

CITY OF GRAND FORKS

Request for Proposal

Proposal #2020-1

Depository and Banking Services

CLOSING DATE: (February 21, 2020, 2:00 p.m.)

LOCATED AT: City of Grand Forks
 Finance and Administrative Services
 255 North Fourth Street
 Grand Forks, ND 58203

**CITY OF GRAND FORKS
REQUEST FOR PROPOSAL**

PROPOSAL NO. 2020-1 DEPOSITORY AND BANKING SERVICES

The City of Grand Forks is seeking proposals to provide Depository and Banking Services.

Proposals will be received at the Department of Finance and Administrative Services, 255 N 4th Street, Grand Forks, ND 58203 until 2:00 p.m. CDT, February 21, 2020.

The detailed Request for Proposal (RFP) is available for download from the City of Grand Forks website, www.grandforksgov.com, or by contacting Mike Vatnsdal, mvatnsdal@grandforksgov.com, (701)746-2622. All RFP submittals should be prepared and submitted per the detailed proposal form.

CITY OF GRAND FORKS

By: 

Maureen Storstad
Director of Finance and Administrative Services

PROPOSAL SPECIFICATIONS

DEPOSITORY AND BANKING SERVICES FOR THE CITY OF GRAND FORKS

I. INTRODUCTION

A. General Information

The City of Grand Forks is seeking proposals from banking institutions in Grand Forks, North Dakota, who possess the capability and expertise to provide depository and banking services for the City of Grand Forks. Through this process, the City is looking to identify the banking institution that can offer the highest quality of service at the lowest cost.

B. Instructions

1. Sealed Proposal: Responses to this request will be submitted in a sealed package, clearly identified on the outside of the envelope as:

PROPOSAL NO. 2020-1
DEPOSITORY AND BANKING SERVICES

Mailing Address:	Courier or Personal Delivery:
Mike Vatnsdal	Mike Vatnsdal
Budget Officer	Budget Officer
City of Grand Forks	City of Grand Forks
PO Box 5200	255 N 4 th St
Grand Forks, ND 58206-5200	Grand Forks, ND 58203

2. Questions and Additional Information: Requests for clarification or additional information should be made in writing to:

Mike Vatnsdal, Budget Officer
mvatnsdal@grandforksgov.com

3. Schedule: The Following schedule will be adhered to:

January 16, 2020 – Distribution of Request for Proposals

February 21, 2020 – Proposal must be in the possession of the
City of Grand Forks by 2:00 p.m. CST.

Late proposals will not be accepted.

March 9, 2020 – Recommended to Committee of the Whole

March 16, 2020– City Council Meeting

April 1, 2020– Initial Implementation Date for banking services

- 4. Selection Criteria:** The following criteria will be used to evaluate the responses and to select the winning bank:
- a.** Complete response to all required response items;
 - b.** Aggregate banking services cost, per identified activity and corresponding compensating balances;
 - c.** Ability to meet current and projected service requirements over the term of this banking agreement (any past experiences with the bank will be taken into consideration)
 - d.** Best rate of interest paid on accounts
 - e.** Best earnings credit rate on required compensating balance
 - f.** Capacity to provide numerous electronic banking services.
 - g.** Ability to provide Remote Deposit Services
 - h.** Ability to provide automated/electronic accounts payable rebate program
 - i.** Branch located proximate to downtown Grand Forks preferred

When the City of Grand Forks has tentatively selected the successful proposer, a conference may be requested to formulate plans in greater detail, to clarify unclear terms, and to otherwise complete negotiations prior to formal award. At anytime during the process, the City of Grand Forks may choose to modify the choice of a selected proposer if there is just cause and the City determines that such a change would be in the best interest of the City of Grand Forks.

- 5. Terms and Conditions**
- a.** The City of Grand Forks reserves the right to reject any or all proposals, to waive any irregularities or informalities in any proposal, or in the proposal procedures, and to accept or reject any item or combination of items. The award will be to the proposer whose proposal complies with all the requirements set forth in this RFP, and whose proposal, in the opinion of the City of Grand Forks, is the best proposal taking into consideration all aspects of the proposer's response. This includes the total net cost to the City of Grand Forks.
 - b.** The agreement may be canceled by either party upon two months written notice, which will run from the last day of the month in which given.
 - c.** The standard proposal form indicates an estimate of the number of transactions for the year. This number is the best estimate of the average volume and the City of Grand Forks in no way guarantees these as minimum or maximum volumes.
 - d.** Qualified proposing banks must submit financial statements for the past fiscal year. The statements must also include an auditor's unqualified opinion and appropriate notes to the financial statements.

II. SCOPE OF BANKING SERVICES

A. Term

The successful bidder will be designated as the City of Grand Forks' depository bank commencing on April 1, 2020 provided all necessary transfers and account access via online banking is set prior to April 1. The banking services detailed in this section will be performed for the City of Grand Forks for a period of five(5) years, with an option to extend for an additional 5-year term, subject to negotiation and agreement of both parties.

B. Required Services

The following requirements must be met at all times:

1. Monthly account statements
2. Deposit bags in the amount and size necessary for the City of Grand Forks to operate
3. All deposits must be secured as required by North Dakota Law
4. Ability to accept deposits in the form of cash, check and coin.
5. Deposit correction adjustments must have complete documentation
6. Online access to the online banking system for current day and historical information related to banking transactions
7. Online initiation of outgoing and incoming wires, ACH, stop payments, and file upload/download
8. Ability to process payroll via ACH payments with automated confirmation e-mail containing total dollar amount and number of transactions sent
9. Electronic paid check file for Full Account Reconciliation Process (ARP)
10. Positive Pay Services
11. Adequate fraud protection services
12. Check Images distributed on-line or via other electronic form

Optional Services

1. Provide ATM services in public building
2. Automated Electronic Credit Card/Accounts Payable Rebate
3. Remote Deposit / desktop scanning services

C. Description of Account Structure

The following accounts are currently used:

- a.** OPERATING ACCOUNT – This account receives all deposits and disbursements, except as otherwise noted.
- b.** MONEY MARKET – Business Savings Account for short-term cash needs
- c.** ZERO BALANCE/SWEEP ACCOUNT – Utility billing payments/ deposits are made to this account, which are deposited daily to our main account.

Similar or equivalent services preferred.

D. Operation of the System

- a.** All daily deposits will be made to the Operating Account. All wire and ACH deposits and disbursements will flow in and out of this account.
- b.** In addition to other provided information, the City of Grand Forks will evaluate the bid based on the attached bid form, which contains estimates based on the actual data for the twelve month period beginning August 2018 through July 2019.
- c.** An account analysis report will be remitted to the City of Grand Forks on a monthly basis, and will show the monthly excess (shortage) position, along with the overall year-to-date excess (shortage). The overall net fee will be deducted from the account at year end.
- d.** The successful proposer must provide the City of Grand Forks with online access to the online banking system. This service must allow the city of Grand Forks to make inquiries concerning balances and transaction activity in each account and to make internal transfers between accounts.
- e.** The successful proposer must provide the City of Grand Forks with an electronic file transfer of paid checks for the operating account on a monthly basis.

- f.** Interest is to be accrued to the City of Grand Forks on its “collected” balance on a daily basis and paid monthly. The average daily collected balance for the twelve-month period above was approximately \$17,000,000. Combined daily balances on checking and savings accounts may range up to \$100,000,000.
- g.** All proposals must be submitted on the attached form. Any written material that the proposer feels may aid the City of Grand Forks in determining the best proposal(s) should be attached to the proposal form.
- h.** Award of the proposal is contingent upon the successful execution of a contract acceptable to the City of Grand Forks.

City of Grand Forks
Depository and Banking Services Proposal Form
 (Based on actual August 2018-July 2019)

Service Request	Number of Transactions Per Month	Bank Charge Per Transaction	Estimated Monthly Cost to the City of Grand Forks
Deposited Checks	3956		
Checks written	604		
ACH (Out)	4,846		
ACH (In)	543		
Return Items	5-20/Month		
Re-deposited Items	Varies - List Charge		
Electronic Returns	10-15/Month		
Electronic Stop Returns	0-5/Month		
Wire (Out)	1		
Wire (In)	12		
On-line Access:			
Previous Day Balances	Unlimited Inquiries		
Current Day Balances	Unlimited Inquiries		
Previous or Current Day Detail	Unlimited Inquiries		
Electronic Data Interchange (EDI for ACH Payments)	Please note if available and cost		
Charge for Electronic File Paid Checks (Account Recon)	Please note if available and cost		
Positive Pay for Fraudulent Checks	Please note if available and cost		
Charge for Check Images	Please note if available and cost		
Automated Sweep for Investment	Please note if available and cost (If Applicable)		
Overdraft Charges	Please list charges		
Remote Deposit (Image) to include OCR scan line	Please note if available and cost		
Other Charges as Prepared by the Bank			
Payment Manager (Automated Payables)	Please note if available and cost		
Purchasing Card with Reward Incentives	Please note if available and reward structure		
E-Box Payments	1,245		
On-site coin counting	Please note if available and cost		
Earnings Credit Rate			

Please describe the method of interest rate determination: _____

Interest Rate Bid: + _____ or - _____ deviation from _____
(index used)

Bank Name: _____

Signature: _____

By: _____

Date: _____