accounts now will be consolidated.)**

1. **Flexible Spending**
2. **Court-Regular**
3. **Court-Bail**