

CITY OF GALLATIN

FINANCE DEPARTMENT

BANKING SERVICE PROPOSAL – OPERATING ACCOUNT

I. Introduction

A. Objective:

The initiation of the Request for Proposal (RFP) process is intended to result in the selection of a financial institution that can provide the City of Gallatin with the highest quality and most flexible services for the lowest cost to the public.

B. Proposal Instructions

1. RFP forms must be completed and returned by 1:00 p.m., Thursday, May 23, 2024, to the City of Gallatin, 132 W Main St, Room 106, Gallatin TN 37066
2. Please provide two (2) paper copies of the RFP and one (1) electronic copy. Each original should be signed and dated by an official authorized to bind the bank. Please respond only on the standard RFP form provided. Supporting material that does not pertain to matters contained in the RFP may be attached; however, it will not necessarily be considered in the review and evaluation process.
3. Any questions may be directed to Rachel Nichols, Finance Director, (615) 451-5963

C. Evaluation

1. The proposing bank shall be a qualified depository for public funds in accordance with Tennessee Code Annotated 6-56-106. The bank must be a member of the Federal Deposit Insurance Corporation and participate in the State of Tennessee Collateral Pool. The bank shall have an *Outstanding* or *Satisfactory* rating by one of the recognized federal government agencies that assign ratings to financial institutions (fdic.gov, ffiec.gov, occ.gov).
2. A full service branch of the bank shall be located in the City of Gallatin.
3. Overall net impact to city budget (estimated annual interest earned by the city minus estimated annual fees paid by the city based on volume provided) will be calculated and scored accordingly.

4. The bank must meet all requirements in the RFP to be considered. Incomplete responses to any items in the proposal form may result in the removal of the proposal in question from consideration.

II. Terms and Conditions of the Resulting Contract

- A. The contract period for the services shall be for five years (5), beginning July 1, 2024, and ending June 30, 2029.
- B. The City reserves the right to reject any and or all proposals and to select the best proposal in the opinion of the City.
- C. The contract may be terminated after ninety (90) day written notice by either party.
- D. The City expects an account executive to be named to the account once an award is made. The account executive shall serve as liaison with the City regarding all matters of the account.
- E. The successful bidder must be an Equal Opportunity Employer.
- F. The City does not guarantee that activity levels indicated in this proposal will continue at the same levels during the award period.
- G. Any and all costs associated with the preparation of a response to this request are the responsibility of the bidder, and are not to be passed on to the City.
- H. All proposals received become the property of the City of Gallatin.

III. Account Requirements:

A. Operating Account - Interest Bearing

Average daily balance \$10,000,000

Estimated monthly volume:

Deposits (with cash)	45
ACH deposits	190
Incoming Wire	5
Transfer In	2
Other deposits	2
Checks paid	450
ACH payments	30
EFT files (5 payments per file)	10
Payroll direct deposit file (420 per)	2
Payroll vendor ACH (1 pmt per file)	1
Wire Out	1
Transfer Out	2
Returned items	10

B. General Fund - **Non-interest Bearing**

Average daily balance \$2,000,000

Estimated monthly volume:

Deposits	3
Transfer Out	1

C. Sweep/Investment Account

Average daily balance \$12,000,000

D. Multiple Capital Fund accounts – Interest Bearing

(Functions similar to construction accounts)

Balances drop over the life of the projects.

Estimated monthly volume:

Transfer Out	1
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E. Multiple Construction Retainage accounts – Interest Bearing

Estimated monthly volume:

Transfer In	1
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F. All Accounts

1. Statements will report all activity through the end of each month and will be delivered via USPS by the 7th day of the following month.
2. Research items shall be furnished within 48 hours of request
3. Bank generated debits or credits will be forwarded to the City the next business day with a detailed explanation of the transaction.
4. On-line banking services to include:
 - a. Positive Pay
 - b. ACH Positive Pay
 - c. Stop payment requests
 - d. Account activity search
 - e. Out-going ACH files
 - f. Out-going Wires

IV. Instructions for completing the Proposal:

- A. Complete the **RFP Summary Sheets (2 pages)**. Additional banking services that have not been requested should not be included on this page. Those items should be attached separately.
- B. On a separate page, share any routine fees not requested on the following pages. Additionally, on a separate page, feel free to share additional services that you deem beneficial to the City of Gallatin.

Iran Divestment Act:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and believe that each bidder is not on the list created pursuant to §12-12-106.

Boycott of Israel.

Contractor certifies that it is not currently engaged in, and covenants that it will not, for the duration of the Contract, engage in a Boycott of Israel, as that term is defined in Tenn. Code Ann. § 12-4-127.

It is the policy of the City of Gallatin to ensure compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, Part 21; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity on the grounds of race, color, sex, age, disability or national origin.

REQUEST FOR PROPOSAL

OPERATING ACCOUNT

SUMMARY SHEET

Proposal Submitted by:

Bank: _____

Address: _____

Authorized

Representative: _____
(signature)

Authorized Representative: _____
(printed or typed)

Title: _____ Phone: _____

Date of Proposal: _____

A. Interest Earnings:

If average collected balance is:

Proposed rate as of May 2024
(requesting a snapshot of current
earning rate if balance is as
noted)

\$5,000,000 _____

\$10,000,000 _____

\$15,000,000 _____

Calculation Method for Rate _____
(Fed Funds +-, % Fed Funds, % Prime, etc...)

Total Anticipated Annual Interest Earnings Based on Average daily

Balance of \$10,000,000 _____

B. Estimated Fees based on quoted volumes:

<u>Bank Service</u>	<u>Charge Per Item</u>	<u>Annual Charge</u>
Account Maintenance	_____	_____
Monthly Service Charge Report	_____	_____
Checks Paid	_____	_____
Items Deposited	_____	_____
“Excess Cash” fee (if applicable)	_____	_____
Returned Checks	_____	_____
Research Charges	_____	_____
Stop Payments	_____	_____
Wire Transfers		
Incoming	_____	_____
Outgoing	_____	_____
ACH Incoming	_____	_____
ACH Outgoing	_____	_____
Online Banking Fees	_____	_____
Positive Pay	_____	_____
ACH Positive Pay	_____	_____
Lock Bags with Keys or secure option	_____	_____
Deposit Slips in Duplicate	_____	_____
Electronic Clearing/Recon file	_____	_____
Total Estimated Annual Fee		_____

Total Annual Interest Earned Less Total Estimated Annual Fees _____