

CITY OF GIRARD

REQUEST FOR PROPOSALS

for

BANKING SERVICES



Announcement: The City of Girard is seeking proposals to aid the governing body in selecting a bank to provide banking services. Request for proposals are available online at www.girardkansas.gov or may be obtained by contacting the Girard City Clerk, Mrs. Karen Buck, CMC, CPM at karen.b@girardkansas.gov. Questions should be directed to the City Clerk's office.

Instructions: Complete each section. Sealed and completed hand-delivered proposals must be received by the Girard City Clerk by the deadline of March 28th at 4:00 pm. No late proposals will be accepted.

Review and Selection: On April 1, 2019, at the regularly scheduled meeting of the Girard City Council beginning at 5:30 p.m. at the Council Room, 120 N. Ozark Street, Girard, Kansas all accepted proposals will be opened. Proposals may be held for review by the City of Girard for a period not to exceed forty-five (45) days prior to making a selection. The City reserves the right to reject any or all proposals or to award partial services to one or more banks. The anticipated start date of services is May 2019.

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Prospective Banking Services Provider Information:

Company Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Business Designation: Individual Sole Proprietorship Public Service Corporation
 Partnership Corporation Government/Nonprofit

Authorized Proposal Preparer Information:

Proposal Preparer Name: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Signature: _____

Summary of City and Current Banking Services:

The City of Girard is a city of the second class which means we have a population of more than 2,000 and less than 15,000 with a Mayor-Council form of government.

The City's departments consist of:

- Electric
 - Power Plant
 - Transmission
- Public Works
 - Streets
 - Water
 - Sewer
 - Parks
 - Cemetery
- Golf
- Public Safety
 - Police
 - Fire

The average number of employees is approximately 50 but jumps to 80 during the summer seasonal hires. All our employees are paid via direct deposit. We have a separate checking account for payroll. We transfer the money from our general account and deposit it into the payroll account.

We have approximately 75 deposits and 140 checks during the month on our general checking account.

Current accounts:

- One interest-bearing checking account
- Three non-interest-bearing checking accounts
- Money Market
- Seven CD's with a 30-month maturity
- One CD with 309-day maturity
- Three purchase lease agreements
 - \$82,017
 - \$21,376
 - \$25,149
- Small lock box

120 North Ozark
Girard, KS 66743
P: (620) 724-8918
F: (620) 724-8060

Minimum bank qualifications:

Check all that apply:

- Bank is authorized to do business in the state.
- Bank has a branch located within the city limits of the City of Girard, Kansas.
- Bank complies with bonding requirements.

Bank Description and Summary:

The City of Girard has identified expertise, services, costs, rates and community involvement as essential criteria in our banking relationship. Each criterion will be considered in the selection process. Members of the governing body will weigh and consider each criterion in a manner consistent with their individual standards. Collectively, the Governing Body will select a bank(s) to provide banking services to the City of Girard.

Please provide comprehensive answers and information for all proceeding inquiries. Attach additional pages as needed.

- 1.) What is the location of the corporate headquarters of the Bank?

- 2.) Please provide a comprehensive list of the branch banks.

- 3.) Please summarize and describe the Bank’s community reinvestment and charitable activities in Girard, Kansas.

- 4.) What is your Community Reinvestment Act rating?

- 5.) Please provide rating agency rating (Veribanc, Highline, etc.).

6.) Does the Bank trade on the secondary market? If yes, please describe activities.

7.) For the accounts listed in the City Summary, describe any associated earning rates and fees for a similar account with a similar balance at the Bank.

8.) Automated Clearing House (ACH): Currently the City uses ACH for payroll and utility billing and averages \$70,000.00 of ACH transactions per month. (Varies due to summer payroll.)

Describe the method by which the City can utilize ACH and any associated fees.

9.) Statements and Account Analysis. Currently the City receives paper statements. Please provide an example of the Bank's monthly statement and account analysis, describe when and how these reports are made available, list any fees associated with paper statements, describe document retention policy and describe the bank's dispute resolution process.

10.) Collection and Deposit Services: Currently the City clerk makes daily deposits. Describe any cutoff times for deposits, discrepancy and write off policies, standard return and re-clear processing and associated fees and availability of deposit reconciliation services.

11.) Provide a detailed description of online services and capabilities, including ability to provide the following basic services: Daily balance reporting – summary, Daily balance reporting – detail (with check detail and images), daily ACH and with full addenda information, convert reports to Excel.

12.) Provide a detailed description of how the following tasks are executed: Transfers between accounts, initiation of wire transfers, and initiation of stop payment orders.

13.) Is the City eligible for lower fees due to number of accounts, minimum deposits and cash reserves? Explain.

14.) Is software installation required for online services? Explain.

15.) How does the Bank protect customer data? Describe back-up processes.

16.) How does the Bank protect customers from fraud? How does the Bank detect fraud? Which entity is liable for fraudulent activity? Explain.

17.) Overdraft Processing: Describe whether accounts are aggregated for calculation/fee purposes, the rate basis for overdrafts, and any fees associated with overdrafts.

18.) Describe stop payment services, including any online capabilities, duration and renewal processing, and any associated fees.

19.) Describe lockbox services including any associated fees? Must cd's be placed in a lockbox or is there sufficient security to maintain cd's electronically?

20.) Please describe options for money market accounts including historical rates of earnings and any associated fees.

21.) Describe instruments used for collateralization of deposits including any pooled services. What are the margin requirements (i.e. 102%)? Bank will not be allowed to reduce amounts held in collateral without government's approval. Provide the Bank's plan to insure the City's deposits.

22.) Please describe any alternatives, enhancements, or improved methods of providing the services mentioned herein. In addition, describe any products or services not specifically mentioned that the bank believes would be beneficial to the government.

23.) Provide a brief bio of the staff who would be the designated account representative for the City. Representative should have sufficient decision-making authority within the bank in order to resolve issues. In addition, the representative should have a strong understanding of the government's operations.

24.) Provide references from two comparable public entities.

25.) List pricing for the following services:

Current accounts:

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26.) Attach a report which gives the average of interest bearing options for the prior 12 months.

Proposal evaluation criteria:

- Financial strength
- Community involvement
- Ability to meet service requirements
- Best availability schedule for deposit items
- Capacity to provide a wide range of electronic banking services
- Cost per, aggregate banking services cost, and corresponding compensating balances (if applicable).
- Best rate of interest paid historically on accounts (including evaluation of indexed rates)
- Experience and governmental knowledge of bank team
- Quality of references
- Completeness of response to all required items on the standard forms provided