

Orange, New Jersey

REQUEST FOR PROPOSAL FOR:
**GENERAL BANKING SERVICES
FOR THE CITY OF ORANGE TOWNSHIP**

CONTRACT NUMBER:

BID DATE AND TIME:

Adrian O. Mapp, QPA

REQUEST FOR PROPOSAL

The City of Orange Township, New Jersey shall receive sealed proposals at the Administrative Offices, 29 North Day St., Purchasing Department, Orange, New Jersey until 11:00 AM prevailing time, Thursday, December 27, 2012, and then be publicly opened and read aloud in the Purchasing Department of the City of Orange Township Office for the furnishing of **General Banking Services for the City of Orange Township**.

Copies of the specifications are on file and open to public inspection at the Administrative Offices Finance Department, Orange, New Jersey and may be examined and obtained in the Purchasing Department or downloaded from the Internet at www.orange.nj.us on or after December 10, 2012.

Each proposal must be made upon the prescribed forms furnished by the City of Orange Township and must be enclosed in a sealed envelope, bearing the name and address of the bidder and must be addressed to the Purchasing Department, attention of Adrian O. Mapp, at the place and hour mentioned above.

PROPOSAL MUST BE ENDORSED: General Banking Services for the City of Orange Township

Any inquiries or questions regarding the RFP should be directed to the Purchasing Department, attention of Adrian O. Mapp, at (973) 266-4011 or fax at (973) 674-0621.

The City of Orange Township reserves the right to reject any and all bids, to waive any informalities or irregularities in the bids received and to award the contract to the lowest responsible bidders(s).

Business Registration Certification must be supplied with the proposal. Failure to submit certificate requires mandatory rejection of a proposal as a non-waivable defect.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

Adrian O. Mapp
Qualified Purchasing Agent

SPECIFICATION AND PROPOSAL FOR GENERAL BANKING SERVICES FOR THE CITY OF ORANGE TOWNSHIP

Intent: The City of Orange Township is issuing a Request for Proposals (RFP) to financial institutions to provide primary banking services.

The contract is ongoing with the City having the right to terminate the contract with ninety (90) days written notice of its intention to terminate. The estimated effective date of this agreement is January 02, 2013.

Please submit the completed RFP form included in this communication, along with any additional information regarding services the financial institution offers to municipal governments.

I. Terms of the banking agreement:

1. The financial institution must be fully qualified as a "Public Depository" pursuant to the State of New Jersey Government Unit Depository Protection Act and must continue in this capacity during the life of the contract period.
2. The City reserves the right to hold oral discussions with all proposers prior to selections.
3. By submitting a proposal, the proposer certifies that he or she has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed.
4. The proposer shall furnish such additional information as the City may reasonably require. The City reserves the right to make reasonable inquiries of the qualifications of the proposer, as it deems appropriate.
5. The City reserves the right to reject any/or all proposals, and the right to accept the proposal that it considers most favorable to the City's interests. In addition, the City reserves the right to seek new proposals when such a procedure is in its best interests to do so.

II. Required Services for Responding Financial Institutions:

1. Monthly statements are due to the City by the 10th of each month.
2. Full monthly reconciliations to be completed for the Payroll Account, Current Fund, Capital Fund and trust & agency accounts.
3. Interest paid on all accounts.
4. Next business day availability for deposited checks.
5. Availability of sweep accounts and corresponding interest rates.
6. Monthly account analysis, detailing all fees and charges as well as earnings credit.
7. Web based computer banking (Real Time) allowing access to banking services such as; book transfers, wire transfers, statements etc. A demonstration of this service may be requested by the City.
8. Ability to deposit checks using an electronic scanning device supplied by the bank.

III. Please respond to the following questions:

1. The proposer must denote transaction cut off for deposits to be considered received that day and not carried forward to the next day. Indicate cut off time at branches and the financial institution's main office.
2. The City requires a bank office in a convenient location where it can transact business.
3. Please state the location of this bank or branch and list the number of bank branches within the City's boundaries.
4. What are the financial institution's check printing costs per thousand checks? (Laser format)
5. In order to maximize the yield on idle City funds, a sweep account shall be requested. The amount of this investment will vary. The City welcomes any methods recommended by the proposer on the daily investment of idle funds; however, any of these proposed methods should be described in detail and must have the interest rate tied to an effective index rate.
6. Do you have professional staff dedicated to municipal debt financing? Please list the principal members of that Department and their location.

IV. General Information:

The accounts as listed below:

- Most receipts are deposited into the Current Fund Account.
- The Budget for CY 2012 was over \$57 Million.
- The City issues approximately _____ checks and direct deposit records annually from the checking accounts listed below:

ACCOUNT NAME
City of Orange Township Current Fund Account
City of Orange Township Trust Account
City of Orange Township Dog Fund Account
City of Orange Township Law Enforcement Trust Account
City of Orange Township Water Operating Account
City of Orange General Capital Account
Several Other Accounts

V. Cost Proposal:

1. The cost proposals submitted to the City must be all inclusive. All services not mentioned or general services incidental to the operations of accounts maintained by the City and not addressed are expected to be provided at no additional costs.

The City reserves the right to accept the proposals for all types of services from the same financial institution or split the services among different financial institutions if it's in the best interest of the City to do so.

The City processes its own payroll. It will require check verification pay as well as access to all accounts by the Finance Director and the Chief Financial Officer to administrate funds in a timely manner.

In order to simplify and standardize all proposals, attached, as Exhibit A is a "Banking Services Fee Proposal Form" in the form of an account analysis which must be used when submitting your proposal.

Assume the activity estimates referred to throughout this document to be a reasonable estimate of activity to be experienced. The rates quoted per item by the proposer will be considered fixed, regardless of activity deviation. The City does not guarantee any minimum or maximum volume of activity.

2. Indicate the financial institutions per item processing fees paid by the City and revenues to be paid to the City by completing the "Banking Services Fee Proposal Form". The fees should be presented on a unit cost basis. The proposer shall identify any specific services, which are not included in the analysis that may be subject to fees or charges payable by the City and include in the section "Charges for All Other Services as Required" on Exhibit A.

VI. Information Requested of the Proposer (including mandatory forms):

Please organize your proposals in the following manner:

1. Title page: Show name of the institution, address, telephone, and fax numbers, name of contact person and the date the proposal was submitted to the City.
2. Table of Contents: Include a clear identification of the material by section and page number.
3. Letter of Transmittal: The letter is not to exceed two pages in length and should contain the following information:
 - State the proposer’s understanding of the scope of the service to be performed.
 - Indicate whether proposer is a parent or subsidiary associated with a holding company and describe its relationship to other in the group, if applicable.
 - Financial reports for the previous two years. (Please include as an attachment at the end of your proposal.)
 - Current financial rating as issued by Moody’s, Standard and Poor’s and or Fitch.
 - State if the proposer is chartered to do business in the State of New Jersey and attach a Governmental Unit Depository Protection Act certificate of eligibility.

RFP DOCUMENT CHECKLIST

Required by City of Orange Township	Submission Requirement	Page	Initial each checked entry and submit required form if necessary
<input checked="" type="checkbox"/>	Banking Services Fee Proposal Form Estimated Monthly Composite Analysis	10-11	
<input checked="" type="checkbox"/>	Business Registration Certificate Form-mandatory with proposal submission	12	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification Form	15	
<input checked="" type="checkbox"/>	C.271 Political Contribution Disclosure Form	16	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit Form	18	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/>	Photocopy of a Affirmative Action Compliance Evidence and Language Acknowledgement	13	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	14	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

VII. Summary of Financial Institution's Qualifications:

- a. Indicate the institution's background in providing banking services to municipalities, in general, and specifically, to the size of the City of Orange Township. Provide a listing of municipal client references that are presently using the institution's professional services – i.e., the client name, address, telephone number and contact person.
- b. Provide a completed "Proposal Form" (Exhibit A) with responses to all identified services. You may expand the form to include items which the City did not identify, but which you think should be listed, whether it is a chargeable item or not.
- c. Please provide any other material that may be helpful in reviewing the proposal, including any attachments, schedules, financial information, etc.

VIII. Evaluation of Proposals:

The contract will be awarded to the proposer providing the primary banking services at the lowest net cost and who meets the needs of the City most efficiently, provided the price is reasonable and is in the best interest of the City to accept it.

The following criteria will be used to evaluate the proposals.

1. Responsiveness of the proposal related to the scope of the work.
2. Ability, capacity, and skill of the financial institution to perform the services on a timely basis.
3. Responses of client references.
4. Experience of the financial institution in establishing and maintaining similar accounts.
5. Net earnings
6. The sufficiency of financial resources and ability of the institution to perform the contract.
7. The reputation, stability, and longevity of the proposer.
8. The quality, availability, and adaptability of the services to the particular need required.

IX. Additional information:

1. Any questions relative to interpretation of specifications or the RFP process should be directed to the Qualified Purchasing Agent of the City.

Please direct inquires to:

Adrian O. Mapp
Finance Director & QPA
City of Orange Township
29 North Day Street
Orange, NJ 07050

X. Receipt of Proposal:

Two (2) sealed copies of the proposal submitted by your institution must be received at the **CITY'S PURCHASING OFFICE**, attention of Adrian O. Mapp, Qualified Purchasing Agent.

All proposals submitted shall be binding for ninety (90) calendar days following the above due date.

Proposals received by the City after the time specified will not be considered.

All information required by the RFP must be supplied to constitute a valid proposal.

The Qualified Purchasing Agent will review and evaluate all proposals submitted in response to the RFP. Based on the results of this evaluation, the QPA will make a recommendation to the City Administration. A contract will be executed upon governing body approval.

XI. Proposer's Warranty:

The person signing the proposal warrants that:

1. He or she is an officer of the organization.
2. He or she has been specifically authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.

EXHIBIT A – Page 1

BANKING SERVICES FEE PROPOSAL FORM
ESTIMATED MONTHLY COMPOSITE ANALYSIS

BANK: _____

These two pages must be completed and submitted with your proposal.

Signature: _____

Print Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Item	Monthly Volume	Unit Cost	Monthly Total
Monthly Maintenance Charge All Accounts			
Incoming Wire Transfers w/Phone Advice			
Outgoing Wire Transfers			
ACH Transactions			
Deposits Each			
Deposited Items			
Check Processing			
Stop Payments			
Full Account Reconciliation			
Re-deposited Items			
Deposited Item Charged Back			
Sweep Account Fee			
P/C Banking all charges			
Direct Deposit Fee			
*Charges for all Other Services as Required			
TOTAL MONTHLY COST			
**Rate of Interest on Checking Account			
Credit deposit within (business days)			

THIS PROPOSAL SHALL BE ACCOMPANIED BY A VALID "NOTIFICATION OF ELIGIBILITY" UNDER THE GOVERNMENTAL UNIT DEPOSIT PROTECTION ACT.

FAILURE TO COMPLY MAY BE CAUSE FOR REJECTION OF PROPOSAL.

*Attach additional sheet if required and detail other charges.

**Indicate method of determining the rate of interest and frequency of change in rate.

EXHIBIT A – Page 2

BANKING SERVICES FEE PROPOSAL FORM
ESTIMATED MONTHLY COMPOSITE ANALYSIS

Please use rates in effect for December 2012

1. Monthly Compensating Balance Requirements;

Standard Banking Services (offset page 10-1) _____

Payroll Processing Services _____

Total Monthly Compensating Balance Requirement _____

2. Interest Earning Potential on available Cash

Assumed amount of available cash * \$15,000,000.00

Less: Total Compensating Balance (line 1) _____

 Required Reserve Balance _____

 Float (check clearing) _____

Available Cash Subject to Interest _____

Interest Rate Applied to Available Cash _____%

3. Projected Monthly Interest Earnings _____

* This is an approximate figure for all accounts combined. The actual figure will vary somewhat up or down. In order that all proposals are standardized, please use this assumed figure.

Please add any services that may be provided but which will not be part of the evaluation process.

Revised Contract Language for BRC Compliance

Goods and Services Contracts (including purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements is available by calling (609) 292-9292.

Construction Contracts (including public works related purchase orders)

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that **knowingly** provide goods or perform services for a contractor fulfilling this contract:

- 1) the contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;
- 2) subcontractors through all tiers of a project must provide written notice to their subcontractors and suppliers to submit proof of business registration and subcontractors shall collect such proofs of business registration and maintain them on file;
- 3) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors and suppliers or attest that none was used; and,
- 4) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit, to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided or maintained under a contract with a contracting agency. Information on the law and its requirements are available by calling (609) 292-9292.

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 293
TRENTON, NJ 08646-0293

TAXPAYER NAME: _____ TRADE NAME: _____
TAXPAYER IDENTIFICATION#: _____ SEQUENCE NUMBER: _____
ADDRESS: _____ ISSUANCE DATE: _____
EFFECTIVE DATE: _____

FORM-BRC(08-01)

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: _____ SIGNATURE: _____

PRINT NAME: _____ TITLE: _____

DATE: _____

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

STOCKHOLDER DISCLOSURE CERTIFICATION
This Statement Shall Be Included with Bid Submission

Name of Business _____

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- | | | |
|---------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Name: _____ Name: _____

Home Address: _____ Home Address: _____

Subscribed and sworn before me this ____ day of _____, 2__.

(Notary Public)

My Commission expires:

(Affiant)

(Print name & title of affiant)

(Corporate Seal)

NON-COLLUSION AFFIDAVIT

State of New Jersey

County of _____

ss: _____

I, _____ residing in _____
(name of affiant) (name of municipality)

in the County of _____ and State of _____ of

full age, being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Orange Township relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to before me this day _____ of _____ 2_____

Signature

(Type or print name of affiant under signature)

Notary Public of

My commission expires: _____

(Seal)