



Bonita Springs Fire Control & Rescue District

BANKING SERVICE PROPOSAL FORM

Purpose

The Bonita Springs Fire Control & Rescue District is currently soliciting competitive sealed proposals from experienced and qualified financial institutions located in and/or within 3 miles of any of the territorial boundaries of the District to provide full banking and investment services.

The objectives are to:

- A. Obtain the best, most efficient banking services while minimizing costs
- B. Maximize return on investments
- C. Preserve capital
- D. Avoid unreasonable risks
- E. Maintain readily available funds

It is the intent of the District that a single primary bank provide all the banking services specified in this request for proposals. However, nothing in the contract shall be construed to imply a restriction of the District's right and ability to open separate accounts with other financial institutions.

Term and General Requirements

The proposed contract shall cover a five-year period, October 1, 2017, through September 30, 2022, extendable upon mutual agreement through September 30, 2024.

Proposer must be a federally or Florida chartered bank. To be considered, a financial institution must be a "Qualified Public Depository" pursuant to Florida Statute 280 and must be included on the most recent authorized depository list published by the Office of the State Treasury.

The banking institution shall make available adequate, qualified staff to provide the services specified in this proposal. It is permissible for the bank to contract services that are not typically provided.

Fire District Banking Background

The District is an independent special district within Bonita Springs. The District is operated legislatively by a five-member Board of Commissioners, elected by the voters within the District.

The District's funding is derived primarily from ad valorem taxes. The District operates a money market account, a payroll account, a general operating account, and an impact fee account.

The general operating account is the main activity account. It receives the majority of the District's revenues through wire transfers of ad valorem taxes. It issues payment of operating obligations and transfers funds to the payroll account and money market account.

The money market account operates as the main investment account.

The payroll account receives funds from the money market account or the operating account. It utilizes Automated Clearing House (ACH) transmittals for direct deposits of payroll funds, and issues checks and utilizes electronic funds transfers (EFT) for other payroll-related obligations.

The impact fee account receives wire transfers and deposits and issues checks. This account maintains a balance, which is invested daily.

The approximate monthly account volumes for the month of June 2017 were as follows:

	<u>Operating Account</u>	<u>Payroll Account</u>
Checks paid	67	15
Miscellaneous items paid	0	0
Deposits credited	11	0
Deposited items returned	0	0
ACH debits	12	8
ACH credits	20	488
ACH transactions	0	3
Deposit corrections	0	0
Stop payments	0	0
Wire transfers-incoming	0	0
Wire transfers-outgoing	0	0

Impact Fee Account

- Balance 6/30/17 - \$18,000
- Receives quarterly wire, 1-2 checks per month

Money Market Account

- Balance 6/30/17 - \$12,000,000
- 2 transfers made to other accounts

No warranty or guarantee is given, either expressly or implied, as to the types and quantities of services that the District may actually require. The quantities and amounts stated in this request are based upon historical data and are provided for size and cost comparisons only.

❖ This symbol indicates an item that must be submitted for a complete proposal.

INVESTMENT VEHICLE, RATE OF RETURN, AND CHARGES OF FEES ARE IMPORTANT CRITERIA AND HIGH PRIORITY.

Fees

- ❖ The proposer shall list any fees associated with the following:
 1. ACH transactions
 2. Deposits
 3. Checks
 4. Certificates of deposit
 5. Overdrafts
 6. Returned items

- ❖ The proposer shall indicate any other fees associated with the scope of work as presented in this request for proposals.

- ❖ The proposer should include suggestions for reducing the District's costs based upon the scope of work.

Interest

The money market and impact fee accounts shall be interest-bearing accounts.

- ❖ The proposer shall indicate its earnings credit and the interest fees both with and without the earnings credit.

Availability of Funds

- ❖ The proposer shall furnish the District with its availability schedule for deposited items which shall contain the latest time of the day for the deposits to incur the least number of days for clearing each item listed: cash; checks drawn on local banks; checks drawn on out-of-state banks; checks issued by State and County agencies.

Wire Transfers

The proposer shall provide same-day wire services for outgoing transfers from District accounts and accept incoming transfers into the District account for immediate credit. Outgoing wire transfers may only be made with the approval of the District's designee. Telephone wire transfers may only be accepted with the observance of all security measures specified in the wire transfer agreement.

The banking institution shall accept instructions to transfer funds from one account to another within the bank up until 4:00 p.m. on the day the instructions are given, unless a different date is indicated.

Banking Supplies

The banking institution will supply the District with two-part deposit tickets and 1,500 manual checks (compatible with accounting package) without service fee or charge to the District.

Overdrafts

It is not the intent of the District to overdraw on any account. In the unlikely event of an overdraft, all checks presented for payment shall be honored.

Returned Item Processing

All checks that are not paid are to be returned to the District. Deposited checks being returned unpaid for any reason or in any amount must be faxed to the District prior to being mailed. Items should be chargeback only after second presentment for payments or when stamped by bank as "DO NOT PRESENT AGAIN."

Advices and Notices

Advices and/or notices for all other debit/credit activity, including overnight deposits, shall be mailed to the District as the activity occurs (either electronically or through the postal service); they will not be held and mailed with the month-end bank statements.

Bank Statements

- ❖ The cutoff date for banks statements for all District accounts shall be the last day of each calendar month. Statements shall be delivered to the District no later than five banking days after the cutoff date. Statements shall contain a list of paid checks in check number order, a list of all other credits in date order, a list of all deposits and other debits in date order, and a daily balance summary. The proposer should include a sample bank statement using these specifications.

Stop Payments

Stop payment orders shall be issued to the bank by the District by telephone and confirmed in writing. Upon receipt of the stop payment order by telephone, the financial institution shall immediately examine their records and inform the District if the check has been paid. If the check has not been paid, the institution shall immediately execute the stop payment order.

Account Analysis

- ❖ A separate analysis showing the activity in each of the District's accounts for the calendar month shall be delivered to the District within ten banking days after the close of each calendar month. Each analysis shall contain the name of the account, account number, period covered, average bank ledger balance, average uncollected funds and the average collected balance. The analysis shall itemize all services provided, the items and volume processed, unit charges, extended totals, and totals of all charges. The proposer should include an example of this report.

ACH Transactions

- ❖ The bank shall provide for the direct deposit of payroll checks and transactions by check and account listing or through transmission of an ACH computer data file, with credit entries directed to the employee's checking or savings accounts at any participating financial institution. ACH services shall also include, but not be limited to, automatic debit for District payments and automatic credit for District deposits. The proposer shall indicate the following:
 1. Required file format
 2. An ACH agreement
 3. Instructions for the origination of ACH entries and addenda
 4. Description of security procedures
 5. Instructions for error resolutions in file transmissions
 6. Timeframe (in number of days) between receipts of file for transmission and the effective pay date; include date of offsetting debit posting to District's payroll account
 7. Explain provisions for notification of all returned direct deposit items, preferably by fax
 8. Provide listing of all hardware and software needed
 9. Include a 12-month calendar of all banking holidays and their impact on direct deposit transmissions

Line of Credit

- ❖ The banking institution shall state whether it is capable of providing a line of credit service to the District, and upon what terms and/or conditions credit would be granted up to \$1,000,000.

Credit Card Services

- ❖ The proposer shall state whether it is capable of issuing credit cards to the District, and the charges or terms applicable.
- ❖ The proposer shall state whether the District may be eligible for any cashback rewards programs related to credit card services, and the terms applicable.

District Employee Services

The proposer shall provide check-cashing services to District employees with ID at the counter and at the drive-through window of the local branch office. The proposer must provide direct deposit services for District employee accounts.

- ❖ The proposer shall state whether it may provide special low, or no-fee, or special term accounts to District employees, and provide the specifics of any special accounts given.

Other Services

The proposer shall provide online banking services, including, but not limited to, account inquiry, advanced notice of clearing checks, check reconciliation, wire transfers, and electronic fund transfers (EFT).

- ❖ The proposer shall state whether it is capable of providing zero-balance account services. The proposer shall state whether it is capable of providing sweep investment maintenance services.

Signature Requirements

The financial institution shall allow one set of authorized signature cards for all accounts required for checks drawn on District accounts, and other special signing instructions based on the amount of the check.

Designated Contact Personnel

The proposer shall designate an account executive that shall serve as the overall representative to the District for all banking services.

Designation of District Representative

The District shall identify to the successful proposer the names (and signatures, where required) of all persons authorized to make inquiries on District accounts, and all persons authorized to provide instructions for wire transfers, intra-bank transfers, and other services.

Local Facilities

- ❖ The proposer shall list the physical locations of bank facilities within Bonita Springs.

Security of Deposits

- ❖ The proposer should provide a statement of the securities to be held as collateral to secure the deposits of Bonita Springs Fire Control and Rescue District, in compliance with Rules and Regulations for public depositors, including the following information based on \$5,500,000+ in balances: par value; maturity date; market value; any other pertinent information.

Software Integration

- ❖ The proposer shall indicate whether it is capable of importing or integrating with ERP software.

Proposal Submission

Proposer should submit four copies of the completed proposal in a sealed envelope to Administrative-Finance Director Lisa Gendron at 27701 Bonita Grande Drive, Bonita Springs, Florida 34135 **before 10:00 a.m. on Monday, August 21, 2017**. Proposals should be clearly marked on the outside of the envelope "PROPOSAL FOR BANKING SERVICES." Faxed or emailed responses will not be accepted. Proposals received after the deadline will not be accepted under any circumstances. Late responses will be returned unopened.

By submitting a proposal, the proposer is confirming the ability of providing the full scope of services provided within this document. All requested information must be included in the proposal.

In addition to the requested information in the scope of work, the proposer must give its following information:

- Name
- Main address
- Contact person
- Contact person telephone number
- Up to five representative clients

Selection Process

1. All qualified proposals will be opened on Monday, August 21, 2017 at 10:00 a.m.
2. Qualified proposers will be ranked based on the required criteria, the overall cost, and on any such terms the District deems to be in its best interest.
3. All proposers will be notified of the District's decision within 24 hours of selection.
4. The District may reject all proposals in its sole discretion.
5. If an agreement with the number one ranked proposer is unsuccessful, the Chief will attempt to negotiate with the second and then third ranked proposer.
6. If all negotiations fail, the District reserves the right to re-advertise for proposals.