

**CITY OF BALLWIN, MISSOURI**



**REQUEST FOR PROPOSAL**  
**FOR CITY BANKING SERVICES**

**RFP Closing Date: October 26, 2021**

**RFP Closing Time: 2:00 P.M. Central Time**

## **I. NOTICE OF REQUEST FOR PROPOSAL FOR BANK DEPOSITORY**

The City of Ballwin (the “City”), Missouri invites commercial banking institutions (“the bank” or “proposer”) who possess the capability and expertise to provide depository and various other banking services for the City, to submit proposals for the provision of those services according to the requirements set forth in this document. The City of Ballwin is soliciting competitive proposals from full service banks that are Federal or State of Missouri chartered and have headquarters or a main office in Missouri and a branch in close proximity to Ballwin. Banks located within the municipal boundaries will receive preference.

The Request for Proposal (RFP) is intended to cover all operating accounts, banking services, safekeeping requirements, and the overnight investment of surplus cash in bank balances. Investment of longer term funds will be placed by competitive bids and is separate from this RFP.

It is the intent to award a three (3) year contract for banking services with an option to renew for an additional three (3) year period. Fees specified in this proposal will remain fixed for the duration of the initial 3 year contract period. Banking service charges for the first optional renewal period will be based on charges proposed, plus an increase (or decrease) not to exceed an amount agreed by both parties of this contract.

The objective of this RFP is to identify the Bank that can offer the highest quality service at the lowest cost to the City. The City intends to maximize deposit availability, maximize deposit security, and minimize cost and management time. Each proposal will be evaluated on the following criteria:

✦ 50%:

- Interest rate and/or earnings credit rate paid on the Accounts
- The cost and flexibility of services

✦ 50%:

- Creditworthiness
- Funds deposited and collateralized in accordance with all federal, state and local laws
- Ability to provide services efficiently and effectively through automation
- References from other governmental clients
- Overall best value for the City as determined by the City and its Board of Aldermen
- Location of bank or full-service branch inside the city limits of Ballwin.

## **II. INSTRUCTIONS & GENERAL CONDITIONS OF BIDDING**

1. The Bank’s RFP response shall include Exhibit A and may be submitted electronically to [dkeller@ballwin.mo.us](mailto:dkeller@ballwin.mo.us) or in a sealed envelope as follows:

**BANK DEPOSITORY RFP**

**City of Ballwin**

**1 Government Ctr.**

**Ballwin, MO 63011**

Submittal Date: Tuesday, October 26, 2021 at 2:00 P.M. Central Time

2. All questions regarding this RFP should be directed to Denise Keller, Finance Officer via email at [dkeller@ballwin.mo.us](mailto:dkeller@ballwin.mo.us). Questions shall be answered in writing.
3. Responding banks are required to provide an answer for each specification listed within the scope of this RFP.
4. The City reserves the right to accept the proposal in whole or in part, and to reject any and all proposals, and to negotiate separately, with any party, as necessary to serve the best interests of the City.
5. The City may choose to interview each of the bidders to obtain an accurate understanding of each bid.
6. The selection of the Depository will be made at the first regularly scheduled Board of Aldermen meeting following the bid opening, tentatively scheduled for 7:00 P.M., Monday, November 8, 2021.
7. The selected banking institution will be required to enter into a Contract with the City. The final Contract is subject to approval by the Board of Aldermen.

### **III. BID SPECIFICATIONS FOR DEPOSITORY AND INVESTMENT OF FUNDS**

For the bank selected as a depository, all deposits shall be secured in accordance with Sections 110.010 and 110.020, RSMo.

Presently, the City has fifteen accounts. Balances and transaction counts are from August, 2021.

<b><u>Account Name</u></b>	<b><u>Interest Bearing</u></b>	<b><u>Zero Balance</u></b>	<b><u>Average Ledger Balance</u></b>	<b><u>Deposits/ Credits</u></b>	<b><u>Withdrawals/ Debits</u></b>
General	Yes	Sweep	\$999,999	380	254
Insured Cash Services Sweep	Yes	No	\$10,098,536	14	8
Payroll	No	Yes	0	16	0
Health Reimbursement	No	Yes	0	3	3
Sewer Lateral	No	No	\$648,661	5	1
Bail Bond	No	No	\$8,715	3	3
Escrow	No	No	\$313,435	14	22
Telephone Escrow	Yes	No	\$4,389	2	1
Balance Sheet Escrow	Yes	No	\$51,079	2	1
Special Allocations TIF	Yes	No	\$82,748	6	2
Ballwin Town Center TDD	Yes	No	\$6,239	3	3
Federal Asset Seizure	Yes	No	\$62,151	1	1
POST Funds	Yes	No	\$91,911	1	1
Municipal Division- Ballwin	Yes	No	\$27,648	58	4
Municipal Division- Winchester	Yes	No	\$1,078	3	4
Lafayette Older Adult Program	Yes	No	\$11,748	1	1

#### **IV. SERVICES REQUESTED IN THE AGREEMENT WITH THE SELECTED BANKING INSTITUTION**

**Please provide concurrence and any additional pricing requirements, if not included on pricing grid in Exhibit A:**

1. Collateralization of all funds in the accounts per state statute.
2. On-line access to monthly bank statements and analysis statements. The cut-off date for statement purposes for all accounts shall be the last banking business day of each month.
3. On-line access to all bank accounts and related detail balance activity, both current day and prior day. Please provide a description of the bank's online services including software installation requirements, format and security (encryption) of file transmissions and training to be provided.
4. On-line access for the processing of transfers between accounts, initiation of wire transfers, initiation of stop payments orders, maintenance of wire transfer templates, stale dating of checks, cleared check images and initiation of ACH transactions. The City utilizes ACH for direct deposit of payroll (26 times/year) and community center membership debits (24 times/year). The City also pays vendors weekly via ACH.
5. Provide partial account reconciliation and positive pay services with ACH filter.
6. Provide monthly CD Rom of all cleared checks.
7. Ability to invest excess funds in the General Account on a daily basis. Indicate options that are available for investments. The City currently maintains \$13.0 million average balance, but in a higher interest rate environment would expect to maintain \$4.0 million average balance.

#### **V. ADDITIONAL INFORMATION REQUIRED TO EVALUATE THE BANKING AGREEMENT WITH THE CITY:**

1. Most recently published financial statement for the bank and ratings for the bank and/or bank holding company from two rating agencies. Confirmation is required that the proposer will communicate to the City, immediately, any changes in its credit rating or bank rating during the contract period.
2. Provide names, functional role and contact information for those individuals who will serve as contact for the City's banking depository relationship.
3. List of three (3) references in the government or public sector.
4. Do we compensate your institution for services by explicit fees, compensating balances, or a combination of the two?
5. How are your monthly earnings credit rates calculated?
6. Please describe the type of collateral to be pledged, where and how this collateral will be held, and the bank's procedures for regular valuation of said collateral.
7. Is a minimum balance required? If yes, please state amount and penalties for falling below minimum balance.
8. The City requests the proposing banks to offer any optional services or make any recommendations it believes would enhance the cash management capabilities of the City. All proposing banks are encouraged to make suggestions or add additional information not requested in this proposal. Banks are encouraged to describe factors that distinguish their institution from potential competitors.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

Company Name:	
Address:	
City/State/Zip:	
TIN:	
Entity Type:	
Telephone Number:	
Fax Number:	
E-Mail Address:	
Authorized Person (Print):	
Title:	
Signature:	
Date:	

**EXHIBIT A – BANKING SERVICES CHARGES**

<b>Service Unit</b>	<b>Estimated Annual Volume</b>	<b>Unit Charge</b>	<b>Cost of Service</b>
Deposits and credits	1,698		
Items deposited	3,693		
Deposit items returned	9		
Checks paid	2,115		
Domestic Wire Transfer outgoing	26		
Stop payments	12		
ACH monthly maintenance	12		
ACH originated transactions	11,160		
ACH transactions	2,364		
Returned ach	10		
Account maintenance	72		
Online banking fee	12		
CD Rom (cancelled checks)	12		
Wire module fee	12		
ZBA Sweep fee	12		
Positive Pay	12		

<b>Additional Service Charges/Options</b>	<b>Unit</b>
Preprinted 2-part deposit slips	
Locked money bags	
Safe deposit box rental (2)- state size and annual cost	
ACH Blockers and Filters	
Investment sweep	
Charge for overdrafts	