

*City of Everett*  
**Request for Proposals**

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**RFP 2008-093**  
**Banking Services**

City of Everett  
3200 Cedar Street  
Everett WA 98201  
(425) 257-8800

City of Everett  
**REQUEST FOR PROPOSALS**  
Proposal 2008-093  
Banking Services  
Due Date: **September 30, 2008**

## **I. INTRODUCTION AND BACKGROUND**

### **A. Proposal Deadline**

Sealed proposals will be received by the **City of Everett, City Clerk, 1<sup>st</sup> Floor, 2930 Wetmore Avenue, Everett, Washington 98201 until 2:00 p.m., September 30, 2008**, for the provision of Banking Services.

### **B. General Information**

The City of Everett is a first-class charter municipal corporation. The City operates under an elected mayor and an elected seven-member City Council. The City's Finance Department is responsible for banking services, purchasing, accounts payable and accounts receivable, debt service, cash and investments, budget, records and financial reporting.

Proposers must comply with all applicable rules and regulations in the Revised Code of the State of Washington, the Washington Public Deposit Protection Commission, and PCI Security Standards. The City intends to contract in November 2008 with the financial institution whose proposal is deemed most advantageous to the City and begin receiving services as soon as practical. The contract is for a period of three years with the right to negotiate to extend for two additional three year terms. The services required and the estimated service volumes are identified in pre-formatted proposal forms provided on the attached compact disc.

### **C. Mandatory Qualifications**

Proposers must meet the qualifications described in this section.

#### **1. Location Within The City Limits**

Proposer must be a Federal or State of Washington chartered financial institution with branch banking facilities located within the city limits of the City of Everett. A branch within the central business district of the City of Everett is preferred. If the headquarters of the proposing financial institution is not located within the city limits, a branch of the financial institution located within the City must offer the full range of banking services required by this Request for Proposal (RFP).

#### **2. Qualified Public Depository**

The financial institution must be approved by the Washington Public Deposit Protection Commission as a qualified public depository. The successful proposer must continue to be approved as a qualified public depository for the duration of the Banking Services Contract.

#### **3. FDIC Insured**

The financial institution must be insured by the Federal Deposit Insurance Corporation (FDIC).

#### **4. Full Service Banking**

All proposers must be full-service financial institutions capable of providing the banking services identified in this Request for Proposals.

#### **5. Public Fund Protection Act Compliance**

The proposer must provide copies of all documents required by State law (Public Fund Protection Act of 1969, Chapter 193) as a part of the submittal to the City. The financial institution must meet or exceed the requirements of Public Fund Protection Act (RCW Chap. 39.58).

#### **D. Proposer Questions**

1. Upon release of this Request for Proposals (RFP), all communications concerning this acquisition must be directed to the RFP Coordinator listed below:

**Clark Langstraat, C.P.M.**  
City of Everett, Purchasing Manager  
3200 Cedar Street  
Everett WA 98201  
Phone: (425) 257-8901  
Fax: (425) 257-8864  
clangstraa@ci.everett.wa.us

Unauthorized contact regarding this RFP with other City of Everett employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Everett. Proposers should rely only on written statements issued by the RFP Coordinator.

2. All questions related to errors, conflicts or inadequate information in the RFP must be submitted in writing to the RFP Coordinator named above. Questions of this nature must be received a minimum of one week in advance of the scheduled deadline for receipt of proposals. A list of questions and answers will be provided only by request. Requests may be made to the RFP Coordinator.
3. The responsibility for determining and obtaining the full extent of all information needed to respond to the Request for Proposals (RFP) rests with the proposer. Submission of a proposal constitutes acceptance of the procedures, evaluation criteria, and other instruction of this RFP. Proposers are responsible for checking the City of Everett website for the issuance of any addenda prior to submitting a proposal. The website address is: <http://www.ci.everett.wa.us>.

#### **E. Preliminary Timeline**

- Request for Proposals Issued – August 28, 2008
- Proposals Due, Public Opening – 2:00 p.m., September 30, 2008
- Proposal evaluations completed – October 17, 2008
- Review by City Budget Committee – October 22, 2008
- Recommendation of Award by City Council – November 5, 2008
- Execute Contracts and Notice to Proceed – on or before November 30, 2008

The City reserves the right to change any or all of the dates above.

## **II. GENERAL CONDITIONS**

### **A. Proposal Response Date and Location**

The City Clerk must receive the firm's proposal, in its entirety, not later than 2:00 p.m., Pacific Time in Everett, Washington, on **September 30, 2008**. Proposals arriving after the deadline will be returned unopened to their senders. All proposals and accompanying documentation will become the property of the City of Everett and may not be returned.

Firms submitting proposals assume all risk related to the method of dispatch chosen. The City of Everett assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt. Late proposals will not be accepted nor will additional time be granted to any firm wishing to submit a proposal. Proposals may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

### **B. Waiver of Minor Administrative Irregularities**

The City of Everett reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

### **C. Single Response**

A single response to the RFP may be deemed a failure of competition, and in the best interest of the City of Everett, this RFP may be terminated and re-advertised.

### **D. Proposal Rejection**

The City of Everett reserves the right to reject any or all proposals at any time without penalty.

### **E. Withdrawal of Proposals**

Firms may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the firm must be submitted to the City Clerk. The firm may submit another proposal at any time up to the stipulated closing date and time. The City reserves the right to reject any and all proposals and waive any irregularities or informalities. No firm may withdraw or modify its proposal after the hour set for the opening thereof. The City further reserves the right to make the award as deemed in the best interest of the City. The right is reserved by the City to postpone the award for a period of forty-five (45) days after opening proposals.

### **F. Non-Endorsement**

As a result of the selection of a firm to supply equipment and/or services, the City is neither endorsing nor suggesting that the firm's equipment and/or services are the best or only solution. The firm agrees to make no reference to the City of Everett in any literature, promotional material, brochures, sales presentation or the like without prior express written consent from the City.

### **G. Proprietary Proposal Material**

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a firm's

proposal, the City will comply according to the Open Public Records Act, Chapter 42.17 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected firm has been given an opportunity to seek a court injunction against the requested disclosure.

#### **H. Response Property of the City Of Everett**

All materials submitted in response to this RFP become the property of the City. Selection or rejection of a proposal does not affect this right.

#### **I. Rejection of Proposals**

Only firm proposals will be accepted, and the City reserves the right to reject any or all proposals or waive any irregularities and informalities in the proposals submitted and accepted by the City. The City further reserves the right to make awards to the responsible offer or whose proposal is determined to be the most advantageous to the City of Everett. The issuance of this RFP does not compel the City to enter into a contract with any proposer.

#### **J. Cost of Preparing Proposals**

The City of Everett is not liable for any costs incurred by firms in the preparation and presentation of proposals in response to this RFP.

#### **K. Number of Proposal Copies Required**

Firms responding to this RFP are to **submit one (1) original and four (4) identical copies** of the complete proposal package. An electronic copy of the proposal in either Adobe Acrobat or Microsoft Office 2003 compatible formats must also be submitted.

#### **L. Errors in Proposal**

The City will not be liable for any errors in proposals. Firms will not be allowed to alter proposal documents after the deadline for proposal submission.

The City reserves the right to make corrections or amendments due to mathematical or typographical errors identified in proposals by the City or the firm. This type of correction or amendment will only be allowed for such errors as typographical, numerical transposition or any other reasonable and obvious errors. Firms are liable for all errors or omissions contained in their proposals.

When, after the opening and tabulation of proposals, a selected proposer claims error and requests to be relieved of award, he will be required to promptly present certified work sheets. The City will review the work sheets, and if the City is convinced, by clear and convincing evidence, that an honest, mathematically plausible error or critical omission of costs has been made, the proposer may be relieved of his proposal.

After opening and reading proposals, the City will check them for correctness of extensions of the prices per unit or subtotal and the total price. If a discrepancy exists between the price per unit or subtotal and the extended amount of any proposal item, the price per unit will control. The total of extensions, corrected where necessary, will be used by the City.

**M. Incorporation of RFP and Proposal in Agreement**

The RFP, including all attachments and addenda, and all promises, warranties, commitments and representations in the successful proposal shall be binding and shall become obligations of an agreement between the successful proposer and the City.

**N. Timely Execution of Agreement Required**

The successful firm must execute a Professional Services Agreement (PSA) with the City for the provision of scope of work subject to and incorporating the material terms of this RFP and successful proposal within fifteen (15) business days after receipt of the final form of the agreement. Failure to execute an agreement within the allotted time releases the City from any obligation and allows the City to select the next most advantageous proposal or call for new proposals without penalty.

**O. Legal Disputes**

In submitting a proposal, the proposer agrees that in the event of litigation concerning or arising out of the above-referenced agreement or this RFP, proposals in response to this RFP or related process, the sole venue of any legal action shall be Snohomish County Superior Court, and the laws governing the interpretation of the agreement, this RFP or related process shall be Washington Law.

**P. Indemnification**

In submitting a proposal, the proposer agrees to indemnify and hold the City harmless of all liability, risks, costs, claims, actions, suits, demands, losses expenses, injuries and damages of any kind arising directly or indirectly out of, or in connection with, the City’s handling of the RFP process, including, but not limited to, the rejection of any or all proposals.

**Q. City-Requesting Clarifications**

The City reserves the right to request clarification of information submitted and to request additional information from any proposer.

**R. Addenda**

Firms responding to this RFP are responsible for obtaining all addenda issued prior to submitting a proposal.

**S. Proposal Opening**

All proposals must be submitted to the City Clerk, 1<sup>st</sup> Floor, 2930 Wetmore Avenue, Everett, Washington 98201 no later than **2:00 p.m., Tuesday, September 30, 2008** and must be clearly marked:

**PROPOSAL FOR:  
BANKING SERVICES  
RFP NO. 2008-093**

At the appointed time proposals shall be opened and the names of the responding firms shall be read publicly. Cost amounts will not be revealed at the proposal opening.

### III. PROPOSAL REQUIREMENTS

#### A. Content and Format

Proposals are to be prepared on standard letter-size paper, printed single sided with font size not smaller than 11 point. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. **Special bindings, colored displays, promotional materials, etc are not desired.** Proposals in response to this RFP must be organized in the order specified below.

#### 1. Cover Letter and Forms.

- Signed by the proposer representative authorized to make contractual obligations
- Proposal Certification Form (attached blank)
- Cost Proposal Forms completed (compact disc)

#### 2. Table of Contents.

#### 3. Executive Summary

An overview of your proposal and summary statements associated with the key elements of the RFP. The purpose of the executive summary is to help the evaluation committee determine the proposal's distinguishing characteristics compared to other proposals.

#### 4. Proposal Forms

- **Proposers must complete the attached forms as presented.** Failure to use forms as provided may result in a proposal being rejected as non-responsive. All banking services or cost elements required by your bank should be identified in your proposal. Additional space is available at the end of each section to add information as necessary.
- **Do not leave any cost elements blank.** If your financial institution does not charge for a service that appears on the proposal form, enter a zero dollar amount.
- **Banking Services Proposal Form:** The Banking Services Proposal Form presents a list of services the City of Everett now uses as well as the average monthly unit counts experienced in 2007. If your bank requires certain cost elements or services not already listed, please add them in the space provided. Your proposal should reflect all costs associated with your banking service delivery. A glossary of terms is also provided.
- **Credit Card Proposal Form:** At this time, the City of Everett accepts only Visa and MasterCard. The Credit Card Fee Proposal Form presents a list of credit card transaction types, as defined by Visa and MasterCard. Corresponding to the transaction types are the City's actual transaction amounts, counts, and average tickets for the year 2007. It is the City's desire to understand the composition of proposed credit card fees. To that end, we have provided dedicated columns for interchange fees and association dues charged by Visa and MasterCard, and additional columns for all other bank fees. Space is provided under a separate section for monthly service fees based on number of merchant accounts. Additional space is provided for fees not already identified in the two previous sections. **The total fees charged should include all fees your bank would charge for this level and type of activity and number of merchant accounts.**

- Proposers should submit both a paper and electronic copy of Banking Services and Credit Card proposal forms.

## **5. No Proposal**

If a proposer cannot meet a service requirement, then the term “No Proposal” should be entered on the Proposal Form for that specific requirement. In the case of a “No Proposal” remark, the proposer may offer an equivalent alternative service. Failure to propose or offer an equivalent alternative service on all basic services will result in rejection of the proposal.

## **6. Other Required Information**

Required financial reports, customer list and documents shall be attached to the proposal. The proposal must include:

- Copy of the financial institution’s latest financial report.
- Name and address of legal entity submitting the proposal.
- Legal status of firm or organization, i.e., corporation, partnership, sole proprietorship.
- Description of proposing organization including but not limited to size, years of operation, areas of specialization, current credit rating and name of the rating service, and any other pertinent information. The purpose of this description is to help the evaluation committee formulate an opinion regarding the stability and financial strength of the proposer.
- Disclose any and all judgments, pending or expected litigation, or other real or potential financial reversals which might materially affect the viability or stability of the proposing organization, or warrant that no such condition is known to exist.
- Contract Performance – If the proposer has had a contract terminated during the past five years, all such incidents must be described. Submit full details of all terminations experienced by the proposer during the last five years including the terminating party’s name, address, and telephone number. Present the proposer’s position on the matter.
- If no such terminations for default have been experienced by the proposer in the past five years, the proposer must warrant such.
- Acknowledgement of ability to secure insurance amounts and types stipulated.
- A list of current and former clients in the Pacific Northwest and in particular those in close proximity to the City of Everett for whom you have provided similar services in the past five (5) years, including:
  - Name, address and phone number of client contact person.
  - Number of years of service with the client.
  - Brief description of the scope of work provided.

## **IV. BANKING SERVICES REQUIREMENTS**

Each proposer shall submit a comprehensive list of service prices by completing the service cost section of the RFP. This list will be considered all-inclusive. The prices shown on the list shall be incorporated into the agreement and will be effective for the duration of the Banking Services Contract.

### **A. Main Operating Account**

1. The City will require a normal demand deposit type account through which most deposits will be made, Treasurer's checks will be written, and ACH and wire transfer transactions will take place.
2. The City will require two separate zero-balance checking accounts (ZBA) for processing accounts payable and payroll checks. These "zero balance" accounts should be cleared against the main operating account. The City of Everett currently issues approximately 450 accounts payable checks per week and 1,200 payroll checks/ACH deposits every two weeks.
3. Deposits consist primarily of checks, with some currency, coin, credit card, ACH, and wire transactions.
4. Disbursements from the main account will be mainly through transfers to ZBA accounts, wire transfers, ACH transfers, and, occasionally, Treasurer's checks.
5. The daily net usable balance of funds after allowing for uncollected funds shall receive interest overnight.
6. Deposited checks returned for insufficient funds will automatically be resubmitted for collection.
7. Deposits accepted and/or received by 4:00 p.m. will be credited to the account on the same day.
8. The Financial institution will provide checks and deposit slips printed (MICR encoded) and endorsement stamps printed to the City's specifications.
9. The Financial institution will provide either pre-numbered plastic deposit bags or lockable bank bags as requested by the City.
10. The Financial institution will provide the City with electronic imaging of cancelled/processed checks.
11. The Financial institution will confirm deposits (on returned deposit slip), including the deposit amount composition (cash/checks).

### **B. Additional Checking Accounts**

The financial institution will furnish the City with additional checking accounts as needed. Such accounts will be provided with personalized and pre-numbered checks and deposit slips at no additional charge. Fees for these accounts will be included in the total account analysis, with earnings credit given for collected balances and itemized charges compensated for through collected balance or fee payment

through the primary demand deposit checking account. No charges will be made directly to any of these special accounts.

## **C. Automated Cash Management Services Via Internet**

### **1. Wire and ACH Transfers**

- The financial institution will provide the City with the ability to initiate wire and ACH transfers via on-line banking. The online banking platform will require secure, separation of duties for initiation and approval by City staff for all wire and ACH template creation and funds transfers.
- The banking institution will provide for instant wire transfer of funds and wireable securities to any financial institution using the interbank and Fed wire systems for investment purchases or sales and other transactions with commercial banks or brokerage houses, including the State Investment Pool.
- The financial institution will provide the ability to ascertain the status of both outgoing and incoming wire transfers and to initiate future dated wires via on-line banking.
- The City will receive credit for incoming wire transfers as of the date received by the financial institution.
- The financial institution will provide daily detailed report on all transactions.

### **2. ACH Direct Deposit**

The City pays a large portion of its employees via a direct deposit payroll program. This data will be transmitted to the financial institution via the Internet. The City pays its employees bi-weekly (every other Friday). The funds must be available to the employees at their respective banks at the time of opening on the date of payment.

### **3. Electronic Federal Tax Deposit System**

The financial institution will provide the ability for automatic withdrawal of payroll taxes by the Internal Revenue Service (IRS).

### **4. Online Banking**

The Financial institution will provide the City with access to Internet on-line banking, which, at a minimum, will include the following capabilities:

- Secure, dual administration (separation of duties) for initiating and approving user access, permissions, wire transfers, ACH transfers, template setups, etc.
- Future dated wire transfers and ACH transfers
- Ability to identify via on-line reporting, by numeric code or text, the originating location of deposits made by City departments
- Image viewing of deposit tickets
- Image viewing of canceled checks

- Image viewing of Positive Pay exception items
- Stop payments
- Funds transfers between accounts
- The City shall not be charged or penalized for an overdraft if it is the result of the account balance information not being available at the specified time.
- The financial institution will provide float information on all deposited items.

**D. Account Maintenance**

**1. Statements**

Monthly Statements showing the overall activity of the City’s account(s) will be provided. These reports shall include a monthly detailed analysis of the banking institution’s fees for operating the City’s account(s). Monthly statements and images of canceled checks (front and back) will be provided on CD-Rom or other mutually acceptable electronic format. The monthly statement will include the amount of interest paid or fees charged as a result of the daily funds balance.

An Annual Bank Analysis Statement will be provided following year-end (December 31) showing comparative data for the year by month and by major service cost category to be identified by the City. This information will be “actual” data and shall include columns for units processed and collected, and ledger balances. This report will be provided at no additional cost to the City.

**2. Resource Personnel**

The financial institution shall identify personnel in both the City of Everett branch and main office who are available during normal working hours to answer questions pertaining to transactions, requiring more detailed explanation. These personnel shall be familiar with the City’s account(s) and the Banking Services Contract.

**3. Credit/Debit Card Services**

The financial institution will provide the City with the ability to accept payment through the use of credit/debit cards and review transaction detail by location via the internet. The City currently accepts MasterCard and Visa cards at 21 of its locations, but may expand this service. The City will be credited daily for the gross amount of the bank card transactions. Any sales discount fee or percentage proposed will be billed at the end of each month as part of the activity charges.

**4. Overdraft Protection**

The financial institution shall provide the City with overdraft protection including daylight overdrafts. The financial institution will honor all demands upon the City’s account(s) including outgoing wire instructions by the City. In the proposal, the financial institution shall state the cost of providing the overdraft protection, including, if used, a benchmark on which the financial institution will determine the interest to be charged on overdrafts, and current rates.

**5. Other Required Services**

- Provide positive pay service.
- Provide statements to various auditors upon request.

- Provide a consolidated monthly account analysis within 10 days after the close of the month's activities.
- The City will provide armored car pick-up of all daily deposits to be delivered to the financial institution and deposited into the City's account(s).

**E. Compensating Balance and Earnings Allowances**

Collected Balances and Earnings Allowances: Describe your calculation of collected balances. Also describe the effective rate, method used and formula proposed to calculate the service charge credit or the earnings allowance on collected balances.

**F. New Service Charge Factors/Prices**

New service charge factors and their prices may be added or old factors deleted by mutual consent during the period covered by the agreement.

## IV. PROPOSAL EVALUATION PROCESS

### A. Selection Criteria

#### *Cost – 40 points*

The lowest cost proposal will receive forty (40) points. All other proposals will receive a proportionate amount of forty points based on the ratio of each proposal to the lowest proposal.

$$P = \left( \frac{C_l}{C_n} \right) \times 40$$

Where

P = points awarded out of a maximum possible forty (40)

C<sub>n</sub> = Cost of a Proposal (other than the lowest cost proposal)

C<sub>l</sub> = Cost of the Lowest Proposal

For example, if the lowest cost proposal is \$300,000, and another proposal costs \$400,000, the lowest cost proposal of \$300,000 would be awarded 40 points and the other proposal costing \$400,000 would be awarded 30 points.

$$30 = \left( \frac{\$300,000}{\$400,000} \right) \times 40$$

#### *Experience – 10 points*

Vendors must demonstrate an ability, knowledge, and background in successfully providing banking services to customers whose banking needs are similar to the City's. Experience in municipal banking services is preferred. Proposers will receive two (2) points for every year of municipal banking experience up to a maximum of ten (10) points.

#### *Branch in Central Business District (CBD) – 20 points*

Proposers will receive twenty (20) points for operating a full-service branch in Everett's CBD. The CBD is defined as Pacific to Everett Avenue and Hoyt to Lombard in downtown Everett.

#### *Customer Service Staff – 20 points*

Proposals will receive points for experienced customer service staff assigned or dedicated to the City's accounts as follows: An experienced (minimum of 5 years in public sector banking) dedicated account manager will receive eight (8) points and each back-up personnel, who will be familiar with the account and can fulfill the account manager function as needed, will receive four (4) points. A maximum of twenty points will be awarded in this category.

### ***Customer Satisfaction – 10 points***

Proposers will receive up to ten (10) points based on responses to City inquiries of existing/past customer's satisfaction with the proposer.

### ***Community Reinvestment and Involvement – 20 points***

The proposer's Community Reinvestment Act (12 U.S.C. §2901 et seq.) policies, performance, and ratings in the City of Everett, Small Business Administration lending and activities in the City of Everett, business lending and development in Everett, and other community involvement will receive up to twenty (20) points.

## **B. Proposer Responsibility**

When determining whether a proposer is responsible, or when evaluating a proposal, the following factors may be considered, any one of which will suffice to determine whether a proposer is responsible or the proposal is the most advantageous to the City:

1. The ability, capacity and skill of the proposer to perform the contract or provide the service required.
2. The character, integrity, reputation, judgment and experience of the proposer.
3. Whether the proposer can perform the contract within the time desired.
4. The quality of performance of similar contracts or services, including, but not limited to, the proposer's failure to perform satisfactorily or complete any written contract. The City's termination for default of a previous contract with a proposer shall be deemed to be such a failure.
5. The previous and existing compliance by the proposer with laws relating to the contract or services.
6. Evidence of collusion with any other proposer, in which case colluding proposers will be restricted from submitting further proposals on the subject project or future tenders.
7. The proposer is not qualified for the work or to the full extent of the proposal.
8. There is uncompleted work with the City or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect or prevent the prompt completion of the work proposed.
9. The proposer has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
10. The proposer has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Proposers shall affirmatively disclose to the City all such convictions, especially of management personnel or the proposer as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award or execution of the contract.

11. There is evidence that the proposer will be unable, financially or otherwise, to perform the work.
12. At the time of proposal opening, the proposer is not authorized to do business in Washington, or otherwise lacks a necessary license, registration or permit.
13. Such other information as may be secured having a bearing on the decision to award the contract.
14. Any other reason deemed proper by the City.

City of Everett  
**REQUEST FOR PROPOSALS**  
Proposal 2008-093  
Banking Services  
CERTIFICATION FORM

Proposers must return the following certification with their proposals.

With my signature, I certify the following:

1. I am authorized to commit my firm to this Proposal and that the information herein is valid for 45 days from this date.
2. That all information presented herein is accurate and complete and that the scope of work can be performed as presented in this proposal upon the City's request.
3. That I have had an opportunity to ask questions regarding this RFP and that those questions have been answered.
4. That I understand that any material omission of required forms or information may result in rejection of this proposal as non-responsive.
5. That this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this proposal, and is in all respects fair and without collusion or fraud.

Proposer Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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

**SUBMITTALS**

*Submittal 1: BASIC COST ALLOCATIONS*

**Financial Institution Name:**

**BASIC SERVICE COST ALLOCATIONS**

We agree to furnish the required services identified in the attached form to be used in computing a required monthly compensating balance:

**B. COMPENSATING BALANCE AND INTEREST RATE CALCULATIONS**

Required compensating balance \$\_\_\_\_\_

***Submittal 2: BASIC SERVICES SCHEDULE***

**Financial Institution Name:**

**BASIC SERVICES SCHEDULES**

We agree to furnish the following account maintenance information at the time specified below. We understand that the times are general standards established by the City of Everett Chief Financial Officer and that any other time may be proposed for furnishing the information.

<b><u>SERVICE</u></b>	<b><u>DESIRED STANDARDS</u></b>	<b><u>PROPOSED</u></b>
Daily Account Balance Reporting	8.00 a.m. next banking day	
Monthly	Provide statements five banking days after month end	
Account(s) Analysis	Ten banking days after month end	

*Submittal Section 3: BASIC SERVICES SCHEDULE*

*Also attach to this page or the package, the requested financial reports and documentation as listed below.*

**Financial Institution Name:**

Debra Bryant  
Chief Administrative Asst-Chief Financial Officer  
City of Everett  
2930 Wetmore Ave  
Everett, WA 98201

Dear Ms Bryant:

We have read the Request for Proposal (RFP) for Banking Services and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to fulfill the requirements thereto. We understand that our ability to meet the criteria and provide the required services shall be reviewed by the City of Everett Finance Department, which will develop a recommendation for City Council's consideration regarding the selection of the most advantageous banking services proposal.

We have attached the following:

1. Audited Annual Financial report for the past fiscal year.
2. Financial institution availability schedule.
3. Information for on-line balance reporting
4. Listing of clients (with contact information) similar in size and need to the City of Everett's size and banking needs, including, but not limited to, public entity clients.
5. Information regarding the proposer's current and/or most recent Community Reinvestment Act policies, procedures and ratings with respect to the City of Everett and other community involvement.
6. Copy of latest Public Depository Liability Report as submitted to the Public Deposit Protection Commission.

It is understood the above information will be used as evidence of our ability to meet the capital structure requirements necessary to service this account.

It is further understood that all information included in, attached to, or required by this RFP shall become public record upon delivery to the City.

The undersigned certifies that the completion of the Proposal is a binding commitment to provide the banking services requested as proposed herein.

Financial institution: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

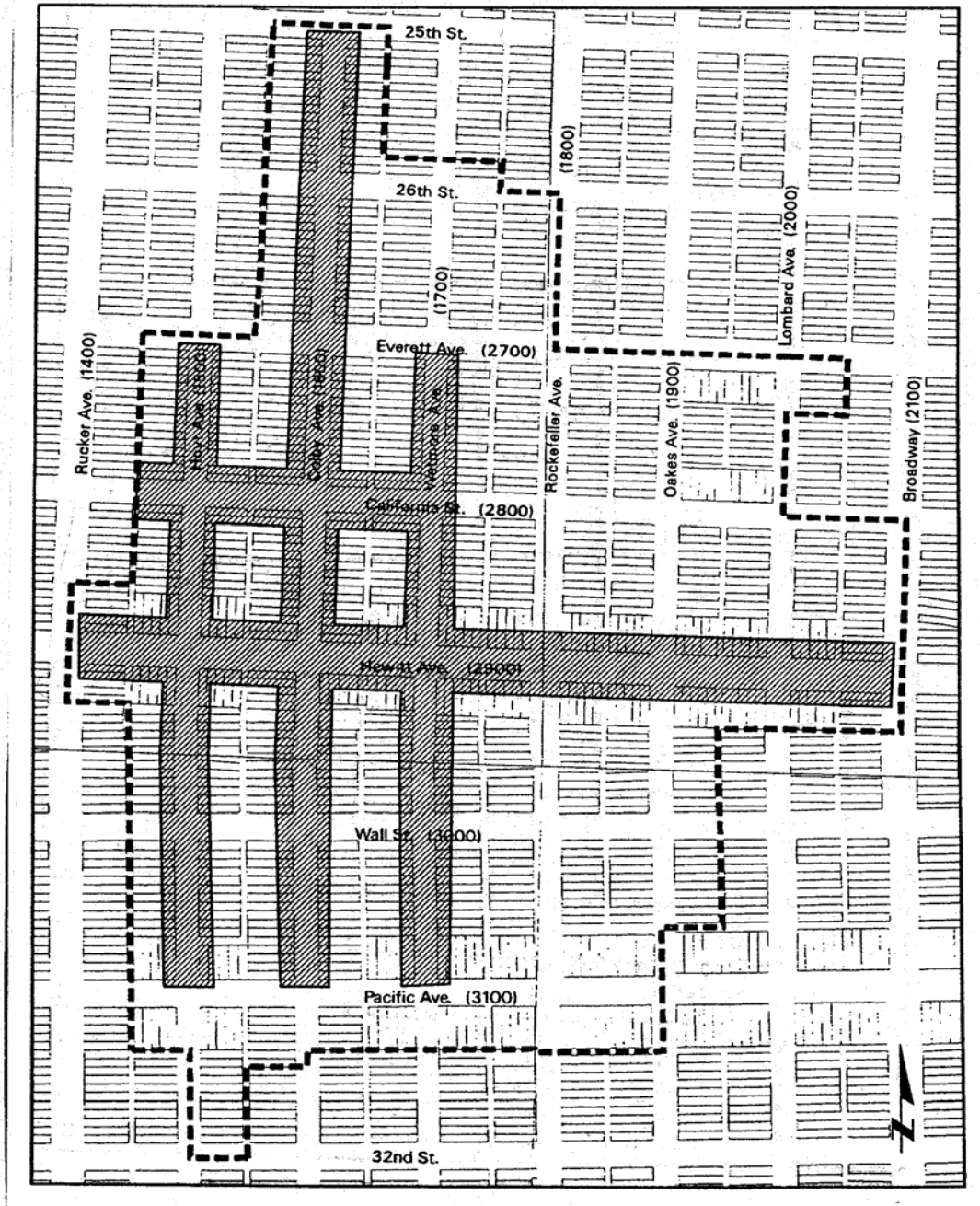
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

# MAP OF CENTRAL BUSINESS DISTRICT

## MAP NO. 22-2: Pedestrian Oriented Street Frontage

Scale: 1 inch = 400 feet







## BANKING SERVICES GLOSSARY

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INDEX	SERVICE DESCRIPTION	DEFINITION
1	ACCOUNT MAINTENANCE	The per account monthly service charge for maintaining an analyzed account.
2	ACH BLOCKS/FILTERS MAINT	Charge to maintain electronic payment authorization information on the ACH system. Charge is per account.
3	ACH CREDIT RECEIVED ITEM(E)	Per item fee to receive an ACH credit item which was originated by another bank or Proposer Bank account holder.
4	ACH DEBIT RECEIVED ITEM(E)	Per item fee to receive an ACH debit item which was originated by another bank or Proposer Bank account holder.
5	ACH INPUT-TRANSMISSION(W)	Per file fee to process ACH direct deposit entries that were delivered to Proposer Bank via a direct transmission.
6	ACH LV OFF-US ITEMS(E)	Per item fee to originate an ACH item which is destined for a corporate account holder at another financial institution.
7	ACH LV ON-US ITEMS(E)	Per item fee to originate an ACH item which is destined for another Proposer Bank account holder.
8	ACH LV-MONTHLY MAINTENANCE	Monthly fee to maintain a company ID on the ACH system.
9	ACH MONTHLY MAINTENANCE(W)	Monthly fee to maintain a company ID on the ACH system to originate consumer debit entries via Proposer Bank Online ACH.
10	ACH NOTIF OF CHANGE (NOC)	Per item fee for an ACH notification of Change (NOC) item sent by the receiver's financial institution to notify the originator that the information on an ACH transaction is erroneous or has become outdated.
11	ACH ORIGINATED ADDENDA(W)	Per item fee to originate an addenda record accompanying an ACH cash concentration item. An addenda record is an optional ACH record type that can carry supplemental data needed to completely identify an account holder or provide additional information.C179
12	ACH RETURN ITEM	Per item fee for an ACH direct deposit item which is returned because it cannot be posted.
13	ACH STANDARD RPTS-ELECTRONIC	Per report charge for ACH reports that are delivered to the client via Direct or as an electronic file. Standard reports include the 'Return Item Report' (ACH 054), 'Requested Deletes and Reversals Report' (ACH 220) and the 'Reversal Entry Detail List' (ACH 210).
14	BANKING CENTER DEPOSIT	The fee for presenting a deposit to a teller in a banking center for credit to the account and immediate verification of the cash portion of the deposit. This fee is applied per deposit.
15	BOOK CREDIT	The per wire charge to process a transfer received from a customer's account to another Proposer Bank account.
16	CD ROM DISK	Per CD fee for each CD ROM disk created
17	CD ROM MAINTENANCE	CD-Rom monthly maintenance.
18	CD ROM PER IMAGE	Per item fee for CD-Rom.

19	CHANGE ORDER BKG CTR	The fee for receiving and processing a request for coin and/or currency in a banking center or Automated Business Center. The fee is applied per each change order processed.
20	CHECK PRINTING/SUPPLIES	Charge for printed checks ordered by the client through Proposer Bank.
21	CKS DEP ALL OTHER	Transactional charge for processing deposited checks drawn on non-local Federal Reserve District banks. The default tier for any items not assigned to a select price tier.
22	CKS DEP BOFA CLRNGS	Transactional charge for processing local deposited checks drawn on banks which have a direct send relationship from another Proposer Bank capture location.
23	CKS DEP LOCAL CLEARINGS	Transactional charge for processing checks drawn on local clearinghouse member banks.
24	CKS DEP ON BANK	Transactional charge for processing checks drawn on Proposer Bank.
25	CKS DEP OTHER IN DIST	Transactional charge for processing deposited checks drawn on non-local banks in the same Federal Reserve District as the capture site of deposit.
26	CKS DEP PREM ENDPOINT	Transactional charge for processing deposited checks drawn on banks with an extended deadline which have a direct send relationship with the bank of deposit.
27	CKS DEPOSITED FOREIGN ITEMS	Deposit items drawn on a foreign bank charged per item
28	COIN DEPOSIT-NON STD BAG-VLT	The fee to deposit bags of loose coin in less than Federal Reserve standard amounts or mixed denomination delivered directly to a cash vault. This fee is applied per bag in addition to per \$100 charge.
29	COIN SUPP/ROLL-BOX BKG CTR	The fee for supplying a standard box of rolled coin from a banking center. A standard box may contain 25 or 50 rolls, depending on denomination requested. The fee is applied per roll contained in box(es) requested.
30	CONSUMER OFF US CREDITS(W)	Per item fee to originate an ACH direct deposit item which is destined for an account holder at another financial institution.
31	CONSUMER ON US CREDITS(W)	Per item fee to originate an ACH direct deposit item which is destined for another Proposer Bank account holder.
32	CREDITS POSTED-ELECTRONIC	per item charge associated with the posting of a miscellaneous electronic credit item against a depositor's account
33	CREDITS POSTED-OTHER	Charge associated with the posting of non-electronic credits to a DDA account (including check deposits, cash deposits, service chargeable credit memos, etc.)
34	CURR/COIN DEP/\$100-BKG CTR	The fee for counting the cash portion of a deposit made in a banking center. Credit is passed to client's account at the time of processing the deposit for the exact amount of the cash counted. This is known as immediate verification. This fee is applied to each \$100 of cash deposited
35	CURR/COIN DEP/\$100-VLT	The fee for processing the cash portion of a deposit delivered directly to cash vault by client's armored carrier. The fee is applied to each \$100 of cash

		deposited.
36	CURRENCY SUPP/\$100-BKG CTR	The fee for providing currency requested from the banking center or Automated Business Center . The fee is applied to each \$100 requested.
37	CUST MAINT TEMPLATE STORAGE	The per template charge for repetitive wire templates that are maintained by customers and stored on Proposer Bank systems.
38	DEBITS POSTED-ELECTRONIC	per item charge associated with the posting of a miscellaneous electronic debit item against a depositor's account
39	DEBITS POSTED-OTHER	Fee to post paper debit transactions with the exception of checks paid.
40	DEPOSIT CORRECTION-CASH	The fee for a discrepancy found between client's declared amount of cash deposited and the amount actually verified by bank. Charge applies to all cash vault and banking center deposits. An adjustment may be in the form of a debit or credit. Clients are notified of the deposit correction within 24 hrs of verification. This fee is applied per deposit requiring adjustment.
41	DEPOSIT CORRECTION-NON-CASH	Charge for processing a debit or credit adjustment to an account resulting from an inaccurate check amount recorded on a deposit slip.
42	DEPOSIT SUPPLIES	The fee for supplies purchased from the bank (i.e. currency straps, coin envelopes, and coin bag tags).
43	DIRECT ACCOUNT TRANSFER	Charge to initiate a transfer between two Proposer Bank accounts for the same client. online banking
44	DIRECT CURRENT DAY MAINT	A monthly maintenance fee charged for access to current day information through online banking.
45	DIRECT CURRENT DAY STD ITEM	A per item charge for each current day transaction detail available to view through online banking. Transactions are items such as wire transfers or an ACH transaction.
46	DIRECT PER ACCOUNT FEE	A monthly charge for each account set up to receive information through online banking.
47	DIRECT PREVIOUS DAY EXT ITEM	A per item charge for each previous day transaction detail available to view through online banking. Transactions are items such as wire transfer, a check, or a deposit. They are stored for twenty-five (25) business days per request from the client.
48	DIRECT PREVIOUS DAY MAINT	A monthly maintenance fee charged for access to previous day information through online banking.
49	DIRECT WIRE MAINTENANCE FEE	Monthly maintenance fee charged per online banking billing ID for clients utilizing the Payments Initiation Service.
50	ELEC WIRE OUT-BOOK DB	The per wire debit fee for an outgoing, electronically initiated wire being sent to another account held at Proposer Bank.
51	ELEC WIRE OUT-DOMESTIC	The per wire charge for an outgoing, electronically initiated, domestic wire being sent to a beneficiary at a bank in the U.S.
52	ENCODING SURCHARGE	Transactional charge for MICR encoding checks.

53	FDIC ASSESSMENT	Quarterly charge for insuring demand deposit with the Federal Deposit Insurance Corporation (FDIC).
54	FULL RECON INPUT ITEM TRANS	The per item charge for each check issue submitted via transmission.
55	GCS TRANSACTION HISTORY	A per call fee for Client Services to provide information on an individual transaction.
56	GENERAL CHECKS PAID TRUNCATED	General disbursement per item fee for truncated checks.
57	GENERAL CKS PAID-NOT TRUNCATED	General disbursement per item fee to process checks against a Controlled Disbursement account
58	IMAGE RETRIEVAL BA DIRECT	A per item charge for each time a user views an image on online banking.
59	INCOMING DOMESTIC WIRE	The per wire charge to receive a Fed wire transfer that was sent from another US bank.
60	OVERDRAWN ITEMS PAID/RETURNED	Charge for overdrawn exceptions (items that are automatically paid due to special features activated on the account, such as the Overdraft Matrix Allowance or Book Overdraft Limit).
61	PARTIAL MAINT	Per reconciliation charge for providing a partial reconciliation in which the Proposer Bank provides the client with paid data on a variety of output media.
62	PARTIAL RECON OUTPUT FILE-TRAN	The per file charge for providing an output file for an account with partial reconciliation services via transmission.
63	PARTIAL RECON OUTPUT ITEM TRAN	The per item charge for providing a partial reconciliation account that also receives an output transmission.
64	PARTIAL RECON OUTPUT ITEM-RPT	The per item charge for providing a partial reconciliation account.
65	POSITIVE PAY IMAGE REQUESTED - DIRECT	The Positive Pay per item charge for each image viewed on online banking.
66	RETURNS-CHARGEBACK	Per item charge for a deposited check which is returned by the payer bank and debited back to the depositor's account.
67	RETURNS-RECLEAR	The charge for redepositing an item which has been returned by the payer bank to the depositor's account. A per item charge.
68	RETURNS-STORE PROCESSING	Items are reported on advices broken down by individual store numbers and are reporting to a single account.
69	STOP PAY AUTOMATED>12 MONTHS	Stop payment requests placed on online banking with a duration beyond 1 calendar year.
70	STOP PAY MANUAL<=12 MONTHS	Charge for issuing an order by telephone, fax, or other manual means to stop an item from posting to an account.
71	VAULT DEPOSIT	The fee for processing a deposit delivered to cash vaults by the client's contracted armored carrier. These deposits are processed before daily deposit cut-off deadlines to obtain same day credit. This is fee also applies to deposits made in Automated Business Centers (ABC) and safe drop deposit facilities located in certain banking centers which are delivered directly to cash vault. The fee is applied per deposit processed.

72	WIRE ADVICE-MAIL	The per mail advice charge for a notification by mail of a wire transfer debiting and/or crediting their account.
73	ZBA MASTER ACCOUNT MAINT	Monthly charge associated with maintaining a master account which is used for funding the ZBA subsidiary accounts.
74	ZBA SUBSIDIARY ACCOUNT MAINT	Charge associated with maintaining a Zero Balance Account. ZBA's are designed for companies that require separate accounts for specific cash receipts and disbursements, or for special account arrangements. Electronically linked to a master account & maintains a zero balance.