



**LAKE METROPARKS  
11211 SPEAR ROAD  
CONCORD TOWNSHIP, OHIO 44077**

**2020 REQUEST FOR PROPOSAL DOCUMENT  
FOR  
BANKING SERVICES**

**RFP #2020-033**

**Non-Mandatory Pre-Proposal Meeting**

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Time</u></b>
October 14, 2020	Phone Conference	10:00 am

**PUBLISHED DATE: October 06, 2020  
DUE DATE: November 06, 2020**

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## LEGAL NOTICE

### REQUEST FOR PROPOSAL

Sealed proposals will be received by the office of Lake Metroparks, 11211 Spear Road, Concord Township, Ohio 44077, no later than 4:00 p.m. local time, on Friday, **November 06, 2020**, and thereafter will be recorded for the following:

### REQUEST FOR PROPOSAL FOR BANKING SERVICES FOR LAKE METROPARKS

### PROPOSAL PKG. #2020-033

**A non-mandatory pre-proposal meeting will be held via phone conference at 10:00 a.m. on Wednesday October 14, 2020. To enter the phone conference dial 8 + 1 (425) 436-6320. When prompted enter the Code: 439260#.**

All proposal documents, specifications, plans, etc., can be viewed or printed free of charge online at [www.lakemetroparks.com](http://www.lakemetroparks.com) click on "**About Us**", next click on "**Bids/Purchasing**". If you have any problems accessing the information, please contact Christopher J. Brassell, Chief Financial Officer at 440-639-7275 ext. 1411. Copies of said proposal documents may also be obtained **at Lake Metroparks Administrative Headquarters**, 11211 Spear Road, Concord Township, Ohio 44077.

In the performance of all contracts, Contractors will comply with all applicable federal and state laws and regulations pertaining to Equal Employment Opportunities.

Lake Metroparks is a governmental agency exempt from all local, state, and federal taxes.

Proposals must be in sealed envelopes and clearly marked with the appropriate proposal number.

No proposal may be withdrawn for at least sixty-(60) days after the scheduled closing time for receipt of proposals.

Lake Metroparks reserves the right to reject any and all proposals and parts of any and all proposals and waive any informalities.

BY THE ORDER OF THE BOARD OF PARK COMMISSIONERS OF LAKE METROPARKS

Paul Palagyi  
EXECUTIVE DIRECTOR  
Published Date: October 06, 2020

## INSTRUCTIONS TO PROPOSER

### PROPOSED SCHEDULE FOR COMPLETION OF RFP PROCESS

- Legal Notice Published October 06, 2020
- Non-Mandatory Pre-Proposal Meeting October 14, 2020
- Final Day to Submit Questions by 4:00 pm. October 30, 2020
- Proposal Submittal Deadline (Note: No Public Opening) November 06, 2020
- Award of Proposal by Board of Park Commissioners December 16, 2020
- Notice of Award Sent to Responders December 17, 2020
- Contract Start Date February 01, 2021

### PRE-PROPOSAL CONFERENCE

There will be a non-mandatory pre-proposal conference on the below listed date. Attendance is highly recommended.

<u>Date</u>	<u>Location</u>	<u>Time</u>
October 14, 2020	Phone Conference	10:00 p.m.

**To enter the phone conference dial 8 + 1 (425) 436-6320. When prompted enter the Code: 439260#.**

1. Responses are **due by 4:00 pm on Friday November 06, 2020** and must be sealed and delivered via mail with delivery confirmation or in person drop off by appointment. Please contact Chris Brassell if you would like to drop off in person [cbrassell@lakemetroparks.com](mailto:cbrassell@lakemetroparks.com) or 440-639-7275 ext. 1411.

Lake Metroparks  
11211 Spear Road  
Concord Twp., Ohio 44077

- **Proposed pricing shall be submitted in a sealed envelope including one (1) digital copy of your proposal on a flash drive.**
  - **The envelope must read the following: REQUEST FOR PROPOSAL FOR BANKING SERVICES FOR LAKE METROPARKS RFP 2020-033. Due Date November 06, 2020 @ 4:00 P.M.**
2. Inquiries requesting clarification regarding the Request for Proposal or its contents must be made in writing to the Chief Financial Officer, Christopher J. Brassell, via e-mail at [cbrassell@lakemetroparks.com](mailto:cbrassell@lakemetroparks.com) prior to 4:00p.m. on October 30, 2020. Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only clarification of instructions or specifications, it will be handled in an e-mail reply. If any questions result in changes or additions to the RFP, the changes or additions will be forwarded as quickly as possible, by addendum.

3. Respondents shall designate a single contact person, with appropriate contact information, to address any questions concerning a proposal. Respondents shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute a contract on the Respondent's behalf. A document shall be provided showing those individuals within a firm with the legal authority to sign contractual commitments. Respondent shall also provide a detailed resume or summary of each team member's relative experience working on similar type of projects.
4. Proposals must address the following concerns as they relate to the project:
  - A. Prior experience with government agencies,
  - B. Summary of Respondent's capabilities,
  - C. List of references of other municipal clients including state governments and local governments, including contact information,
  - D. Qualifications of key personnel, and
  - E. Respondent's strategy for cost containment.

Proposed pricing structure to be based on responsibilities and requirements herein.

**PROPOSAL FORMS.** The proposal is to be submitted on forms provided and on Proposer's forms where necessary.

**PROPOSER IDENTIFICATION.** Proposals must contain the name of every person, firm, or corporation interested therein, and shall be accompanied by an Affidavit of Non-Collusion, which is attached hereto, for each firm, corporation, or individual, which is subcontracted to work under this contract. The form must be signed and notarized.

**PROPOSAL OPENING AND PROPOSAL RESULTS.** No Public Opening will be done. Proposals will not be opened publicly but a list of the names of companies submitting proposals will be available within a reasonable time after the Submittal Deadline. Proposals will be made public and may be inspected after award is made.

**PROPOSAL SUBMITTAL DEADLINE.** Proposals must be submitted in sealed envelopes and should be properly identified with the Proposal Number and Proposal Submittal Deadline. Proposals must arrive at Lake Metroparks, must be sealed and delivered via mail with delivery confirmation or in person drop off by appointment. Please contact Christopher J. Brassell if you would like to drop off in person [cbrassell@lakemetroparks.com](mailto:cbrassell@lakemetroparks.com) or 440-639-7275 ext. 1411. It is the Vendor's responsibility to see that their proposals have sufficient time to be received before the Proposal Submittal Deadline.

**PROPOSAL WITHDRAWAL.** Vendor's authorized representatives may withdraw proposals only by written request received by the Finance Department before the Proposal Submittal Deadline. After that time, Proposers may not withdraw their proposals for a period of sixty- (60) days from the Proposal Submittal Deadline. At no time may the successful Vendor withdraw his proposal.

**INFORMED PROPOSALS.** Before submitting proposals, Vendors must fully inform themselves of the conditions, requirements, and specifications of the work or materials to be furnished. Failure to do so will be at Vendor's own risk and they cannot secure relief on the plea of error.

**LATE PROPOSALS.** Proposals not received by the Proposal Submittal Deadline are late. Late proposals will be returned to Vendor unopened.

**PRICES, NOTATIONS, AND MISTAKES.** All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in ink by the person who signs proposal. Prices shall be stated in units and quotations made separately on each item. In case of conflict, unit prices will govern. Where there is a conflict between words and figures, words will govern.

**QUESTIONS, INTERPRETATION, OR CORRECTION OF QUOTE DOCUMENTS.** Vendors shall notify the Finance Department promptly of any error, omission, or inconsistency that may be discovered during examination of the solicitation. Requests for interpretation, correction, or clarification shall be made in writing to the Finance Department. *Questions regarding this solicitation must be submitted in writing:* email Christopher J. Brassell, CFO at [cbrassell@lakemetroparks.com](mailto:cbrassell@lakemetroparks.com), **no later than 4:00p.m., on October 30, 2020. Any questions received after the deadline will not be addressed.**

**REFERENCES.** All Vendors must supply a list of three customers for whom services of the type requested herein have been provided within the last year.

**CLARIFICATION, CORRECTIONS, OR CHANGES TO SPECIFICATIONS.** All clarifications, corrections, or changes, to the solicitation documents will be made by Addendum **only**. Vendors shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone, in person, or at a pre-proposal conference. Interpretations, corrections, and changes shall not be binding unless made by Addendum. All Addenda issued shall become part of the Agreement documents. Addendum will be sent to all known solicitation holders by email, as well as posted on the Lake Metroparks website. It is the Vendor's sole responsibility to ascertain that it has received all Addenda issued for this solicitation. All Addenda must be acknowledged and returned on or before the Submittal Deadline, unless otherwise directed by an Addendum.

**TERMS OF THE OFFER.** Lake Metroparks acceptance of Vendor's offer shall be limited to the terms herein unless expressly agreed in writing by Lake Metroparks. Proposals offering terms other than those shown herein will be declared non-responsive and will not be considered.

**VENDOR IDENTIFICATION FORM.** Each Vendor is required to complete the Vendor Identification Form attached hereto.

**ISSUING AGENCY.** WARNING: Proposers who have received this document from a source other than Lake Metroparks Finance Department should immediately contact the Issuing Office and provide their name, and mailing address, and email address in order that amendments to the proposal or other communications can be sent to them. Proposers who fail to notify the Issuing Office with this information assume complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.

**ACKNOWLEDGMENT OF ADDENDUMS.** If it becomes necessary to revise any part of this proposal, notice of the revision will be given in the form of an amendment to Proposers who are on record with the Finance Department as having received this proposal. All amendments shall become a part of this proposal. Each Proposer must *acknowledge receipt of amendments*, and the failure of a Proposer to acknowledge any amendment shall not relieve the Proposer of the responsibility for complying with the terms thereof.

**EVALUATION.** The institution will be evaluated by the following (in random order):

1. Scope of services offered.
2. Financial stability of the offeror.
3. Cost of services and the ability to provide, firm, fixed pricing for renewals.
4. Geographical location to the nearest Lake Metroparks facilities.
5. Qualified depository for public funds.
6. References from public entities.
7. Ability to provide requested financial information.
8. Ability to meet all requirements of this RFP.
9. Interest rates on deposits.
10. Collateral used for deposits.

*The final award will not be based solely on price but a combination of costs and qualifications.*

## TERMS AND CONDITIONS

**PROPOSER AGREEMENT TO TERMS AND CONDITIONS.** Submission of a signed proposal will be interpreted to mean Responder has agreed to all the terms and conditions set forth in the pages of this solicitation.

**CANCELLATION OF CONTRACT.** Lake Metroparks may cancel this contract WITHOUT CAUSE at any time by giving thirty- (30) days written notice to the Supplier/Contractor. Lake Metroparks may cancel this contract WITH CAUSE at any time by giving ten- (10)-days written notice to the Supplier/Contractor. Cancellation for cause shall be at the discretion of Lake Metroparks and shall be, but is not limited to, failure to supply the materials, equipment, or service specified within the time allowed or within the terms, conditions, or provisions of this contract. The successful Responder may not cancel this contract without prior written consent of the Finance Department.

**COMPLIANCE OR DEVIATION TO SPECIFICATIONS.** Responder hereby agrees that the material, equipment, or services offered will meet all the requirements of the specifications in this solicitation unless deviations from them are clearly indicated in the Vendor's response. Responder may submit an attachment entitled "Exceptions to Specifications", which must be signed by Vendor's authorized representative. An explanation must be made for each item to which an exception is taken, giving in detail the extent of the exception and the reason for which it is taken. Proposals failing to comply with this requirement will be considered non-responsive. Submittal of brochure or other manufacturer literature is desirable but shall not be an acceptable substitution for this requirement.

**COMPLIANCE WITH LAWS.** All proposals shall comply with current federal, state, local, and other laws relative thereto.

**EXTENSIONS.** If the Vendor finds it impossible to complete the requirements of the contract by the deadlines specified, the Vendor may make request to Lake Metroparks for an extension of time, providing reasons that could justify the granting of this request. The Vendor's plea that insufficient time as specified is not a valid reason for extension of time. If Lake Metroparks finds that the work will be delayed beyond the control and without fault of the Vendor, the Finance Department may extend the time for completion in such amount as the conditions justify, or otherwise agree to acceptable substitutions to maintain the deadline as specified. The extended time for completion shall then be in full force and the same as though it were the original time for completion.

**FACILITIES.** All Responders shall make their facilities available for inspection by Lake Metroparks if requested.

**FAILURE TO EXECUTE CONTRACT.** Failure to execute the contract as specified shall be just cause for cancellation of the award and forfeiture of the proposal guarantee, which shall become the property of Lake Metroparks, not as penalty, but in liquidation of damages sustained.



**FORCE MAJEURE.** If execution of this contract shall be delayed or suspended and if such failure arises out of causes beyond the control of and without fault or negligence of the Contractor, the Contractor shall notify Lake Metroparks, in writing, within twenty-four (24) hours, after the delay. Such causes may include but are not limited to acts of God, war, acts of a public enemy, acts of any governmental entity in its sovereign or contractual capacity, fires, floods, epidemics, strikes and unusually severe weather.

**FORMATION OF CONTRACT.** Responder's signed proposal and Lake Metroparks written acceptance shall constitute a binding contract.

**LAWS GOVERNING CONTRACT.** This contract shall be in accordance with the laws of the state of Ohio. The parties stipulate that this contract was entered into in the county of Lake, in state of Ohio. The parties further stipulate that the county of Lake, Ohio, is the only appropriate forum for any litigation resulting from a breach hereof or any questions risen here from.

**NOMENCLATURES.** The terms successful Responder, Supplier, Vendor, and Contractor may be used interchangeably in this solicitation and shall refer exclusively to the person, company, or corporation with whom Lake Metroparks enters into a contract as a result of this solicitation.

**PENALTIES.** The Contractor agrees that the amount of two hundred and fifty dollars (\$250.00) shall be assessed in liquidation damages of each working day of delay in performance beyond the accepted working schedule or within the time to which completion may have been extended. That amount may be recovered from payments due under invoices issued.

**REJECTION OF PROPOSALS.** Lake Metroparks reserves the right to reject any proposals, all proposals, or any part of a proposal. Lake Metroparks reserves the right to reject the proposal of any Responder who previously failed to perform adequately for Lake Metroparks or any other governmental agency. Lake Metroparks expressly reserves the right to reject the proposal of any Responder who is in default on the payment of taxes, licenses, or other monies due Lake Metroparks.

**SELL OR ASSIGN.** The successful Responder shall not have the right to sell, assign, or transfer, any rights or duties under this contract without the specific written consent of Lake Metroparks.

**SEVERABILITY.** If any provisions, or portions of any provisions, of this contract are held invalid, illegal, or unenforceable, they shall be severed from the contract and the remaining provisions shall be valid and enforceable.

**TAXES, SALES.** Lake Metroparks is a governmental agency and is exempt from all state, local, and federal taxes.

**WAIVER OF INFORMALITIES.** Lake Metroparks reserves the right to waive informalities or technicalities in proposals.

## RELEVANT BACKGROUND INFORMATION

Lake Metroparks was created December 30, 1958 under the authority of Chapter 1545 of the Ohio Revised Code. The Ohio Revised Code indicates Lake Metroparks was created for the purpose of conserving the natural resources of the State. The Ohio Revised Code also provides for a Board of Park Commissioners, which has the authority to develop Lake Metroparks lands in a manner conducive to the general welfare of the community. The legislative power of Lake Metroparks is vested in the Board of Park Commissioners. The Board of Park Commissioners consists of three members who are appointed by the Judge of the Lake County Probate Court and serve without pay for three-year alternating terms. Appointments or reappointments are made each year. The first Board of Park Commissioners took office on May 11, 1959. During the first Board meeting each year, the Board of Park Commissioners elects one of the three members as president and the other two as vice presidents. The Board of Park Commissioners have passed the following Lake Metroparks's mission statement: "The mission of Lake Metroparks is to conserve and preserve the natural resources of Lake County while providing a variety of safe, affordable and enjoyable educational and recreational programs and activities that enhance the quality of life in Lake County now and for the generations to follow". The Board of Park Commissioners appoints an Executive Director who is the chief executive officer of Lake Metroparks. The Executive Director is responsible for executing the policy of the Board of Park Commissioners and is authorized to establish administrative procedures as he/she deems necessary. Lake Metroparks consists of just over 9,646.5 acres; 8,280 owned acres, 813 leased acres of park land, 551 acres of conservation easements and 2.5 acres of life estates with 38 parks and 9 natural preserves ranging in size from approximately one acre to 981 acres.

## SCOPE OF SERVICES

### QUALIFYING REQUIREMENTS

In order to qualify for consideration, an institution must meet the following minimum requirements:

**Qualified Depository**: The Uniform Depository Act, as amended by S.B. 81, in 1996, allows Lake Metroparks to enter into a depository agreement with any financial institution for deposits of active, inactive and interim funds regardless of whether the institution has a branch located within the geographical limits of Lake Metroparks or not.

**Collateralization**: All funds on deposit must be collateralized as according to Ohio Revised Code 135.18. There are two methods of collateralizing public deposits in Ohio.

- A. The Specific Pledge method (ORC 138.181): Under this method the Financial Institution has an agreement with Lake Metroparks, and they pledge a specific piece or pieces of collateral to the entity which is held by a Trustee. Under this method Lake Metroparks is responsible for monitoring their collateral and ensuring that they are properly collateralized at 105%.
- B. The Pooled Collateral method (ORC 135.181 and 135.182 as applicable): Under this method each Financial Institution with public deposits pledges a pool of collateral against all of the public deposits it holds for Public Units in Ohio. Pledged collateral shall be at least 102% of all uninsured public deposits or an amount determined by the Treasurer of the State of Ohio.

Each bidder shall indicate in their proposal, which method that they will be utilizing to collateralize Lake Metroparks's deposits according to Ohio law. If the financial institution is utilizing the Ohio Pooled Collateral Program, each bidder must indicate at what level the Treasurer of State has set their collateral floor. Lake Metroparks strongly encourages those institutions that have a collateral floor set below 102% to include a pricing model that reflects their current collateral floor and an additional pricing model that reflects a 102% collateral requirement.

**Reporting**: Each Proposer shall submit copies of their annual financial reports from the past two years. These reports will be used by Lake Metroparks in determining the financial soundness of the Proposer. The selected institutions shall, during the duration of this contract, continue to furnish Lake Metroparks with updated issues of annual financial reports in a timely manner. Proposers must disclose any adverse audit findings, outstanding restrictions or sanctions imposed by federal or state regulators, or unresolved issues of a similar nature.

**Federal Reserve Member**: Lake Metroparks prefers a bank that is a member of the Federal Reserve System. Banks that are not members of the system shall identify their correspondent member bank. The bank will not charge Lake Metroparks for any transactions that are processed through that correspondent relationship.

Each Responder shall provide proof of investment grade rating from a nationally recognized rating organization as designated by the Security and Exchange Commission (SEC).

The successful bank shall designate, in writing, a contact person, preferably one of the bank principals who will work at all coordination with Lake Metroparks.

All proposals must be presented without reserve requirements.

The contract for banking services will be awarded by the Board of Park Commissioners for a four (4) year period beginning February 1, 2021 and ending January 31, 2025. Lake Metroparks may request an additional one (1) year extension if mutually agreeable to Lake Metroparks and the successful banking institution (extending the contract through January 31, 2026).

All contracts for banking services must be in accordance with the State of Ohio Revised Code Chapter 135 titled Uniform Depository Act that stipulates that providers of banking services pledge to Lake Metroparks certain types of securities for collateral of deposits.

The depositors' security agreement shall:

1. Be in writing.
2. Be executed by the depository institution and any person claiming adverse interest there under, contemporaneously with the acquisition of the asset by the depository institution.
3. Be approved by the board of directors of the depository or its loan committee.
4. Be continuously, from the time of its execution, an official record of the depository institution.
5. Lake Metroparks reserves the right to reject any and all proposals.
6. Proposals may include any or all items listed in the Request for Proposal.
7. Each responding banking institution shall have a minimum of three (3) branches in Lake County.
8. Proposals shall consist of:
  - One (1) Concentration account
  - One (1) Payable account
  - One (1) Payroll account
  - One (1) Investment account
  - One (1) Hospitalization account
  - Multiple Escrow accounts
  - One (1) Rental Facility Account
  - One (1) Group Tours Account
  - Three (3) Imprest Accounts
9. Should the bank's ownership change during the contract period, the new bank shall fulfill the balance of the contract in accordance with the terms and conditions of the contract or provide notice of its intent to terminate the contract with 90 days prior written notice.
10. It is the bank's responsibility to include in their proposal fees or services not specifically mentioned in this RFP.

## **BANKING SERVICE REQUIREMENTS**

### **Account Maintenance**

1. Account Balances: All bank balances and transactions should be made available to Lake Metroparks via online access by 8:30 a.m. the following business day.
2. Bank Statements: A monthly (month end) bank statement for all accounts with documentation supporting all entries on the statement is required within five business days after calendar month end.
3. Account Representative: The bank shall designate a public funds officer or equivalent to answer questions pertaining to Lake Metroparks transactions which require more explanation. In addition, the bank shall provide the name and direct business telephone number of the bank officer with overall management responsibility for the account relationship.

### **Deposit Services**

The bank shall include all deposits received at any of its branches up until regular bank closing time in the determination of Lake Metroparks Demand Account Ledger Balances for the same day. Banks agree to credit the accounts for all checks in accordance with the bank's availability schedule.

Banks are required to attach a copy of their availability schedule to the bid. The bank awarded with the accounts agrees to notify Lake Metroparks, in writing, of any changes to the schedule. All NSF checks must be processed twice before being returned to Lake Metroparks. Bank encoding errors are to be corrected within 72 hours after notification by Lake Metroparks at no cost to Lake Metroparks.

### **Wire Transfer Services**

The service bank will be required to maintain wire transfer facilities to the Federal Reserve Bank for investments purchased, sold, and other transactions with commercial banks. Wire services credit and debit notices must be communicated to Lake Metroparks within 24 hours following transactions. Lake Metroparks intends to consider these incoming wire transfers as, "available for investment," either by Lake Metroparks or by the bank through an automatic daily repurchase agreement.

### **Check Services/ Positive Pay**

The bank will be required to process all checks and perform related services as follows:

1. Accept all valid Lake Metroparks checks presented each day and sort the checks monthly by the MICR document number.

2. When utilizing positive pay, Lake Metroparks shall submit electronically a check issued file that will be matched to the corresponding check when submitted for payment. Checks should be available for presentation no more than thirty minutes after transmission of the check file. Exceptions will be held by the bank, and Lake Metroparks will be contacted to accept or decline the payment.
3. Provide an electronic file of images of the checks cleared on a monthly basis.

### **Automated Services**

ACH Services: The financial institution must provide ACH payment applications for various payments transmitted by Lake Metroparks via secured web access.

Payroll Direct Deposit: Lake Metroparks utilizes a direct deposit system of payroll for employees. Currently Lake Metroparks employs 500+ employees. The proposals submitted by banks should include the structure of their direct deposit program, cost and related automated clearing house processing information.

The financial institution must have the ability to accept an ACH direct deposit file prepared by Lake Metroparks and transmitted by Lake Metroparks via secured web access. Rejections need to be transmitted daily to the Finance Department of Lake Metroparks.

On-Line Access: The bank will provide Lake Metroparks a method to access Lake Metroparks's accounts on the bank's network. The preferred method is a secured internet access. Lake Metroparks desires to perform the following functions via this link:

1. Place and remove any stop payments.
2. Place wire transfers.
3. Obtain the balance of all accounts and transactions daily.
4. Obtain float information.
5. Research status of checks and obtain their images.
6. Transfer funds between accounts.
7. Place ACH payments.
8. Approve/Decline Positive Pay exception items.

### **Cost of Supplies**

- 3-part deposit book receipt (240/year; 25/book) \_\_\_\_\_
- Deposit bags 9" x 12" disposable bags (3,500/year) \_\_\_\_\_
- 12 Initial endorsement stamps \_\_\_\_\_/Stamp

## OPTIONAL SERVICES

In addition to the required services described above, Lake Metroparks requests proposals for optional services. A Proposer may, under separate cover, submit proposals for these and other optional services which the Proposer feels would be in the best interest of Lake Metroparks. The selection criteria previously set forth also applies to the selection of a bank for those optional services.

**Purchasing Card Product.** Lake Metroparks currently utilizes a purchasing card program with approximately 20 users with an annual spend of approximately \$60,000. This proposal should list any information that your financial institution has available regarding your product, requirements, rebate schedule, and related costs.

**Merchant Card Services.** Lake Metroparks currently accepts Visa, MasterCard, and Discover at several locations within Lake Metroparks. Proposals must list information regarding providing such services, including any merchant fees and requirements.

**Investment Services.** Lake Metroparks currently invests in Certificates of Deposits and Money market accounts. This proposal should list any information that your financial institution has available regarding your investment products.

Attachment "A"  
(Submit with proposal)

**RFP 2020-033**

**Offer Sheet**

OFFER/Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other Proposers or potential Proposers.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Company's Legal Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
State & Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
FAX Number

\_\_\_\_\_  
Authorized Signature E-mail Address

\_\_\_\_\_  
Company E-mail Address

**Accounts Receivable Contact Name:** \_\_\_\_\_

**Acknowledgement of Addendums**

**Addendum No.** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Addendum No.** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**For questions regarding this offer: (If different from above)**

\_\_\_\_\_  
**Contact Name**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Fax Number**

\_\_\_\_\_  
Email Address

FEDERAL TAXPAYER ID NUMBER: \_\_\_\_\_

Ohio Sales Tax No. \_\_\_\_\_

Proposer certifies it is a: Proprietorship \_\_\_\_ Partnership \_\_\_\_ Corporation \_\_\_\_



Attachment "B"  
 Cost of Services  
 (Submit with proposal)

<b>Depository Services</b>	<b><u>Cost of Service</u></b>
Account Maintenance	_____
Paper Credits	_____
Electronic Credits	_____
Paper Debits	_____
Electronic Debits	_____
Reject Checks Paid	_____
Deposited Item	_____
Returned Deposited Item	_____
Paper Statement Fee	_____
Check Filter Monthly Maintenance	_____

<b>Account Reconciliation Services</b>	<b><u>Cost of Service</u></b>
SP Positive Pay Only Maintenance	_____
SP Pos Pay Only-Per Item	_____
SP Issue/Cancel Input	_____
SP Checks Returned	_____
SP Positive Pay Exceptions	_____
SP Issue Mnt Upload - per File	_____
Payee Positive Pay Setup	_____
Payee Positive Pay Maintenance	_____
Payee Positive Pay-per Item	_____
SP Payee Positive Pay Exceptions	_____

<b>SinglePoint</b>	<b><u>Cost of Service</u></b>
SP Previous Day Per Account	_____
SP Previous Day-Per Item	_____
Account Analysis Report TXT	_____
Monthly DDA Statement TXT	_____
Monthly DDA Statement PDF	_____
ACH Return and NOC Report	_____
ACH Return and NOC Report	_____
First	_____
Next	_____
SP Token Monthly Maintenance	_____
SP Account Add/Modify/Delete	_____
SP ACH Origination Mo Maintenance	_____
First	_____
Next	_____
SP Wires Monthly Maintenance	_____
First	_____
Next	_____
SP Positive Pay Monthly Maintenance	_____
SP Issue Maintenance Mo Maintenance	_____
First	_____

Next	_____
SP Image Access Mo Maintenance	_____
SP External Message Mo Maintenance	_____
First	_____
Next	_____
SP External User Task Sent	_____

<b>Wire Transfers</b>	<b><u>Cost of Service</u></b>
Incoming Fedwire CT	_____
Wire Advice Mail	_____

<b>Zero Balance Accounts</b>	<b><u>Cost of Service</u></b>
ZBA Lead	_____
ZBA Subsidiary	_____

<b>Image Services</b>	<b><u>Cost of Service</u></b>
SP Cks Pd per item Stored	_____
Image Archive Monthly Maintenance	_____
Image Archive per Check Image	_____
Image Archive-per CD ROM	_____
Image Access Imgs Retrieved	_____
Image Archive per Ck/Dep Image	_____
SP Short Term Imgs Retrieved	_____

<b>ACH Services</b>	<b><u>Cost of Service</u></b>
ACH Monthly Maintenance	_____
ACH Originated Addenda Item	_____
ACH Process Run	_____
ACH Original Transit Item	_____
ACH Originated On-US Item	_____
ACH File Confirmation Email	_____
ACH Received Item	_____
ACH Return-per Item	_____
ACH Filter Mthly Maintenance	_____
ACH Notification of Change	_____
SP ACH Transit Item	_____
SP ACH Process Run	_____
SP ACH Return Item	_____

<b>Branch Coin/Currency Services</b>	<b><u>Cost of Service</u></b>
Cash Deposited-Per \$100	_____
Coin Deposited-Per Roll	_____
Night Dep. Processing-Per Dep	_____
Branch Deposit Processing Fee	_____
Currency Ordered -per Strap	_____
Standard Charge order-per order	_____
Loose Mixed Coin Dep-per Bag	_____
Loose Currency Ordered/\$100	_____
Coin Rolls Ordered-per Roll	_____

Attachment "B"  
Cost of Services  
(Submit with proposal)

**Merchant Processing Fees(Optional Services)**

1. Vendor will supply Lake Metroparks with a current account pricing structure for the following Visa, MasterCard, and Discover card transactions. Pricing structures should include percentage and cost per transaction rates where applicable. Bank will hold pricing firm for the length of the contract.
  1. Tiered Pricing
  2. Interchange-Plus Pricing
  3. Enhanced Recover Reduced (ERR)
  4. Flat Rate Card Processing
  5. Other Suggested Pricing Structures Advantageous to Lake Metroparks
2. Describe your credit card processing services:
  1. Processing is done in-house YES \_\_\_\_\_ NO \_\_\_\_\_
  2. Processing is done by the following (Name the company)  
\_\_\_\_\_  
\_\_\_\_\_
3. Will you offer Lake Metroparks training free of charge upon request on a regular basis?
  - i. YES \_\_\_\_\_ NO \_\_\_\_\_
4. Will your bank offer Lake Metroparks support to obtain and maintain PCI compliance?
  - i. Yes \_\_\_\_\_ NO \_\_\_\_\_

Fee for debit card processing (per transaction):

- Pin Based \$ \_\_\_\_\_
- Signature Based \$ \_\_\_\_\_
- Voice Authorization (Cost per each)\$ \_\_\_\_\_

Attachment "B"  
Cost of Services  
(Submit with proposal)

**Merchant Processing Fees(Optional Services) continued:**

**Other Charges (As Applicable)**

Pass through Interchange Charges by card provider \_\_\_\_\_

ACH Batch Fee \_\_\_\_\_

Voice Authorization Fee \_\_\_\_\_

Card provider authorization Fee \_\_\_\_\_

Wireless Access Fee \_\_\_\_\_

Address Verification Fee \_\_\_\_\_

Annual Membership Fee \_\_\_\_\_

Gateway Setup Fee \_\_\_\_\_

Data Breach Fee \_\_\_\_\_

Chargeback Fee \_\_\_\_\_

Customer Requested Operator Call \_\_\_\_\_

Retrieval Fee \_\_\_\_\_

Unauthorized Return Fee \_\_\_\_\_

Early Cancellation Fee \_\_\_\_\_

Monthly account minimum Fee \_\_\_\_\_

Statement Fee \_\_\_\_\_

Card Reader Costs \_\_\_\_\_

Regulatory Product Monthly Fee \_\_\_\_\_

PCI Non-Compliance Fee \_\_\_\_\_

Application Fee \_\_\_\_\_

Attachment "B"  
Cost of Services  
(Submit with proposal)

List additional fees not included in this request that may be charged by the bank for any banking or merchant services. Other anticipated fees with related fees (Use Additional Page if Needed):

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Attachment "C"  
Investment Services  
(Submit with proposal)

**1. Investment Services (Optional Services):**

- A. Lake Metroparks may utilize a "Repurchase Agreement" system for the short-term investment of various funds as described below:
- i. The bank will "automatically" handle the overnight and weekend investment of the Districts excess cash through the use of "Repurchase Agreements" as outlined in the following instructions:
    - 1. Each day, all District account balances will be transferred to an investment account.
    - 2. All cash in the investment account will be invested daily in securities (defined as acceptable for pledging purposes under state law) under an agreement with the banking institution to repurchase these securities from the District at a specified future date (generally 1 to 4 days). The interest rate to be paid on these repurchase agreements is to be specified by the bank.
    - 3. The "Repurchase Agreement" form will be issued to the District on the day the account is charged for each purchase. The form will show the following
      - a. The description of the securities purchased, including amount, interest rate, maturity, etc.
      - b. The maturity date of the "Repurchase Agreement" defined as the next banking day.
      - c. Settlement date for the purchase.
      - d. The principal amount of the District funds invested from each bank account and the total investment amount.
      - e. The District's name and address as buyers of the securities.
    - 4. The Repurchase Agreement form is to be signed by an officer of the bank.
    - 5. On the maturity date of the agreement, the bank will repurchase from the District for the amount originally invested by the District, plus interest earned for the period. Original investment amount will be credited to the accounts from which it originated, and interest will be credited to the "Concentration Account".

- Can you provide the "Repurchase Agreement" YES\_\_\_\_\_ NO\_\_\_\_\_
- Are deposits available for immediate investment? YES\_\_\_\_\_ NO\_\_\_\_\_
- Attach your institution's availability schedule.

Attachment "D"  
Miscellaneous Services  
(Submit with proposal)

**Miscellaneous Banking Services**

1. Monthly Statements
  - Provide detailed monthly statements and all related documentation including detailed analysis of service charges and interest earnings. Statements should be available no later than five working days following close of the month.
2. ACH Services
  1. Can you provide sorted payroll and accounts payable check data in some electronic format?
    - Tape or Disc YES \_\_\_\_\_ NO \_\_\_\_\_
    - Online YES \_\_\_\_\_ NO \_\_\_\_\_
3. Can you provide copies of stored checks?
  - Hard Copy YES \_\_\_\_\_ NO \_\_\_\_\_
  - On-line Digital Image YES \_\_\_\_\_ NO \_\_\_\_\_
4. Can you provide services for direct deposit of employees' payroll checks through the ACH Network on the basis of a direct file transfer, or internet? YES \_\_\_\_\_ NO \_\_\_\_\_
5. Required lead time for all ACH transactions including but not limited to direct deposits  

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6. Can you provide federal withholding tax, Medicare, and state withholding tax electronic transfers via direct file transfer, or internet? YES \_\_\_\_\_ NO \_\_\_\_\_
7. Does your bank offer electronic check conversion (at the point of sale and/or back office check processing solutions)? YES \_\_\_\_\_ NO \_\_\_\_\_
8. Does your bank offer check verification and check guarantee services? YES \_\_\_\_\_ NO \_\_\_\_\_
9. Does your bank offer positive pay? YES \_\_\_\_\_ NO \_\_\_\_\_
10. Does your bank offer gift card and stored value cards? YES \_\_\_\_\_ NO \_\_\_\_\_
11. Does your bank offer check truncation? YES \_\_\_\_\_ NO \_\_\_\_\_
12. Does your bank offer online customizable reporting solutions? YES \_\_\_\_\_ NO \_\_\_\_\_

Attachment "E"  
Banking Services Questionnaire  
(Submit with proposal)

1. Can Lake Metroparks charge fees back to the customer? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Specify the hours that the Customer Service and Help Desk/Support are available for Terminal trouble shooting, including assisting with terminal/printer transactions and overnight replacement of damaged or faulty equipment.

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3. Do you sell, or rent service-processing equipment? If so, specify cost below.

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4. Can you provide the following:

- On-line daily electronic access to account data and transaction YES \_\_\_\_\_ NO \_\_\_\_\_
- Account balance summaries YES \_\_\_\_\_ NO \_\_\_\_\_
- Debit and credit detail YES \_\_\_\_\_ NO \_\_\_\_\_
- Automated wire transfers YES \_\_\_\_\_ NO \_\_\_\_\_
- Automated stop payments YES \_\_\_\_\_ NO \_\_\_\_\_
- Automated ACH transfers YES \_\_\_\_\_ NO \_\_\_\_\_
- Act as the paying agent for the District YES \_\_\_\_\_ NO \_\_\_\_\_

5. List all locations of branches within Lake County:

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Attachment "E"  
Banking Services Questionnaire  
(Submit with proposal)

Financial Summary (\$ Thousands)

	2020	2019	2018
Total Assets	_____	_____	_____
Loans Receivable, Net	_____	_____	_____
Mortgage-Backed Securities	_____	_____	_____
Investments	_____	_____	_____
Deposits	_____	_____	_____
Borrowings	_____	_____	_____
Equity	_____	_____	_____
Net Interest Income	_____	_____	_____
Fee Income	_____	_____	_____
Overhead	_____	_____	_____
Net Operating Income	_____	_____	_____
Net Income	_____	_____	_____
Ratio Analysis Profitability	%	%	%
Return on Assets	_____	_____	_____
Operating Return on Assets	_____	_____	_____
Return on Equity	_____	_____	_____
Net Interest Margin	_____	_____	_____
Fee Income / Assets	_____	_____	_____
Overhead / Assets	_____	_____	_____
Efficiency Ratio	_____	_____	_____

Attachment "E"  
Banking Services Questionnaire  
(Submit with proposal)

	2020 %	2019 %	2018 %
Asset Quality			
Nonperforming Assets/Assets	_____	_____	_____
Nonperforming Assets/Equity & Loss Reserves	_____	_____	_____
Loss Reserves / Loans	_____	_____	_____
1-4 Fam Mtg + MBS / Assets	_____	_____	_____
Commercial Real Estate Loans / Assets	_____	_____	_____
Construction Loans / Assets	_____	_____	_____
Commercial & Industrial Loans/Assets	_____	_____	_____
Consumer Loans/Assets	_____	_____	_____
Capitalization	%	%	%
Equity / Assets	_____	_____	_____
Tangible Capital / Tangible Assets	_____	_____	_____
Risk-based Capital Ratio	_____	_____	_____
Liquidity	%	%	%
Loans/Deposits	_____	_____	_____
Non-Interest-Bearing Deposits/Deposits	_____	_____	_____
Jumbo CDs & Borrowings/Assets	_____	_____	_____

Attachment "F"  
References  
(Submit with proposal)

Name of Organization/Address

Contact Person

Contact Number

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## PERSONAL PROPERTY TAXES

The successful Responder shall provide a properly executed statement, which fulfills the requirements of Section 5719.042 of the Ohio Revised Code, reproduced in the following *Section 5719.042*. *After the award by a taxing District of any contract let by competitive proposal and prior to the time the contract is entered into, the person making a proposal shall submit to the District's fiscal officer a statement affirmed under oath that the person with whom the contract with any delinquent personal property taxes on the General Tax List of Personal Property of any county in which the taxing District has territory of that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the County Treasurer within thirty (30) days of the date it is submitted.*

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as part thereof.

Attachment "G"  
Personal Property Taxes  
(Submit with proposal)

**LAKE METROPARKS  
PROPOSER'S AFFIDAVIT  
PERSONAL PROPERTY TAX DELINQUENCY**

RE: Lake Metroparks  
Proposal No. 2020-033  
Personal Property Tax Certification  
Required by Ohio Revised Code  
Section 5719.042  
Lake Metroparks  
11211 Spear Road  
Concord Twp., Ohio 44077

Dear Sir:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
President

- (A) The above hereby certifies that the party to whom contract award is being considered was not charged with any delinquent personal property tax on the general tax list of personal property for any county in the State of Ohio at the time the proposal was submitted for the above referenced contract.

OR

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
President

- (B) The above hereby certifies that the party to whom contract award is being considered has been charged with a delinquency regarding personal property tax on the general tax list of personal property for any county in the State of Ohio at the time of time of proposal opening for the above referenced contract. The amount of the due and unpaid delinquent taxes, including any due and unpaid penalties and interest thereon, is \$\_\_\_\_\_. It is understood that the Treasurer is required to transmit this statement to the County Treasurer.

It is understood that, by law, this statement is to be signed by the party whose proposal has been tentatively accepted and must be affirmed under oath. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the Treasurer to the County Treasurer within thirty days of the date it is submitted. The statement must be incorporated into the contract before any payment can be made under the subject contract.

\_\_\_\_\_ SWORN TO before me and subscribed in my presence this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Attachment "H"  
Affidavit of Non-Collusion  
(Submit with proposal)

NOTE: This affidavit, properly executed and containing all required information must accompany your proposal. **IF YOU FAIL TO COMPLY, YOUR PROPOSAL WILL NOT BE CONSIDERED.**

STATE OF OHIO     )  
                              )  
LAKE COUNTY        )

**AFFIDAVIT**

\_\_\_\_\_ being first duly sworn  
deposes and says:

Individual only:     That he is an individual doing business under the name  
                              of \_\_\_\_\_  
                              at \_\_\_\_\_, in the City of  
                              \_\_\_\_\_, State of \_\_\_\_\_

Partnership only:    That he is the duly authorized representative of a partnership doing  
                              business under the name of \_\_\_\_\_  
                              in the City of \_\_\_\_\_  
                              State of \_\_\_\_\_

Corporation only:    That he is the duly authorized qualified and acting \_\_\_\_\_  
                              of \_\_\_\_\_, corporation  
                              organized and existing under the laws of the state of \_\_\_\_\_:  
                              and that he, said partnership or said corporation, is filing herewith a  
                              proposal to Lake Metroparks in conformity with the foregoing  
                              specifications;

Individual only:     Affiant further says that the following is a complete and accurate  
                              list of the names and addresses of all persons interested in said  
                              proposed contract: \_\_\_\_\_  
                              \_\_\_\_\_  
                              \_\_\_\_\_

Affiant further says that he is represented by the following  
attorneys:  
\_\_\_\_\_  
\_\_\_\_\_

Partnership only:    Affiant further says that the following is a complete and accurate  
                              list of the members of said partnership: \_\_\_\_\_  
                              \_\_\_\_\_  
                              \_\_\_\_\_

Affiant further says that said partnerships represented by the following attorneys:  
\_\_\_\_\_  
\_\_\_\_\_

Attachment "H"  
Affidavit of Non-Collusion  
(Submit with proposal)

Corporation only: Affiant further says that the following is a complete and accurate list of the officers, directors and attorneys of said corporation:

President -	Vice President-
Secretary-	Treasurer-
Attorneys-	Directors-
Lake County Agent-	

And that of the following officers are duly authorized to execute contracts on behalf of said corporation: \_\_\_\_\_  
\_\_\_\_\_

Affiant further says that the proposal filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such proposal is genuine and not collusive or sham; that said Responder has not directly or indirectly, induced or solicited any other Responder to put in a false or sham proposal, and has not, directly or indirectly, colluded, conspired, connived or agreed with any Responder or anyone else to put in a sham proposal, or that shall refrain from responding; that said, Responder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the proposal price of said Responder or any other Responder, or to fix any overhead, profit, or cost element of such proposal price or that of any other Responder, or to secure any advantage against Lake Metroparks or anyone interested in the proposed contract' that all statements contained in such proposal are true; that said Responder has not directly or indirectly submitted has proposal price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member agent thereof, or to any other individual, except to such person or person as herein above disclosed to have a partnership or other financial interest with said Responder in his general business; and further that said Responder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, of to any other individual, for aid or assistance in securing contract above referred to in the event the same is awarded to:

\_\_\_\_\_  
(name of individual, partnership or corporation)

Further affiant saith not  
(Sign Here) \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Attachment "I"  
Statement of Proposer's Qualifications  
(Submit with proposal)

All questions must be answered, and the date given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The Responder may submit any additional information he desires.

Name of Responder: \_\_\_\_\_

Permanent main office address: \_\_\_\_\_

When organized: \_\_\_\_\_

If a corporation, where incorporated: \_\_\_\_\_

How many years you have been engaged in business: \_\_\_\_\_

General scope of work or products supplies: \_\_\_\_\_

Have you ever failed to complete any work awarded to you? \_\_\_\_\_  
If so, where and why \_\_\_\_\_

Have you ever defaulted on a contract? \_\_\_\_\_

Credit available: \$ \_\_\_\_\_

Give bank reference: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Will you, upon request, fill out a detailed financial statement and furnish any other information that may be requested by Lake Metroparks? \_\_\_\_\_

The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by Lake Metroparks in verification of the recitals comprising this Statement of Responder's qualifications.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name of Responder  
By \_\_\_\_\_  
Title \_\_\_\_\_

State of \_\_\_\_\_)

County of \_\_\_\_\_)

\_\_\_\_\_ being duly sworn deposes and says that he/she  
is \_\_\_\_\_ of \_\_\_\_\_  
Title Name of organization



And that the answers to the foregoing questions and all statements therein contained are true and correct.  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Notary Public)

My commission expires \_\_\_\_\_, 20\_\_

Attachment "J"  
(Submit with proposal)

## VENDOR IDENTIFICATION FORM

If the Responder is a corporation:

\_\_\_\_\_  
Name of Corporation

\_\_\_\_\_  
State in which Incorporated

Signature of Officer authorized  
to make this agreement:

\_\_\_\_\_  
Signature of Officer/Printed Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Telephone Number

If the Responder is a partnership,  
fill in the following blanks:

\_\_\_\_\_  
Name of Partnership-List Names

Signature of at least one partner:

\_\_\_\_\_  
Member of Firm

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Telephone Number

If the Responder is an individual,  
fill in all the following blanks:

\_\_\_\_\_  
Signature of Individual/Printed Name

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Telephone Number

## CHECKLIST OF PROPOSAL FORMS

A properly executed proposal shall include the following information and forms. All the necessary forms are included in these detailed specifications.

1. Attachment "A" RFP 2020-033 Offer Sheet (Submit with Proposal)
2. Attachment "B" Cost of Services (Submit with Proposal)
3. Attachment "C" Investment Services (Submit with Proposal)
4. Attachment "D" Miscellaneous Services (Submit with Proposal)
5. Attachment "E" Banking Services Questionnaire (Submit with Proposal)
6. Attachment "F" References (Submit with Proposal)
7. Attachment "G" Proposer's Affidavit Personal Property Tax Delinquency (Submit with Proposal)
8. Attachment "H" Affidavit of Non-Collusion (Submit with Proposal)
9. Attachment "I" Statement of Proposer's Qualifications (Submit with Proposal)
10. Attachment "J" Vendor Identification Form (Submit with Proposal)

## **APPENDIX**

1. Table 1 Banking Services Yearly Totals 2019-2020
2. Table 2 Summary of 2019-2020 Merchant Card Services Breakdown by Credit Card

End of Request for Proposal 2020-033

**Table 1 - Banking Services 2019 Yearly Totals**  
RFP #2020-033

	2019 TOTAL ITEMS	2019 TOTAL COST	2019 AVG PER MONTH	2019 AVG MONTHLY COST
<b>Depository Services</b>				
Account Maintenance	51	\$382.50	4	\$31.88
Paper Credits	3411	\$613.98	284	\$51.17
Electronic Credits	2801	\$280.10	233	\$23.34
Paper Debits	4820	\$337.40	402	\$28.12
Electronic Debits	571	\$34.26	48	\$2.86
Reject Checks Paid	54	\$0.00	5	\$0.00
Deposited Item	1829	\$329.22	152	\$27.44
Returned Deposited Item	1	\$3.00	0	\$0.25
Paper Statement Fee	39	\$195.00	3	\$16.25
Check Filter Monthly Maintenance	12	\$120.00	1	\$10.00
<b>Account Reconciliation Services</b>				
SP Positive Pay Only Maintenance	18	\$450.00	2	\$37.50
SP Pos Pay Only-Per Item	4797	\$143.91	400	\$11.99
SP Issue/Cancel Input	40	\$10.00	3	\$0.83
SP Checks Returned	2	\$50.00	0	\$4.17
SP Positive Pay Exceptions	10	\$10.00	1	\$0.83
SP Issue Mnt Upload - per File	70	\$250.00	6	\$20.83
Payee Positive Pay Setup	1	\$100.00	0	\$8.33
Payee Positive Pay Maintenance	15	\$750.00	1	\$62.50
Payee Positive Pay-per Item	4793	\$143.79	399	\$11.98
SP Payee Positive Pay Exceptions	11	\$44.00	1	\$3.67
<b>SinglePoint</b>				
SP Previous Day Per Account	51	\$637.50	4	\$53.13
SP Previous Day-Per Item	24790	\$619.75	2066	\$51.65
Account Analysis Report TXT	12	\$60.00	1	\$5.00
Monthly DDA Statement TXT	48	\$192.00	4	\$16.00
Monthly DDA Statement PDF	3	\$12.00	0	\$1.00
ACH Return and NOC Report				
First	12	\$120.00	1	\$10.00
Next	12	\$36.00	1	\$3.00
SP Token Monthly Maintenance	48	\$0.00	4	\$0.00
SP Account Add/Modify/Delete	2	\$30.00	0	\$2.50
SP ACH Origination Mo Maintenance				
First	12	\$240.00	1	\$20.00
Next	12	\$0.00	1	\$0.00
SP Wires Monthly Maintenance				
First	12	\$180.00	1	\$15.00
Next	12	\$0.00	1	\$0.00
SP Positive Pay Monthly Maintenance	20	\$0.00	2	\$0.00
SP Issue Maintenance Mo Maintenance	4	\$40.00	0	\$3.33
First	8	\$80.00	1	\$6.67
Next	8	\$0.00	1	\$0.00
SP Image Access Mo Maintenance	36	\$0.00	3	\$0.00
SP External Message Mo Maintenance				

First	12	\$420.00	1	\$35.00
Next	36	\$0.00	3	\$0.00
SP External User Task Sent	1119	\$0.00	93	\$0.00
<b>Wire Transfers</b>				
Incoming Fedwire CT	36	\$180.00	3	\$15.00
Wire Advice Mail	43	\$43.00	4	\$3.58
Bank Assist Wire Surcharge - D	5	\$0.00	0	\$0.00
Bank-Fedwire Non-Repetitive	4	\$80.00	0	\$6.67
Bank-Internal	1	\$10.00	0	\$0.83
Incoming Fedwire	2	\$10.00	0	\$0.83
<b>Zero Balance Accounts</b>				
ZBA Lead	12	\$180.00	1	\$15.00
ZBA Subsidiary	24	\$240.00	2	\$20.00
<b>Image Services</b>				
SP Cks Pd per item Stored	4820	\$168.70	402	\$14.06
Image Archive Monthly Maintenance	60	\$600.00	5	\$50.00
Image Archive per Check Image	134	\$4.02	11	\$0.34
Image Archive-per CD ROM	12	\$120.00	1	\$10.00
Image Access Imgs Retrieved	83	\$0.00	7	\$0.00
Image Archive per Ck/Dep Image	4841	\$145.23	403	\$12.10
SP Short Term Imgs Retrieved	36	\$90.00	3	\$7.50
		\$0.00		
<b>ACH Services</b>				
ACH Monthly Maintenance	12	\$240.00	1	\$20.00
ACH Originated Addenda Item	52	\$0.52	4	\$0.04
ACH Process Run	26	\$208.00	2	\$17.33
ACH Original Transit Item	9180	\$642.60	765	\$53.55
ACH Originated On-US Item	254	\$17.78	21	\$1.48
ACH File Confirmation Email	78	\$136.50	7	\$11.38
ACH Received Item	385	\$26.95	32	\$2.25
ACH Return-per Item	4	\$0.00	0	\$0.00
ACH Filter Mthly Maintenance	12	\$240.00	1	\$20.00
ACH Notification of Change	3	\$12.00	0	\$1.00
SP ACH On-US Item	1	\$0.20	0	\$0.02
SP ACH Transit Item	175	\$12.25	15	\$1.02
SP ACH Process Run	121	\$890.99	10	\$74.25
<b>Branch Coin/Currency Services</b>				
Cash Deposited-Per \$100	9674	\$677.18	806	\$56.43
Coin Deposited-Per Roll	17	\$1.70	1	\$0.14
Night Dep. Processing-Per Dep	2448	\$612.00	204	\$51.00
Branch Deposit Processing Fee	63	\$0.00	5	\$0.00
Currency Ordered -per Strap	39	\$29.25	3	\$2.44
Loose Mixed Coin Dep-per Bag	47	\$2.35	4	\$0.20
Loose Currency Ordered/\$100	95	\$19.00	8	\$1.58
Coin Rolls Ordered-per Roll	319	\$47.85	27	\$3.99
Coin Rolls Ordered-per Box	1	\$5.25	0	\$0.44
Standard Change Order-per Order	34	\$238.00	3	\$19.83
TOTAL		<u>\$12,845.73</u>		<u>\$1,070.48</u>

**Table 1 - Banking Services 2020 Yearly Totals Through August 31, 2020**  
RFP #2020-033

	2020 TOTAL ITEMS	2020 TOTAL COST	2020 AVG PER MONTH	2020 AVG MONTHLY COST
<b>Depository Services</b>				
Account Maintenance	39	\$292.50	5	\$36.56
Paper Credits	1334	\$240.12	167	\$30.02
Electronic Credits	820	\$82.00	103	\$10.25
Paper Debits	2759	\$193.13	345	\$24.14
Electronic Debits	402	\$24.12	50	\$3.02
Reject Checks Paid	11	\$0.00	1	\$0.00
Deposited Item	565	\$101.70	71	\$12.71
Returned Deposited Item	4	\$12.00	1	\$1.50
Returned Item Image Viewed	1	\$1.25	0	\$0.16
Paper Statement Fee	31	\$155.00	4	\$19.38
Check Filter Monthly Maintenance	8	\$80.00	1	\$10.00
<b>Account Reconciliation Services</b>				
SP Positive Pay Only Maintenance	16	\$400.00	2	\$50.00
SP Pos Pay Only-Per Item	2756	\$82.68	345	\$10.34
SP Issue/Cancel Input	22	\$5.50	3	\$0.69
SP Checks Returned	3	\$75.00	0	\$9.38
SP Positive Pay Exceptions	9	\$9.00	1	\$1.13
SP Issue Mnt Upload - per File	52	\$180.00	7	\$22.50
Payee Positive Pay Setup				
Payee Positive Pay Maintenance	16	\$800.00	2	\$100.00
Payee Positive Pay-per Item	2756	\$82.68	345	\$10.34
SP Payee Positive Pay Exceptions	5	\$22.50	1	\$2.81
<b>SinglePoint</b>				
SP Previous Day Per Account	39	\$487.50	5	\$60.94
SP Previous Day-Per Item	15973	\$399.33	1997	\$49.92
Account Analysis Report TXT	8	\$40.00	1	\$5.00
Monthly DDA Statement TXT	32	\$128.00	4	\$16.00
Monthly DDA Statement PDF	7	\$28.00	1	\$3.50
ACH Return and NOC Report	2	\$0.00	0	\$0.00
ACH Return and NOC Report				
First	8	\$80.00	1	\$10.00
Next	8	\$32.00	1	\$4.00
SP Token Monthly Maintenance	28	\$0.00	4	\$0.00
SP Account Add/Modify/Delete				
SP ACH Origination Mo Maintenance				
First	8	\$160.00	1	\$20.00
Next	8	\$0.00	1	\$0.00
SP Wires Monthly Maintenance				
First	8	\$120.00	1	\$15.00
Next	8	\$0.00	1	\$0.00
SP Positive Pay Monthly Maintenance	16	\$0.00	2	\$0.00
SP Issue Maintenance Mo				

Maintenance				
First	8	\$80.00	1	\$10.00
Next	8	\$0.00	1	\$0.00
SP Image Access Mo Maintenance	24	\$0.00	3	\$0.00
SP External Message Mo Maintenance				
First	8	\$280.00	1	\$35.00
Next	24	\$0.00	3	\$0.00
SP External User Task Sent	742	\$0.00	93	\$0.00
<b>Wire Transfers</b>				
Incoming Fedwire Ctp	25	\$125.00	3	\$15.63
Wire Advice Mail	25	\$25.00	3	\$3.13
<b>Zero Balance Accounts</b>				
ZBA Lead	8	\$120.00	1	\$15.00
ZBA Subsidiary	16	\$160.00	2	\$20.00
<b>Image Services</b>				
SP Cks Pd per item Stored	2759	\$96.57	345	\$12.07
Image Archive Monthly Maintenance	40	\$400.00	5	\$50.00
Image Archive per Check Image	35	\$1.05	4	\$0.13
Image Archive-per CD ROM	8	\$80.00	1	\$10.00
Image Access Imgs Retrieved	69	\$0.00	9	\$0.00
Image Archive per Ck/Dep Image	2768	\$83.04	346	\$10.38
SP Short Term Imgs Retrieved	21	\$52.50	3	\$6.56
<b>ACH Services</b>				
ACH Monthly Maintenance	8	\$160.00	1	\$20.00
ACH Originated Addenda Item	34	\$0.34	4	\$0.04
ACH Process Run	17	\$136.00	2	\$17.00
ACH Original Transit Item	4973	\$348.11	622	\$43.51
ACH Originated On-US Item	192	\$13.44	24	\$1.68
ACH File Confirmation Email	51	\$89.25	6	\$11.16
ACH Received Item	856	\$59.92	107	\$7.49
ACH Return-per Item	1	\$0.00	0	\$0.00
ACH Filter Mthly Maintenance	8	\$160.00	1	\$20.00
ACH Notification of Change	2	\$8.00	0	\$1.00
SP ACH Transit Item	118	\$8.26	15	\$1.03
SP ACH Process Run	76	\$575.00	10	\$71.87
SP ACH Return Item	1	\$5.00	0	\$0.63
<b>Branch Coin/Currency Services</b>				
Cash Deposited-Per \$100	4672	\$327.04	584	\$40.88
Coin Deposited-Per Roll	10	\$1.00	1	\$0.13
Night Dep. Processing-Per Dep	1240	\$310.00	155	\$38.75
Branch Deposit Processing Fee	71	\$0.00	9	\$0.00
Currency Ordered -per Strap	4	\$3.20	1	\$0.40
Loose Mixed Coin Dep-per Bag	2	\$0.10	0	\$0.01
Loose Currency Ordered/\$100	21	\$4.20	3	\$0.53
Coin Rolls Ordered-per Roll	86	\$12.90	11	\$1.61
Standard Change Order-per Order	5	\$40.00	1	\$5.00
<b>TOTAL</b>		<b>\$8,078.92</b>		<b>\$1,009.86</b>

**Table 2 - Summary of Merchant Card Services Breakdown by Credit Card  
RFP #2020-033**

	<b>2019 Ave. Per Month</b>		<b>2019 Total</b>	
	Item Count	Returns	Item Count	Returns
<b>Visa</b>	2,730.42	127.83	32,765.00	1,534.00
<b>Mastercard</b>	1,771.92	101.00	21,263.00	1,212.00
<b>Discover</b>	272.00	19.42	3,264.00	233.00
<b>Other/Pin Debit</b>	230.58	0.08	2,767.00	1.00
<b>Sales/Returns Subtotals</b>	5,004.92	248.33	60,059.00	2,980.00
<b>Dollar Amount Total</b>	<b>\$176,945.18</b>		<b>\$2,123,342.10</b>	

**2020 as of August 31, 2020**

	<b>2020 Ave. Per Month</b>		<b>2020 Total</b>	
	Item Count	Returns	Item Count	Returns
<b>Visa</b>	2,043	271	16,343	2,171
<b>Mastercard</b>	1,320	198	10,563	1,582
<b>Discover</b>	196	42	1,568	337
<b>Amex</b>	13	0	106	3
<b>Other/Pin Debit</b>	267		2,139	
<b>Sales/Returns Total</b>	3,840	512	30,719	4,093
<b>Dollar Amount Total</b>	<b>\$86,908.49</b>		<b>\$695,267.93</b>	