



PLANT CITY, FLORIDA

**Request for Proposals
BANKING SERVICES
RFP No. 16-020FN-DR**

**City of Plant City
Procurement Department
302 W. Reynolds Street, Room 312
Plant City Fl. 33563
Phone No. (813) 659-4270
wstorey@plantcitygov.com**



CITY OF PLANT CITY, FLORIDA
Request for Proposals
Banking Services
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SCOPE OF SERVICES

The City of Plant City, Florida, is soliciting proposals from qualified financial institutions (banks) to provide a full range of banking services for the City for a four (4) year period with the option of extending the contract for two one-year extensions, provided it is mutually acceptable to both parties. The initial bid award shall cover a four-year period, **August 1, 2016 through July 31, 2020**, extendable upon mutual agreement through July 31, 2022. A communications blackout period shall commence from the date the City issues the Request for Proposal (RFP), April 12, 2016, to the date the contract is awarded by the City Commission on June 27, 2016. Failure to adhere to this provision may result in suspension from the proposal process. A provision for questions and answers is provided in the next section.

QUESTIONS

All communications regarding this project, including questions related to this Request for Proposals, shall be **submitted in writing via email** to Buddy Storey, Procurement Manager by **3:00 p.m. on Tuesday, April 26, 2016**. Mr. Storey's email address is wstorey@plantcitygov.com. Questions received after that date will not be answered. Answers to these questions will be answered in an Addendum and will be posted on the City's website, www.plantcitygov.com, www.bidsync.com and www.demandstar.com.

SUBMITTALS

Those financial institutions (banks) interested in being considered for this **RFP** are instructed to **submit three (3) copies and one (1) original of their proposals**, pertinent to this project prior to **2:00 PM on May 12, 2016**, to the office of the Procurement Manager, City Hall, 302 West Reynolds Street, Room 312, Plant City, Florida, 33563. **The Request for Proposals shall be received in a sealed envelope prior to the time scheduled to receive proposals, and shall be clearly marked RFP #16-020FN-DR Banking Services.** Any proposal received after the announced time and date of opening, whether by mail or otherwise, will not be considered and will be returned unopened. Faxed proposals will not be accepted.

The City is not responsible for any expenses incurred in preparing and submitting a proposal or taking any action in the selection process, or for the cost of any services performed by any financial institution prior to the execution of a contract with the City.

PROPOSAL REQUIREMENTS

The proposer must be a federally or state chartered bank or savings and loan with a full service branch office located in Plant City, Florida. The banking institution shall make available adequate, qualified staff to provide the services specified in the RFP. The financial institution (bank) shall have the capability for performing all of the required duties specified in the RFP. Depositories, and banking services provided for the City of Plant City must be in compliance with all federal and state laws. The bank must meet the criteria set forth in Florida Statutes Chapter 280, the Florida Security for Public Deposits Act, and maintain their status throughout the life of the agreement.

It is the intent of the City that a single, primary bank provides all the banking services specified in this request for proposal.

The proposer shall positively affirm its capability to provide the specified services or shall note any exception(s) on Page 9 of this proposal. Banks may propose reasonable alternatives to the requested services.

PROPOSAL REVIEW

Qualified responses will be reviewed and ranked by a Selection Committee. Those financial institutions (banks) offering the most comprehensive proposals may be requested to clarify and/or make a presentation to the Selection Committee on **Tuesday June 7, 2016, Wednesday June 8th, Thursday June 9th or Friday June 10, 2016**, if required. The Selection Committee will recommend to the City Manager its selection of the financial institution to provide a full range of banking services. A recommendation will be made to the City Commission at the **June 27, 2016** City Commission meeting. The City of Plant City reserves the right to reject any or all proposals submitted, to negotiate for modifications, and to select the proposal that appears to be in the best interest of the City of Plant City.

In its banking relationship, the City seeks the proper mix of banking services to make its staff more effective and to lower costs. Moreover, the City wants to use the bank's technology to leverage its own technology and implement solutions that are mutually beneficial.

EVALUATION CRITERIA

All proposals shall be evaluated based on the extent of services offered as required by the Request for Proposal.

Clarity, Brevity and Completeness of the Bank's Proposal 10%

All questions should be answered. Clear, direct, concise answers will be highly valued.

Ability to provide the City's Core Services and References 40%

Commercial banking, payee positive pay, re-present NSF checks, and more services delineated below under core service requirements.

Costs and Interest Earnings **40%**
 Charges for services and interest earnings on compensating balances and investments will play an important role in the evaluation of the bank’s proposal.

Ability to provide future services **10%**
 To achieve a favorable score the bank should be able to offer some, if not all, of the future services requested. The City will also evaluate the bank staff’s ability to implement requested services.

Proposed Project Timeline

Target Dates	Description of Events
April 12, 2016	Advertise and Distribute RFP
April 26, 2016	Deadline for all questions, 3:00 p.m.
April 28, 2016	Issue Addendum (if necessary from questions)
May 12, 2016	Proposal Submission to the Procurement Manager, City Hall, 302 West Reynolds Street, Room #312, 2:00 p.m. (Open proposals thereafter)
June 2, 2016	Evaluation Committee Meeting (Rank banks at this meeting)
June 7 – 9, 2016	Interview top bank applicants (Committee makes final ranking after last presentation)
June 13, 2016	Selection Committee makes recommendation to City Manager
June 14, 2016	Notice of Intent to Award (5 business days)
June 27, 2016	City Commission Award
June 28, 2016	Notify all bidders
June 29, 2016	Begin Implementation
July 25, 2016	Execute Agreements
August 1, 2016	New Bank Services Contract period begins

The City’s Core Service Requirements

Upon execution of an agreement the City would establish **four (4)** accounts.

1. Central Paying Account (Pooled Cash)

This account will be used to process disbursements for accounts payable checks, as well as ACH disbursements to the State of Florida.

Receipts

Cash receipts are delivered to the night depository box at the bank **before 2:00 pm and credited the same day**. The average monthly deposits are 261. For the future, the City plans to explore the option of having armored car pickup and remote deposit capture.

There are four ACH debit files for 692 utility customers that are processed and settled each month.

The City averages 28 NSF checks monthly from its customers and they need to be automatically represented.

Disbursements:

Vendors are paid weekly averaging 694 checks each month. The City will transmit payee information to protect the City's disbursement accounts by payee-positive pay.

The City requires access to the images of its cleared checks online and wants to have these images maintained online for 36 months to avoid managing and storing CD's. Upon termination of our agreement, the City shall receive a transmission of images for the last 36-months.

2. Payroll Account

This account will be used to process payroll disbursements to employees (both checks and direct deposits to employee accounts). Only the Internal Revenue Service ACH debit will be allowed for this account. **All other ACH debits MUST be blocked from the payroll account.**

Disbursements

Employees are paid weekly: 420 employees have direct deposit and 2 receive checks. In addition, the City issues an extra employee payroll check at Christmas time for bonuses.

3. CRA Account

This account will be used for minimal receipts and disbursements, i.e. Online transfers for disbursements and approximately four deposits per month.

4. Interest Bearing Account

This account pays interest and is used to sweep money from the Central Paying account that is required to maintain compensating balance.

ABILITY TO PROVIDE THE CITY'S CORE SERVICES AND REFERENCES

Questionnaire for Core Services

1. The City requires staff be able to download bank statements within two (2) business days from the end of the month. How long will bank statements be available to view or download online?
2. The City requires the bank to offer payee-positive pay on all the City's disbursement accounts. Will the City be able to view and process decision exceptions online?
3. Does the bank have the ability to block all ACH debit transactions from the City's payroll account? Will there be a monthly charge to entirely block ACH debits?
4. Will the bank accept mutilated money?

5. Will the City be able to transmit ACH debit and credit files through the same website that is used to verify account balances?
 - a. In a week where there are no holidays, what is the latest possible time that the City may submit a valid ACH payroll file to ensure that its employees are paid Thursday morning? For example, by 5 p.m. Wednesday. If the City submits a valid ACH approved file by this time and for some reason the bank were to fail to process it, would the bank assume the responsibility of wiring funds to the City's employees?
 - b. Can we initiate ACH-TXP online? Can templates be set up to handle federal income tax payments, and Florida State tax payments?
6. Will the City be able to download the previous day's cleared check information on a daily basis?
7. Is there an option for single or dual authorization for the transfer function?
8. Would dual authorization be required when establishing City employees' online access to banking functions?
9. Is there a limit to the maximum amount of an outgoing wire or online ACH payment?
10. The City would like an advice for incoming wires. Verify that there is no charge for this.
11. In order to maximize interest income, the City intends to pay for banking services by using compensating balances. Briefly describe the bank's investment opportunities to achieve this result.
12. The City will require that the bank allow City employees to cash their payroll checks free of charge, whether they have a bank account with the bank or not.
13. What does the bank require of the City's courier service (not armored car) drop of daily deposits to the bank and not wait for deposit receipts?
14. Using a courier service would require the use of daily deposit bank bags for each department. Would the bank charge for these deposit bags?
15. Does the bank require a separate deposit bag for cash, and another for checks?
16. When City staff needs assistance with online banking, will City be able to speak with a designated technical support person? If so, who is this person? How many commercial accounts does this person support?
17. What is the Bank's Credit rating?

What rating agency?

Designated Commercial Online Banking Technical Support Person for the City of Plant City:

NAME _____

Phone Number: _____

If Proposer does not have a designated online banking technical support person:

1. What is the average wait time to speak with a support person?
2. How many technical support staff are located at the facility we will call?
3. On average how many commercial accounts do they support?

References:

Provide three references, preferably from organizations with the same service requirements as the City or greater. References for governmental entities are preferred; however, if other references are given they should reflect the same type of services that are asked for in this RFP.

1. Organization: _____

Address: _____

Contact Name: _____

Telephone: _____

Email address: _____

2. Organization: _____

Address: _____

Contact Name: _____

Telephone _____

Email address: _____

3. Organization: _____

Address: _____

Contact Name: _____

Telephone _____

Email address: _____

Contract Information:

As part of their response to RFP No. 16-020FN-DR, the Proposers shall submit a copy of their proposed agreement(s). The proposed agreement(s) shall include as a minimum the following items:

1. Pursuant to Section 1-15, Plant City Code, the agreements shall not have any provisions requiring the City to indemnify or hold harmless the Bank or any of its employees or agents.
2. The agreement shall include language that the agreement shall be construed in accordance with the laws of the State of Florida and venue shall be in Hillsborough County.
3. If the agreement is for multiple years, the agreement shall include language that the contract is subject to annual budget and appropriation by the City Commission.
4. The agreement shall include language required by Section 287.133, Florida Statutes, regarding public entity crimes.
5. The agreement will have to have language in substantially the following form, with the bold language in a minimum of 14 points:

IF BANK HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO BANK'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, BANK SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Kerri J. Miller
City Clerk
302 W. Reynolds Street
Plant City, FL 33563
Phone: 813-659-4200
kmiller@plantcitygov.com

Bank shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Bank shall (a) keep and maintain public records required by City in order to perform the service under this Agreement; (b) upon request from the City Clerk, provide City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed the cost provided under Florida's Public Records law; (c) ensure that public records that are

exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of this Agreement if Bank does not transfer the records to City; and (d) upon completion of this Agreement, transfer, at no cost, to City all public records in possession of Bank or keep and maintain public records required by City to perform the service. If Bank transfers all public records to City upon completion of this Agreement, Bank shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Bank keeps and maintains public records upon completion of this Agreement, Bank shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to City, upon request from City's custodian of public records, in a format that is compatible with the information technology system of City.

Proposal Authorization and Warranty:

I have read and reviewed this RFP document in its entirety and understand that the bank’s per item cost as contained in the **Cost Proposal for Banking Services** submitted herein must be constant throughout the contract period. The prices for any future services implemented within one year will also hold constant for the term of the contract.

Bank Name: _____

Signature of Authorized Representative: _____

Printed Name of Authorized Representative: _____

Title of Authorized of Authorized Representative: _____

Date: _____

EXHIBIT A

Cost Proposal for Banking Services:

Exhibit A (attached below) is an Excel spreadsheet in PDF format that must be used to provide a cost proposal for services that the City requires. To obtain a formatted excel file to complete the cost proposal contact Buddy Storey at wstorey@plantcitygov.com.

	AFP Code	Unit Price	Average Monthly Volume	Average Monthly Cost
General Account Services				
Account Maintenance-Chexstor	01 0000		5	0.00
Zero Balance Monthly Base	01 0021		3	0.00
Debits Posted	01 0100		51	0.00
Client Analysis Statement-Paper	01 0410		1	0.00
Total Cost				0.00
Depository Services				
CEO Retn Item Subscription Per Acct	10 0410		4	0.00
Branch/Store/Night Drop Deposit	10 0000		261	0.00
Deposited Checks - On Us	10 0220		492	0.00
Deposited Checks	10 0223		5,187	0.00
Cash Deposited IN Branch/Store	10 0000		217,263	0.00
Cash Dep/\$1 Ver At Teller Window	10 0015		0	0.00
Currency Ordered/\$1 - Branch/Store	10 0048		12	0.00
Return Item - Chargeback	10 0400		13	0.00
CEO Return Item Retrieval-Image	10 0414		10	0.00
CEO Return Item Service Mthly Base	10 0414		4	0.00
Return Item Special Inst Mthly Base	10 0401		2	0.00
Return Item Redeposited	10 0402		15	0.00
Total Cost				0.00
Paper Disbursement Services				
Printing & Supplies-Vendor	15 0810		12,151	0.00
Positive Pay Exception - CEO Image	15 0723		0	0.00
MICR Check Rejects > 1% Through 2%	15 0300		3	0.00
MICR Check Rejects Over 2%	15 0300		12	0.00
Pymt Auth Max Check Mthly Base	15 0240		2	0.00

	AFP Code	Unit Price	Average Monthly Volume	Average Monthly Cost
Stop Payment - Online	15 0410		1	0.00
Positive Pay Only Monthly Base	15 0030		2	0.00
Positive Pay Only -Item	15 0120		702	0.00
CEO Image View < 90 Days - Item	15 1352		9	0.00
CEO Image View > 90 Days- Item	15 1352		0	0.00
POS Pay Checks With No Issue Record	15 0310		0	0.00
WellImage Paid Check Monthly Base	15 1350		1	0.00
Check Cashing Threshold MO Base	15 0240		2	0.00
OCT Debit Block Monthly Base	15 0240		2	0.00
Checks Pay To Indiv Block MO Base	15 0240		2	0.00
WellImage Paid Check Per CD	15 1353		1	0.00
DDA Checks Paid	15 0100		694	0.00
CEO Search	15 0400		13	0.00
Overdraft Charge-Paid Item	15 0340		0	0.00
WF Chk Cashed For Nonacct Holder	15 0500		0	0.00
Official Bank Check	15 0511		0	0.00
WellImage Paid Check Per Item	15 1399		696	0.00
Stop Payment - Auto Renewal	15 0412		3	0.00
Total Cost				0.00
Paper Disbursement Recon Services				
CEO Register Input - Item	20 0200		0	0.00
ARP Aged Issue Records On File-Item	20 9999		981	0.00
Positive Pay Exceptions - Item	20 0399		0	0.00
Total Cost				0.00
General ACH Services				
CEO ACH HYP ITM DET INQ - PER ITEM	25 0703		0	0.00
ACH CEO Subscription - Account	25 0703		7	0.00

	AFP Code	Unit Price	Average Monthly Volume	Average Monthly Cost
Electronic Credits Posted	25 0201		182	0.00
ACH CEO Return Subscription - Account	25 0400		3	0.00
ACH CEO Return Subscription - Item	25 0400		7	0.00
ACH Monthly Base	25 0000		3	0.00
ACH One Day Item	25 0102		161	0.00
ACH Two Day Item	25 0102		3,129	0.00
ACH Same Day	25 0102		2	0.00
ACH Originated - Addenda Rec	25 0120		49	0.00
ACH Received Item	25 0202		187	0.00
ACH Return Item-Electronic	25 0302		0	0.00
ACH Return Admin- Electronic	26 0302		0	0.00
ACH Transmission Charge	25 0501		13	0.00
ACH Exception Process-Duplicate File	25 0622		0	0.00
ACH CEO Fraud Filter Review MO Base	25 1050		3	0.00
ACH Fraud Filter Stop Mthlybase	25 1050		1	0.00
ACH CEO Fraud Filter Review - Item	25 1053		2	0.00
ACH NOC - Info Reporting Advice	25 0302		0	0.00
Total Cost				0.00
Wire & Other Funds Transfer Service				
Wire Detail Rpt Subscription-Acct	35 0402		5	0.00
Wire Detail Rpt Subscription-Item	35 0402		9	0.00
Wire IN - Domestic	35 0300		2	0.00
Wire Outgoing Domestic - CEO	35 0104		3	0.00
Wire Book Transfer - CEO	35 0124		5	0.00
Total Cost				0.00
Information Services				
CEO Prev Day Subscription Mthlybase	40 0000		6	0.00

	AFP Code	Unit Price	Average Monthly Volume	Average Monthly Cost
CEO Previous Day Item Loaded	40 0001		1,226	0.00
CEO Intraday Subscription Mthlybase	40 0003		6	0.00
CEO Intraday Item Viewed	40 0224		405	0.00
CEO Event Messaging Service - Email	40 02ZZ		164	0.00
Electronic Window Extended Stor 90	40 0800		252	0.00
Electronic Window Extended Stor 120	40 0800		2,542	0.00
Total Cost				0.00
International Services				
Deposited Check Canadian	60 9999		0	0.00
Total Cost				0.00
		Interest Rate	Bank Balance	Monthly Interest
Interest Rate on Balance to Offset Costs				0.00
<hr/> Total Monthly Costs/Earnings to the City <hr/>				