



## City of Cayce, South Carolina

### Request for Proposal

### General Banking Services

RFP Issue Date: November 13, 2020

RFP Contact: Kelly McMullen  
(for any questions or requests for clarification) City Treasurer  
[kmcmullen@caycesc.gov](mailto:kmcmullen@caycesc.gov)

Send Proposals to: City of Cayce  
Banking Services RFP  
Kelly McMullen, Treasurer  
1800 12<sup>th</sup> Street  
Cayce, SC 29033

RFP Closing Date and Time: January 15, 2021 by 4:00pm

Number of Proposal Copies Requested: 3 Individually Sealed and Labeled #1, #2 and #3

*All addenda and additional information will be available at <https://caycesc.gov/rfp-general-banking>*

#### RFP Evaluation Committee:

Tracy Hegler  
City Manager

Jim Crosland  
Assistant City Manager

Kelly McMullen  
City Treasurer

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# General Information

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## Introduction

The City of Cayce invites qualified financial institutions to submit proposals to provide banking services to the City based upon the scope of work contained in this Request for Proposals.

The City seeks to obtain a financial institution to administer the City's general banking, deposit and custody operations in order to further the following objectives: streamline cash handling, enhance funds availability, increase use of technology to reduce costs and become more efficient at treasury management.

The City's intent is to select a financial institution to provide the requested services listed within the following scope of work. Our goal is to consolidate all services into one institution, except that of a lockbox service, which may be awarded to a secondary bank if it is in the best interest of the City. The scope of work may include, but is not limited to, general account services, information reporting, reconciliation, electronic fund transfers, positive pay, controlled disbursement, returned items processing, image capture, lockbox services, investment services, electronic receipt and payment platforms and credit cards for City purchases. The City expects the successful financial institution to review interest rates and Earnings Credit Rates available to the City at least once per quarter.

The City of Cayce invites proposals until 4:00 pm EST, January 15, 2021 from qualified banks.

### **Point of Contact:**

Kelly McMullen, City Treasurer

[kmcmullen@caycesc.gov](mailto:kmcmullen@caycesc.gov)

1800 12<sup>th</sup> Street

Cayce, SC 29033

The City reserves the right to reject any and all proposals, to waive any informalities or irregularities and to make the selection among the proposals as are deemed in the best interest of The City. The City is not liable for any costs incurred to prepare or present a response to this Request for Proposal (RFP).

## Background and Overview

The City of Cayce, South Carolina is a historic community whose land has been inhabited for over 12,000 years. The City is located in Lexington County and borders the west bank of the Congaree River across from the state capital, Columbia. Incorporated in 1914, Cayce has grown to 17 square miles and a population of 14,000 in 2019. Rich in natural and cultural resources, Cayce boasts 20 miles of trails along the Congaree River and Congaree Creek. It is also home to larger industries like Dominion Energy, CMC Steel, and a Martin Marietta granite quarry. As a full-service City, Cayce provides water and sewer utility service far beyond its borders to a large portion of Lexington County. Additional information about the City can be found at [www.caycesc.gov](http://www.caycesc.gov).

## Questions and Answers

Questions must be submitted by 4:00 pm on December 9, 2020. Questions submitted later will not be answered.

Any correction, revision, answer, or clarification of the RFP documents will be made only by a written addendum (if something in the RFP is changed) or a Clarifications / Answers document (if nothing in the RFP is changed) issued by the Treasurer or her designee.

## Requirements for Selection

The City seeks proposals from qualified providers interested in providing comprehensive banking services to the City. The objective of the City is to secure the most efficient and effective banking services while maintaining sufficient liquidity and protection of all the funds entrusted to the City.

The City may award a contract to the best service provider(s) with innovative ideas, which may not be the lowest price proposal. The City reserves the right not to award some or all of the services contemplated herein.

## General Proposal Requirements

It is requested that proposals be prepared in a comprehensive manner as to content. Although permissible, there is no necessity for expensive binders, color displays or other promotional material. The proposal should be prepared in a format that will permit ready identification of your response to each component of this RFP in a concise manner.

The proposal must be signed by the duly authorized partner or officer who will have overall responsibility for work under the proposal.

All pricing proposals must remain in effect for at least one hundred twenty (120) days beginning the next business day after the proposals are due to the City. The City is not responsible for any costs incurred in the preparations and presentation of your proposal.

The selected proposer will be expected to enter into a contract or engagement letter with the City in a form acceptable to the City.

The City reserves the right to negotiate interest rates and yields for any type of investment alternative with any other institution at any time.

## Collateralization of Public Funds

All deposited funds beyond the limits of FDIC coverage must be one hundred percent (100%) collateralized by federal, state, or municipal securities consistent with the South Carolina State Code of Laws governing municipalities.

## Contract Award

The City shall have the right to select the Proposer who, in the opinion of the City, will be in the best interest of and/or the most advantageous to the City after considering the criteria set forth in this RFP. The City also reserves the right to reject any Proposer who has previously failed in the proper performance of a contract or to deliver on time contracts of a similar nature with other governmental entities or who, in the City's opinion, is not in a position to perform properly under the intended contract award. The City reserves the right to waive any minor informalities or technicalities in proposals received, as may be deemed in the best interest of the City in the City's sole discretion. In addition, the City reserves the right to reject any and

all proposals at any stage, or to modify, withdraw, cancel, or reissue this RFP, in whole or in part, in the event that competition is deemed inadequate or the City determines in its sole discretion that it is otherwise in the best interest of the City. A recommendation of contract award does not constitute a contract. The award of contract to the selected respondent is subject to City Council approval and the execution of a contract with terms acceptable to the City. The city staff makes recommendations to the City Council, and the City Council ultimately has the authority to award contracts, including the right to re-rank Proposers differently than recommended by the City staff.

All proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process. Prior to final selection of a bank, the City may conduct interviews and discussions with prospective banks.

Further, each proposal will be evaluated for full compliance with the RFP instructions to the proposers and the terms and conditions set forth within the RFP document. Proposals will be scored and ranked in accordance with the weighting and grade criteria specified in these documents. The City is not obligated to make an award to the Proposer with the lowest bid or price submitted. Proposals will be evaluated and an award made to that Proposer who is determined to be responsible and responsive to this Request for Proposal and whose proposal is the most advantageous to the City in terms of price, quality of service, the Proposer's qualifications and capabilities to provide the specified services and comply with the applicable conditions of this Request for Proposal and Contract, and who in the judgment of the City will best serve the needs and interests of the City.

## Term of Award

The City reserves the right to award to one or more providers, whichever is deemed most advantageous to the City. It is the City's intent to award the contract(s) for an initial three-year period with the option to renew for two additional two-year periods or a maximum of seven years. The decision to renew the contract(s) will be at the sole discretion of the City. Proposers must agree to fix contract fees for at least the first three years. If the vendor intends to revise its fee schedule after the initial period, it must give written notice to the City at least ninety (90) days in advance of any fee change. Fees may be changed only on the contract anniversary date. These fees are subject to negotiation and approval by the City and may not exceed the annual consumer price index-urban (CPI-U) for the most recently available 12-month trailing period.

## Termination

The City reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum thirty (30) days written notice.

Termination or cancellation of the contract will not relieve the Proposer of any obligations for any deliveries entered into prior to the termination of the contract (i.e. reports, statements of accounts, etc., required and not received).

Termination or cancellation of the contract will not relieve the Proposer of any obligations or liabilities resulting from any acts committed by the Proposer prior to the termination of the contract.

## Freedom of Information Act

All proposals will be treated as public information unless it is specifically requested that portions of the bid be exempt from disclosure under the Freedom of Information Act, SC Code of Laws Section 30-4-40 (a) (1). It is the Proposer’s responsibility to notify the City of any proprietary information listed in proposals submitted. Any information in which the proposer considers proprietary MUST be clearly marked “proprietary” next to the relevant part of the text in order for it to be treated as such. If a contract is signed with your institution, the contract document is not exempt from disclosure.

All Freedom of Information (FOIA) requests must be sent to the City Clerk, PO Box 2004, Cayce, SC 29171.

## RFP Submission Information

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### Schedule

Request for Proposals Issued	November 13, 2020
Notice of Intent to Respond Due Date	December 1, 2020
Questions/Clarifications Due	December 9, 2020
Responses to Questions Distributed	December 16, 2020
Proposals Due	January 15, 2021
Interviews of Selected Banks	February 1-2, 2021
Intent to Award	February 8, 2021
City Council Approval	February 17, 2021

The City reserves the right to cancel and/or modify the RFP dates at any time.

### Intent to Propose

The City has elected not to conduct a pre-proposal conference prior to the receipt of proposals. However, prospective proposers that are interested in receiving addenda to this RFP, including responses to submitted questions from all participating banks, should complete Attachment 1: Notice of Intent to Respond and submit it to [kmcmullen@caycesc.gov](mailto:kmcmullen@caycesc.gov) no later than the date specified in the Schedule above. This will allow the City to provide timely information to interested parties. Submitting the Notice of Intent to Respond form does not obligate the prospective proposer in any way.

The effect of all addenda to the RFP documents shall be considered in the proposal and said addenda shall be made part of the RFP documents. Before submitting a proposal, each proposer shall ascertain whether or not any addenda have been issued. Failure to include information provided on any such addenda in proposer’s proposal may render the proposal invalid and result in its rejection. All addenda and additional information will be available at <https://caycesc.gov/rfp-general-banking>.

## Submission Instructions

Three (3) sealed original paper proposals and required forms along with one (1) searchable electronic copy on a CD or USB flash drive in Microsoft Word or PDF format. If preferred, electronic copies may be emailed. If emailing proposal, hard copies must also be received no later than the date specified in the Schedule above. An emailed electronic copy does not replace the hard copy requirement. Proposals should be clearly marked "Banking Services RFP" as shown on the title page of this formal solicitation.

## Criteria for Evaluation

Proposals will be evaluated based on the following criteria (Note: these criteria are not necessarily listed in order of importance):

- Responsiveness to the requirements of the RFP, as well as the relevance of the responses to the needs of the City
- Scope of services offered including degree of automation
- Experience of the bank in providing similar services to public and not-for-profit organizations
- Professional experience and qualifications of the individuals assigned to the account
- Financial strength, adequacy of financial controls, security and compliance with all applicable state and federal regulations for the services proposed
- Cost proposal (including both direct and indirect costs)

## Competency of Proposer

The proposer, if requested, must present within a reasonable time evidence satisfactory to the RFP Evaluation Committee of ability to successfully perform primary banking services, and the possession of necessary facilities, labor, materials, equipment, software, supplies, expertise, financial resources, and adequate insurance to comply with all of the terms of the primary banking services agreement.

No banking services agreement will be awarded to any bank that is in arrears or is in default with the City upon any contract or has failed to perform faithfully on any previous contract with the City.

## Withdrawal of Proposal

Submitters may withdraw their submitted Proposal at any time by giving written notice to the RFP Contact.

## Proposal Errors

Submitters are cautioned to verify their Proposal prior to submission. Negligence on the part of the submitter in preparing the Proposal confers no right of modification of the Proposal after the closing time for its receipt. Inadvertent errors (such as the omission of one page of a multi-page document) that have a correction submitted after the designated submission time may be considered at the sole discretion of the City if the submitter submits with the correction sufficient information to prove that the error was inadvertent. Such amendments are not favored and, in the case of doubt, requests will be denied.



## Late Proposals; Misrepresentations

Late Proposals will not be accepted. The City does not specify the method by which Proposals are to be delivered; therefore, it cannot be held responsible for any delay, regardless of reason, in the receipt of Proposals. Proposals delivered by mail or messenger will be considered only when said Proposals are received on or before the due date and time. The City does not guarantee that Proposals received in the building by mail or messenger will be delivered at or before the time the proposal is due. Any material misrepresentations made by the submitter(s) will void the response and eliminate the submitter(s) from further consideration. The City reserves all rights with regard to this solicitation.

## Grounds for Protests

Protest of Contents of Solicitation (Invitation For Bids or RFPs or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue): Any Proposer who is aggrieved in connection with a solicitation document shall file a written protest to the City Manager, [thegler@cityofcayce-sc.gov](mailto:thegler@cityofcayce-sc.gov), within four calendar days of the date of posting of the solicitation, RFQ, RFP, or other solicitation document or any addendums to it on the City's website.

Protest of Award: Any Proposer who is aggrieved in connection with the award of the contract shall file a written protest with the City Manager within four calendar days of the date the Intent to Award memorandum is posted on the City's website. Any matter that could have been raised pursuant to the section above on protest of contents of solicitation, may not be raised as a protest of award.

Exclusive remedy: The rights and remedies granted in this section to Proposers, either actual or prospective, are to the exclusion of all other rights and remedies of Proposers against the City.

Failure to file a timely protest: If Proposer fails to request a protest within the four calendar days, the solicitation or award shall be final.

## Procedures for Protests

Protest: A protest must be in writing, filed with the City Manager, and set forth the grounds of the protest and the relief requested with enough specificity to give notice of the issues to be decided. The protest must be received by the City Manager within the time provided.

Burden of Proof: The protestant bears the burden of proving the validity of the protest or claim against the City.

Administrative Review and Decision: The City Manager will conduct an administrative review of all claims set forth within the protest document and shall issue a decision in writing within four calendar days of receiving the protest.

Appeals of Decision: Any appeal of the City Manager's decision pursuant to the above paragraph must be filed with the City Manager, in writing, within four calendar days of the date of the decision. The City Council shall hear and decide any appeals at its next regular or special council meeting.

Stay of Award: The contract award is stayed until issuance of a final decision by the City. Once a final decision is issued, the filing of a petition to appeal that decision does not stay enforcement of the City's decision to award the contract.

## Incurred Cost

All costs incurred in the preparation and submission of Proposals shall be borne by the submitter.

## Return of Proposals

The City is under no obligation to return any Proposals or materials submitted by the submitter as a response to this RFP.

## Reserved Rights

The RFP Evaluation Committee shall represent the City in all matters pertaining to this RFP, and reserves the right to reject any and all Proposals during any stage of this RFP, or to modify, withdraw, cancel, or reissue this solicitation, either in whole or in part, in the event that responses are deemed inadequate or that it is otherwise in the best interest of the City.

The RFP Evaluation Committee also reserves the right to disregard any minor informality in the RFP when, in its opinion, the best interests of the City will be served by such action.

# Scope of Work

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## Minimum Bank Qualifications

Proposers must meet the following minimum requirements in order to respond to this RFP:

- Chartered to do business in South Carolina;
- Maintain at least one full-service branch within five (5) miles of the Cayce Municipal Complex located at 1800 12<sup>th</sup> Street in Cayce;
- A sending and receiving bank of the National Automated Clearing House Association (NACHA);
- Agree to provide all banking and investment services to the City as outlined in this RFP;
- Agree to provide 100% collateral on all funds in excess of FDIC limits the City has on deposit with the bank;

The awardee will be required to review quarterly any available changes in interest rates and/or Earnings Credit Rates (ECR) as economic climates change, along with any changes to compensated balances as created by these changes. The awardee will also be required to provide an annual analysis of all City banking services to ensure that the City is performing in the most efficient and effective manner possible, while utilizing new technological advancements if they are in the best interest of the City.

## Overview of Required Services

The City has a total of 27 bank accounts, of which 8 are required to earn interest. The remaining 19 accounts can be analyzed for the purposes of compensating balances. The responding bank will include the offered interest rate for the interest-bearing accounts on the appropriate Cost Proposals.

Remote Deposit Capture: Seven (7) City accounts will utilize Remote Deposit Capture. The City averages 3,500 deposited checks each month.

Cash Deposits (at Bank Branch): On average, the City deposits \$39,012 in cash each month.

Account Transfers: All City bank accounts will require the ability to transfer funds between accounts. Only single custody will be required for all account transfers.

ACH with Fraud Filter: Four (4) City accounts will utilize ACH services. Each of these accounts will also require an ACH Fraud Filter on all ACH credits and debits that are not authorized by the City. These authorizations will have the ability to add, delete or modify all authorizations within the online banking portal provided. Dual custody will be required for all outgoing ACH services.

Utility Direct Withdrawal Payments: The City allows customers to opt into Direct Withdrawal Payments in order to pay their utility bills. This payment option allows the City to withdraw the amount owed from the customer via ACH. The ACH Direct Withdrawal files (including prenotes) will be delivered to the bank's online system in a NACHA file format. One bank account will utilize this service. On average, the City will load 4 NACHA files each month, containing an average of 415 items per month.

- Returned ACH Items: On average, approximately four (4) Direct Withdrawal Payments are returned each month for various reasons (insufficient funds, not authorized, etc.). The City requires that the responding bank send notification of these returned items through an electronic method, preferably within the online banking portal provided.
- ACH Notification of Change: On average, the City receives one (1) notifications per month when a correction/modification needs to be made to the bank account/routing information provided by the City in any of the NACHA files for Direct Withdrawal payments or Payroll processing. The City requires that the responding bank send notification of these modifications through an electronic method, preferably within the online banking portal provided.

EDI Services: The City will utilize EDI Services for all ACH credits and debits posted to the four (4) City bank accounts that utilize ACH services. See "ACH with Fraud Filter" above for the number of accounts utilizing ACH services.

Wire Transfer Services: Four (4) City accounts will need the ability to perform wire transfer services when necessary. Dual custody will be required for all outgoing wire services.

Positive Pay with Payee Name: The City has ten (10) accounts from which checks are issued. Each of these accounts will need Positive Pay with Payee Name. The City issues approximately 360 checks each month. The responding bank must include a schematic of their required record layout for positive pay in their proposal.

Design of Checks: The City currently utilizes Edmunds software for the issuance of all checks written from its accounts. The responding bank must adhere to the City's current check design (Exhibit B) or must state specifically what their design requirements are.

Stop Payments: The City requires that the ten (10) accounts utilizing Positive Pay will also utilize online stop payment access.

Returned Checks/Deposit Corrections: The City receives, on average, four (4) returned checks each month and one (1) deposit correction each month. When possible, the City prefers that returned deposit items be automatically resubmitted for payment one additional time before being returned to the City. The City prefers the ability to view these transactions through the responding bank's online banking portal in addition to the mailed copies.

Online Image Retrieval: The City requires the ability to view images of cleared checks using the bank's online banking portal. The City currently views, on average, eight (8) images per month.

Payroll: Payrolls are processed on a biweekly basis. Approximately 250 employees participate in the City's Mandatory Direct Deposit program on a biweekly basis. The payroll account shall be funded as needed using online account transfers. The ACH direct deposit files (including prenote files) will be delivered to the bank's online system in a NACHA file format. Please see the section regarding "ACH Notification of Change" under the section titled "Utility Direct Withdrawal Payments" for the City's requirements regarding receiving notifications to employee's bank information.

Estimated total biweekly payroll (net per month):	\$536,000
Average number of checks written monthly:	5
Number of payroll ACH files per month:	4-5 <i>*includes prenote files</i>
ACH items originated per month:	517

Prior Day Reporting: All City bank accounts are required to have online prior day information reporting. All City bank accounts are required to receive monthly account statements for reconciliation purposes.

Current Day Reporting: Seven (7) City bank accounts are required to have online current day information reporting.

Retention Requirements: The City's retention guidelines require a record kept for at least 5 fiscal years after the transaction has been completed

Credit Card Services: The City requires bank-issued credit cards. The City currently has 24 active credit cards. On average, charges 180 transactions, totaling \$14,000, each month. The City needs the ability to perform all credit card functions (credit limit increases/decreases, add card, cancel card, view/print statement, etc.) utilizing the bank's online banking portal.

Deposit Supplies: The bank will supply deposit instruments for all accounts at no cost to the City. This includes, but is not limited to, deposit slips, one remote desktop check scanner and deposit bags.

## Overview of Optional Services

Lockbox Processing: The City is interested in Utilizing a lockbox processing service for the City's utility payments. The City estimates that approximately 2,250 utility payments (75%) could be collected utilizing this service. The City strongly prefers that the lockbox remit address be a PO Box in Cayce, SC. This is not a required service of this RFP. Any bank wishing to offer a lockbox service will complete a separate cost sheet as shown in Cost Proposal 2: General Banking Services with Lockbox. The City reserves the right to award the lockbox service to a different bank than all other required services if it is deemed in the best interest of the City to do so.

- The City utilizes the Edmunds Software system to billing and collect utility payments. The responding bank should conform to the import file specifications as laid out by our software provider as provided in EXHIBIT A. If the responding bank is unable to conform to these specifications, they will be required to note that on their Cost Proposal and provide the City with the specifications required by the banking institution in their cost proposal.
- The City will require images of all checks, coupons and correspondence processed each day to be available the next business day for reporting and researching purposes. All items that are not able to be processed by the lockbox (check only transactions, check vs. coupon mismatch) will be available for online decision each day. All images will be retained and can be accessible for at least 5 years. Any items received by the lockbox that do not include a payment will be returned to the City for processing.

Merchant Services: The City utilizes a third-party vendor for all merchant transactions. The City is not requesting Merchant Service information at this time but may request information from the responding bank in the future if needed.

## Exhibit A: Lockbox Import File Schematic

File Name: cityld+ba.txt (was designed with Bank of America but will be the standard for MCSJ)

### Header Record

Field Name	Position	To	Length		Comment
Record Id	1	1	1	"1"	Constant
Payment Date	2	9	8		CNYMMDD
Payment Type	10	10	1	ALPHANUMERIC	T=Tax (NJ), U=Utility, P= Property C=Combined (either Tax & Utility or Property & Utility)
FILLER	11	75	65		SPACES

### Detail Record

Field Name	Position	To	Length		Comment
Record Id	1	1	1	"6" for payments "5" for refunds "4" for returns	Constant
Account Id*	2	12	11	NUMERIC	Right Justified/ Zero Filled
Amount	13	23	11	2 Decimal	Implied Decimal/Unsigned 9(9)V99 Right Justified/ Zero Filled
Check No.	24	35	12		Left Justified/Space Filled
Original Payment Date for Returns/Refunds	36	43	8		Field added 3/16/07 YYYYMMDD
Payment Method	44	45	2	CK=Check CR=Credit Card	Field added 8/09/07

Payment Type	46	46	1	Blank=Not a Combined File T=Tax P=Property (Not-NJ) U=Utility (any Service Type specified by Payment Code) W=Water S=Sewer E=Electric O=Other	Field added 8/27/2008. Applies to Combined Files Only.
FILLER	47	75	29		SPACES

Trailer Record

Field Name	Position	To	Length		Comment
Record Id	1	1	1	"9"	Constant
Record Count	2	6	5	NUMERIC	Right Justified/ Zero Filled
Total Amount	7	18	12	2 Decimal	Implied Decimal/Unsigned 9(10)V99 Right Justified/ Zero Filled  Net Amount of: Payments minus (Returns and Refunds)
Filler	19	75	57		SPACES

\* NJ Tax Account Id is the 8 character Bar code id, so it will be right justified in the 11 CHARACTER Account Id field.

\*Property Id is the 8 character Bar code id, also right-justified in the Account Id field

Utility Account Id consists of an 8 character (max) account number, followed by a 3 character (max) sub number, **each of which is right-justified and zero filled**. Examples:


Account Id 1-0 (account number is 1, sub number is 0) is formatted 00000001000

Account Id 1234-56 is formatted 00001234056


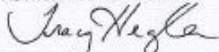
Account Id 12345678-9 is formatted 12345678009



Exhibit B: Current Check Design

City of Cayce		NO. 80863				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: left; padding: 2px;">REFERENCE/DESCRIPTION</th> <th style="width: 30%; text-align: right; padding: 2px;">NET AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">                     Vendor: JOHNS005 JOHN SMITH                      PO: V1-00151 DESC: TEST                      INV: 1234567879      AMT:            1.23                 </td> <td style="text-align: right; vertical-align: top; padding: 5px;">1.23</td> </tr> </tbody> </table>	REFERENCE/DESCRIPTION	NET AMOUNT	Vendor: JOHNS005 JOHN SMITH PO: V1-00151 DESC: TEST INV: 1234567879      AMT:            1.23	1.23		
REFERENCE/DESCRIPTION	NET AMOUNT					
Vendor: JOHNS005 JOHN SMITH PO: V1-00151 DESC: TEST INV: 1234567879      AMT:            1.23	1.23					
						
Check Date: 09/15/20    Check Amount: \$*****1.23						

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS • SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE • MISSING A FEATURE INDICATES A COPY			
City of Cayce GENERAL FUND PO Box 2004 1800 12th St Cayce, SC 29171	BB&T CAYCE, SC 29033 67-160/532	CHECK NO. 80863	80863 AMOUNT \$*****1.23
DATE 09/15/20	VOID AFTER 90 DAYS		
One AND 23/100 Dollars			
TO THE ORDER OF JOHN SMITH 1234 ABC ST AMERICA, SC 12345-6789	 AUTHORIZED SIGNATURE  AUTHORIZED SIGNATURE		

⑆080863⑆ ⑆0532016071012345678910⑆

## Form I (Required): Qualifications and Experience

Proposers must respond to each item in this section by listing the item number and providing a complete response to each question.

### QUALIFICATIONS & EXPERIENCE

1. Provide a brief general overview and history of your organization, including parent and/or subsidiary companies and number of employees.
2. Provide the address of the office that will cover the City's account for each Service Group you are proposing to provide.
3. Provide the addresses of all bank branches within 5 miles of the City's Municipal Complex located at 1800 12<sup>th</sup> Street in Cayce, SC.
4. Describe the experience of the bank in providing similar services for public and not-for-profit entities. Include three references from other public entities utilizing similar banking services. If possible, the City prefers references that utilized the same relationship manager as will be recommended for this engagement
5. Provide current credit ratings by Standard & Poor's Rating Services and Moody's Investor Services. If the bank is not rated by these rating organizations, provide other evidence of the bank's financial strength.
6. Provide an electronic copy of the most recent audited financial statements.
7. Provide an electronic copy of the most recent FDIC call report.
8. Provide the bank's Community Reinvestment Act (CRA) rating.

## Form II (Required): Key Proposed Personnel and Team

Proposers must respond to each item in this section by listing the item number and providing a complete response to each question.

1. Provide the name, title, address, phone number, fax number, and email address of the primary contact person(s) assigned to this account.
2. Provide information on the key personnel that will work with the City. Information must include: (a) Proposed role regarding the City's account; (b) Biographical information; (c) Experience working with other public and not-for-profit entities; (d) Number of years of experience in this field; (e) Number of years with your bank.

### Form III (Required): Subcontractors

Subcontractors may be used to perform work under the Agreement. If the proposer intends to use subcontractors, the bank must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform. The successful Proposer shall be fully responsible for the services and work provided by a subcontractor under the terms of this formal solicitation. All pricing for any such subcontractor must be included on the pricing proposal.

The bank must provide the following information concerning each prospective subcontractor:

1. Complete name of the subcontractor;
2. Complete address of the subcontractor;
3. Type of work the subcontractor will be performing;
4. Percentage of work the subcontractor will be providing;

## Form IV (Required): Compensation

1. Identify the current cost/benefits of paying for banking services through direct fees, compensating balances, or a combination thereof, to keep the fees to the City at the lowest level possible while considering earnings credit rates, reserve requirements, and insurance fees on deposits; and
2. Identify how earnings credits are calculated;
3. Are you willing to link the earnings credit rate to a market index? If so, which index would you suggest and what spread?

**Form V (Required): Employee Banking**

Describe in detail any banking services you propose to offer the City’s employees. Indicate whether employees would have to enroll in direct deposit to avail themselves of the services offered. Also include any literature that might be offered to current and newly hired employees.

## Attachment 1 (Not Required): Notice of Intent to Respond

In order to provide timely updates to this Request for Proposal, including responses to questions submitted, we ask that potential bidders complete the following form and return it by e-mail to Kelly McMullen at [kmcmullen@caycesc.gov](mailto:kmcmullen@caycesc.gov) by December 1, 2020.

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Yes, we plan to submit a proposal to provide services to the City.

No, we do not plan to submit a proposal at this time.

Reason: \_\_\_\_\_

*An electronic copy (Excel) of the Cost Proposal is available upon request. Please indicate if you would like to receive the Excel version of the document by providing your contact information below:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Cost Proposal 1: General Banking Services Only

### General Banking Services Only

Account Service	Average Monthly Volume	Unit Price	Total Monthly Fee	Compensating Balance
Average Monthly Balance In Accounts	12,533,778			
Maintenance Fee	19			
Credits Posted	196			
Remote Deposit Items	3,500			
Checks Paid and Other Debits	360			
Check Charges	1			
Coin Roll Sales	3			
Currency Sales	48			
Coin & Currency Deposited	39,012			
Deposit Corrections	1			
Returned Deposit/Cash Item Fee	4			
<b>General Account Services Subtotal:</b>		<b>0</b>	<b>0.00</b>	<b>0</b>
Remote Deposit Monthly Maintenance	7			
Remote Deposit Image Capture	3,500			
<b>Special Collection Services Subtotal:</b>		<b>0</b>	<b>0.00</b>	<b>0</b>
Branch Wire Outgoing	1			
Incoming Wire	1			
<b>Wire Services Subtotal:</b>		<b>0</b>	<b>0.00</b>	<b>0</b>
ACH Received Credit	77			
ACH Received Debit	18			
ACH Notification of Change	1			
ACH Return Notice - Fax/Email	4			
ACH Return Items	4			
ACH Monthly Maintenance	4			
ACH Monthly Maintenance Premium	1			
ACH Originated Items - Direct Withdrawal	415			
ACH Originated Items - Payroll	517			
Online ACH File - Direct Withdrawal	4			
Online ACH File - Payroll	2			
ACH Originated Item Same Day	6			
<b>ACH Services Subtotal:</b>		<b>0</b>	<b>0.00</b>	<b>0</b>
EDI Monthly Maintenance Fee	4			
EDI Per Item Fee	91			



EDI Services Subtotal:	0	0.00	0
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Positive Pay Maintenance Fee 10  
Positive Pay Per Item 195

Positive Pay Services Subtotal:	0	0.00	0
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Online PD Acct Maintenance 19  
Online CD Acct Maintenance 7  
Online Acct Transfer 23  
Online Image Retrieved 8  
Online Client ID 1  
Online PD Loaded Items 643  
Online CD Loaded Items 58  
Online Stop Payment Maintenance 10  
Online Stop Payment 6 Months 3

Information Services Subtotal:	0	0.00	0
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<b>GRAND TOTALS:</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
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ECR Rate Used in Calculations: \_\_\_\_\_

Does the bank assess any balance-based charges (FDIC, FICO, etc)? YES / NO

If yes, are those charges included in this cost proposal? YES / NO

If no, please add an additional line to include that fee and its respective compensating balance.

Offered Interest Rate for Interest Bearing Accounts: \_\_\_\_\_

## Cost Proposal 2: General Banking Services with Lockbox

### General Banking Services With Lockbox

Account Service	Average Monthly Volume	Unit Price	Total Monthly Fee	Compensating Balance
Average Monthly Balance in Accounts	12,533,778			
Maintenance Fee	19			
Credits Posted	196			
Remote Deposit Items	3,500			
Checks Paid and Other Debits	360			
Check Charges	1			
Coin Roll Sales	3			
Currency Sales	48			
Coin & Currency Deposited	39,012			
Deposit Corrections	1			
Returned Deposit/Cash Item Fee	4			
<b>General Account Services Subtotal:</b>		0	0.00	0
Remote Deposit Monthly Maintenance	7			
Remote Deposit Image Capture	3,500			
<b>Special Collection Services Subtotal:</b>		0	0.00	0
Branch Wire Outgoing	1			
Incoming Wire	1			
<b>Wire Services Subtotal:</b>		0	0.00	0
ACH Received Credit	77			
ACH Received Debit	18			
ACH Notification of Change	1			
ACH Return Notice - Fax/Email	4			
ACH Return Items	4			
ACH Monthly Maintenance	4			
ACH Monthly Maintenance Premium	1			
ACH Originated Items - Direct Withdrawal	415			
ACH Originated Items - Payroll	517			
Online ACH File - Direct Withdrawal	4			
Online ACH File - Payroll	2			
ACH Originated Item Same Day	6			
<b>ACH Services Subtotal:</b>		0	0.00	0
EDI Monthly Maintenance Fee	4			
EDI Per Item Fee	91			

EDI Services Subtotal:	0	0.00	0
------------------------	---	------	---

Positive Pay Maintenance Fee 10  
Positive Pay Per Item 195

Positive Pay Services Subtotal:	0	0.00	0
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Online PD Acct Maintenance 19  
Online CD Acct Maintenance 7  
Online Acct Transfer 23  
Online Image Retrieved 8  
Online Client ID 1  
Online PD Loaded Items 643  
Online CD Loaded Items 58  
Online Stop Payment Maintenance 10  
Online Stop Payment 6 Months 3

Information Services Subtotal:	0	0.00	0
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Lockbox Items Processed 2,250  
Imaging Charges 2,250  
Online Exception/Decision Per Item 50

Lockbox Processing Subtotal:	0	0.00	0
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<b>GRAND TOTALS:</b>	<b>0</b>	<b>0.00</b>	<b>0</b>
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ECR Rate Used in Calculations: \_\_\_\_\_

Does the bank assess any balance-based charges (FDIC, FICO, etc)? YES / NO

If yes, are those charges included in this cost proposal? YES / NO

If no, please add an additional line to include that fee and its respective compensating balance.

Offered Interest Rate for Interest Bearing Accounts: \_\_\_\_\_