



RFP Title	Banking Services RFP-2024-9-9
RFP Release Date	July 29, 2024
Deadline for Questions	August 7, 2024
RFP Due Date & Time	August 19, 2024 @ 2:00 pm
RFP Opening Date & Time	August 19, 2024 @ 2:01 pm
Evaluations of Bids by Town Council	September 9, 2024 @ 10:00 am
Point of Contact for Questions	Joni Payne jpayne@interlachen-fl.gov
Bid Proposal Delivery Instructions	Proposals must be in a sealed envelope clearly marked “Banking Servies RFP-2024-9-9” and delivered or mailed to: Town of Interlachen 311 Atlantic Avenue Interlachen, FL 32148

Table of Contents

General Information3
Scope of Banking Services.....4
Bidding Instructions.....8
Proposal Evaluation12
Other Attachments.....14

Section I General Information

1.0 Purpose

The purpose of this Request for Proposal (RFP) is to help the Town of Interlachen (hereinafter referred to as the “TOWN”) determine the highest qualified and most cost-effective banking institution (hereinafter referred to as “RESPONDENT” or “BANK(S)”) to provide the required banking services. The intent of this proposal process is to select one bank to provide the banking services as specified in this proposal document.

1.1 Qualifications

All proposers must be qualified public depositories as defined in Chapter 280, Florida Statutes. A copy of the Certificate of Qualification issued by the Office of the State Treasurer must be included in the proposal. All proposers must abide by all laws of collateral requirements necessary for public funds. In addition, the BANK must be a member of, or have direct access to, the services provided by the Federal Reserve System. The selected BANK will be required to maintain these minimum qualifications during the full term of the banking contract. Only those BANKS certified as public depositories by the State Treasurer under the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes, will be considered.

1.2 General Terms and Conditions

1.3 Public Entity Crimes

287.133. Public entity crime; denial or revocation of the right to transact business with public entities:

(2)(a) A person or affiliate who has been placed on the convicted vendor list following a Conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1.4 Discrimination

287.134. Discrimination; denial or revocation of the right to transact business with public entities:

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract or provide goods and services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with a public entity.

Section II Scope of Services

2.0 Background

The Town of Interlachen is a municipality in Putnam County, Florida, serving a population of approximately fourteen hundred (1,400) citizens, with an estimated annual operating budget of approximately nine million five hundred dollars (\$9,500,000). The TOWN invites commercial banking institutions with home offices or branch facilities within the Town of Interlachen and Putnam County, who possess the capability and expertise to provide general banking services to the TOWN, to submit proposals for the provision of those services according to the requirements outlined in this Request for Proposals ("RFP"). A detailed Scope of Services follows.

2.1 Financial Activity

Summary of TOWN's Bank Accounts:

Accounts (as of this date)

- 2 non-interest-bearing checking accounts
- 4 interest-bearing checking accounts
- 1 interest-bearing savings account
- 4 investment CDs (Not to be included in this RFP – we may revisit at renewal time)

2.2 Banking Transactions - average

Average	General	CDBG*	BPP*	WEF	WEF-Deposits	WEF-Sav	CEF
Deposits & Credits	29	0**	3	19	4	1	3
Checks & Debits	123	0	2	2	2	0	1
Avg Balance	3,651,145	225	856,626	459,398	26,073	331,461	216,909

*Noninterest Bearing Accts

**CDBG account is used for grant activity only

2.3 Current Systems for Accounts Payable & Payroll

The TOWN issues weekly checks for payroll and accounts payable, two signatures are required. The TOWN has two credit cards through the current bank, with \$5,000.00 limits for smaller purchases.

Business Activity

The TOWN receives income via EFT, Cash, Check, or Money Order through the General Fund, Water Enterprise Fund, and/or the Cemetery Enterprise Fund. The TOWN does not have a system in place to accept credit/debit card payments. The TOWN does not have a system in place for online bill pay for utility payments.

2.4 Scope of Banking Services

- (1) The banking institution will establish one (1) savings account, two (2) non-interest-bearing, four (4) interest-bearing checking accounts in the name of Town of Interlachen. Deposits and withdrawals are to be posted in a timely manner.
- (2) It is the TOWN’s objective to earn interest on all monies on deposit (not including two non-interest-bearing accounts). Please submit any and all options to accomplish this objective.
- (3) The Bank shall provide Designated Personnel to handle the accounts of the TOWN, i.e., assigned contact people who are dedicated to the TOWN’s account whom TOWN personnel can contact on an as-needed-basis. One individual will be designated as the primary contact or “Account Manager.”
- (4) The banking institution will provide internet banking for TOWN to make wire transfers, in-house transfers, stop payments, and produce searchable, viewable, and printable front and back of cancelled checks and account inquiries, preferably available in real-

time on-line. The Respondent should provide details on these and other available internet services. These on-line banking services to be available for all accounts twenty-four hours a day, seven days a week. The Respondent may be asked to demonstrate their on-line banking services as part of the selection process.

- (5) The Respondent should be able to disburse funds via repetitive and non-repetitive ACH, wire transfers, or other electronic payments from an on-line system. The TOWN will have the ability to transfer funds between any of its accounts without applicable fees or charges. These on-line banking services must be available for all accounts twenty-four hours a day seven days a week and must equal or exceed the safety, security and encryption standards established by the information and technology industry and approved by the banking industry.
- (6) The BANK shall ensure that authorized TOWN personnel, who may or may not also be listed as Authorized Signers on the accounts, are able to access bank information, including but not limited to account balances and/or account numbers via telephone or in person. Please provide specific details for this process.
- (7) The Respondent must provide automated on-line balance reporting services for all accounts.
- (8) All checks deposited shall be considered collected funds on the day of deposit and be immediately available with no hold on funds.
- (9) The Respondent shall not charge for any miscellaneous charges on any of the TOWN's bank accounts.
- (10) The Respondent shall be readily accessible to the TOWN to coordinate the TOWN's banking needs in the event of a critical incident (e.g., hurricane).
- (11) The Respondent will provide a multi-layer cyber security strategy for protecting on-line banking services.
- (12) The banking institution must also verify with the TOWN's representative prior to payment, any stale-dated check submitted to the banking institution on a date exceeding six months from the issuance date listed on the check.
- (13) Monthly statements will include the following:
 - (a) Beginning/ ending balances.
 - (b) Daily balances.
 - (c) Check number, date paid, and amount paid. (in check number sequence).

- (d) Cancelled checks in check number sequence.
 - (e) Credits and miscellaneous debits listed separately from cancelled checks including wires and transfers.
 - (f) Monthly statements must be for a full calendar month and reflect all debit and credit activity arranged by date.
 - (g) Statements delivered electronically within three (3) working days from statement date. Please submit a sample copy of the statement and its format with your proposal.
 - (h) The bank will return all debit and credit memos in date order, on a daily basis.
- (14) The banking institution will automatically redeposit all returned items a second time before being returned to the TOWN and notify the TOWN's representative, either electronically or manually, of all items that do not clear after being re-deposited.
- (15) The banking institution must have the capability to accept stop payment orders of checks via telephone or on-line by authorized TOWN personnel.
- (16) The banking institution will provide TOWN with varying levels of bank account reconciliation services, and requirements for providing said services.
- (17) The banking institution will provide the TOWN with varying levels of check protection services and requirements for providing said services.
- (18) The banking institution may provide TOWN with the supply of deposit slips required for all accounts at no cost. Deposit slips shall be printed in duplicate.
- (19) The banking institution may provide tamper-proof disposal deposit bags, as requested, endorsement stamps, and coin wrappers at no cost.
- (20) The banking institution will have and maintain sufficient staff to support the requirements contained in this document on a continuing basis without interruption of services. Severe or repeated breakdown of services for this reason will be cause for cancellation of the contract.
- (21) No bank fees or charges for services shall be charged or debited to any TOWN financial account in accordance with Florida Law.

- (22) A listing of all banking locations in Putnam County and their respective hours of operation must be provided.

2.4 Optional Services:

The TOWN management is open to different services available and requests the BANK in its response to provide options available. BANKS should indicate their ability to provide the service, any fees associated, detailed information related to the service (e.g. equipment or software needed), and best practices for use of said service. Such services may include but are not limited to:

- Scanners for Electronic Deposits
- ACH transactions for accounts payable
- Positive Pay
- Purchase Card
- Credit Card Processing
- Direct Deposit for Payroll

If required, the selected BANK will work with TOWN's IT staff and authorized consultants to create the needed electronic interfaces between the Bank's treasury management system and the TOWN's accounting system.

Section III Bid Instructions

3.0 Pre-Proposal Contact

The TOWN'S point of contact for all matters relating to this RFP is Town Clerk, Joni Payne. Any pre-proposal contact between the BANK(S) and the TOWN must be submitted via email to Joni Payne at jpayne@interlachen-fl.gov.

No correspondence or information will be transmitted via phone, in person, or by mail. Please include "Banking Services RFP-2024-9-9" in the subject line of your email.

The last day to submit questions will be 5:00 p.m. EST on Thursday, August 8, 2024. Emails received after the cutoff will not be answered.

Potential bidders to this solicitation, including person(s) acting on their behalf, may not contact, between the release of the solicitation and the end of the 72-hour period following the TOWN OF INTERLACHEN posting the notice of intended award, any employee, officer, or agent of the TOWN concerning any aspect of this solicitation, except in writing (as outlined above) to the Town Clerk, Joni

Payne, or as provided in the solicitation documents. Violations of this provision may be grounds for rejecting a response. Please note that the 72-hour period following the TOWN'S notice of intended award will be increased by any weekend, holiday, or business closure falling within this window.

3.1 Procedural Requirements

Proposals and all related correspondence must be signed, sealed, and delivered to the Town of Interlachen, 311 Atlantic Avenue, Interlachen, FL 32148, Attn: Joni Payne, by 2:00pm EST on Monday, August 19, 2024. Proposals will be opened and recorded at 2:01pm EST in the council chambers at the Town Office. The outside of the envelope should be clearly marked: "PROPOSAL FOR BANKING SERVICES RFT-2024-9-9".

Submissions must include Ten (10) bound copies and One (1) electronic version (via flash drive) of the Proposal.

The TOWN kindly requests that the enclosed "NO PROPOSAL" form be completed and mailed by any BANK declining to submit a Proposal for banking services.

3.2 Addenda

If revisions become necessary, the TOWN will provide written addenda through the TOWN website www.interlachen-fl.gov, at least five (5) working days prior to the opening date. It is the sole responsibility of the proposer to ensure it is received.

If addenda are issued, please acknowledge on Attachment **A** that you have received any addenda.

3.3 Submission Requirements

Respondents must include the following sections in their response, referencing the same numbering system as used in this section. The information provided should address the specific response items and be informative and concise. Proposals that do not follow the package format will be deemed non-responsive and excluded from consideration.

For each RFP question, please restate the question before your response. If printed matter is supplied as supplemental information, please make sure that the supplemental information is appropriately marked with the corresponding section number to which it applies. All questions and statements must be answered in the order asked.

3.4 Proposal Submittal Package Format

3.4.1 Proposal Cover Sheet

(Attachment A)

3.4.2 Tab #1 - Table of Contents

Include a clear identification of the material by section and by page number.

3.4.3 Tab #2 - Letter of Transmittal

- Limit to no more than two pages.
- Briefly state the BANKS understanding of the services to be provided.
- Give the names of the people authorized to make presentations for the BANK, their titles, email addresses, and phone numbers.
- Provide an official signature of a Corporate Officer certifying the contents of the BANK's responses to the TOWN's Request for Proposal.
- State if the BANK is chartered to do business in the State of Florida as a public depository.

3.4.4 Tab # 3 – Qualifications and Experience

The purpose of this section is to demonstrate the qualifications, competence, and capacity of the BANK to provide the requested banking services.

- Provide a copy of the Certificate of Qualification issued by the Office of the State Treasurer
- Indicate the BANKS's background in providing banking services to governmental entities.
- Identify the member(s) of the banking institution who will have primary responsibilities for the contract with the TOWN. For each key personnel, identify their education, qualifications, experience servicing government entities, tasks, duties, and responsibilities, and/or areas of expertise along with business location, telephone numbers, and email addresses.
- Provide a listing of at least three comparable client references (preferably governmental agencies) who are using the BANK's services (i.e., client name, address, contact person, telephone number, and email address of contact person).
- Specify the number of years in the business (for BANK)

3.4.5 Tab # 4 - Transition Schedule (For New Proposer's Only; Incumbent Do Not Address Tab #4, Move to Tab #5)

This refers to the proposed detailed project schedule and the BANK's ability to meet the TOWN's transition schedule to begin providing all required services.

- Detail the steps you propose are necessary to do a speedy transition.
- Submit an estimated timeline for each step and a total timeline.
- Detail the BANK's responsibilities and the TOWN's responsibilities for the process.
- Identify BANK personnel responsible for the transition period and confirm commitment to keep said personnel until transitioning is complete.

3.4.6 Tab #5 - Current Bank ONLY – Proposed Improvements/Enhancements

- What areas of the TOWN's process can you recommend procedures to improve/streamline the process?
- How would you implement the process?
- What enhancements can your bank offer above the services currently provided?
- If any issues have been identified by TOWN management, what steps will be taken to resolve concerns?

3.4.7 Tab #6 - Financial Information

- Certificate of Qualification by the Office of the State Treasurer
- Verification that the BANK is a member of or has direct access to the Federal Reserve System.
- A summary of the BANK's financial resources (including the latest two years of audited financial statements and annual reports).

3.4.8 Tab #7 – Cost of Services and Interest Rates

The BANK shall detail the costs of requested services and supplies. Also, the BANK should list other services that are available and their cost by adding those services and costs to the fee schedule. In addition, the BANK's interest rate and their ability to offer interest checking shall be identified. The proposed earnings rate on overnight cash balances, checking and money market accounts shall also be included for evaluation.

3.4.9 Tab #8 – Required Forms

- No Response Form – Attachment B (if applicable)
- Nondiscrimination and Public Crimes Statement – Attachment C

Section IV Proposal Evaluation

4.0 Selection Procedure

The Town Council will be responsible for evaluating and assigning scores to each proposer's response based on the specific evaluation criteria established for the proposal. Based on the number of proposals received, the Town Council shall assign an initial score with the intent of short-listing proposers who may be asked to provide an oral presentation to the Council.

The Town Council may also, at its sole discretion, request additional or clarifying information (through the Town Clerk) from any responder. The Town Council may expressly request such information to remedy any incomplete response but will not be obligated to do so. Failure to provide the information could result in the rejection of the responder's proposal. The occurrence or absence of such a request shall not be cause for objection by any responder.

All Proposers are advised that in the event of receipt of an adequate number of Proposals which in the opinion of the Town Council require no clarification and/or supplementary information, such Proposals may be evaluated without presentations and interviews. Hence, proposals should be initially submitted on the most complete and favorable terms which Proposers are capable of offering to the TOWN.

4.1 REJECTION CRITERIA

Submittals shall be rejected as non-responsive if any of the following criteria exist (this list is not all-inclusive):

- All questions, instructions, and forms in the Proposal package have not been properly completed so as to not be able to render an evaluation.
- The RFP response is found to have concealed or contained false and/or misleading information.
- The TOWN did not receive the RFP package prior to the submittal deadline.
- Your firm is not licensed with the Florida Secretary of State to do business in Florida. **You must submit a State of Florida Certificate of Status for your firm.**
- The Proposal package signature page is not properly executed.
- Proof is not included that the bank is certified as a State of Florida Approved Public Depository pursuant to Chapter 280, F.S.

4.2 WAIVERS

The TOWN in its sole discretion, reserves the right to reject any and all proposals, accept any Proposal packages or any combination of proposals or waive any minor irregularity or technicality in proposals received and may, at its sole discretion, request a re-proposal, when in its sole judgment, it will best serve public interest.

4.3 EVALUATION

The Town Council shall evaluate the proposals, rank the BANKS, and select the top ranked BANKS for oral presentations.

The Proposals shall be evaluated as follows:

Criteria	Max Points
Qualifications/Experience of Proposed “Account Manager”	15
Scope of Services Provided Relative to TOWN’s Needs	20
RFP Submission Requirements	20
Proposal Pricing (cost of services & investment earnings rate)	30
References	15
MAXIMUM POINTS	100 POINTS

4.4 TIE BREAKER

In the event of a tie the following process will take place:

- The mayor’s scores will be computed with members of the Council. (Typically, the mayor is a nonvoting member, but has the power to vote in the event of a tie)

4.5 DISCUSSIONS & PRESENTATIONS

Short-listed Proposers may be requested to make presentations to the Council. The TOWN may require additional information after evaluating the submittals, and BANKS agree to furnish such information upon the TOWN’s request.

After presentations, if so requested, BANKS will be assigned a final score, with the highest-ranked firm moving forward to the negotiation phase. Upon successful negotiation, an award will be considered by the Town Council. No work on this project shall proceed without written authorization from the Town of Interlachen.

The TOWN reserves the right to enter contract negotiations with the selected BANK. If the TOWN and the selected BANK cannot negotiate a successful contract, the TOWN may terminate such negotiations and begin negotiations with the next highest-ranked BANK. No BANK shall have any rights against the TOWN arising from such negotiations.

Section V Other Attachments

- Proposal Cover Sheet – Attachment A
- No Response Form – Attachment B
- Nondiscrimination and Public Crimes Statement – Attachment C

Proposal Cover Sheet – Attachment A

Proposal Submitted by:	
Local Branch Address:	
Contact Person:	
Phone:	
Email:	
Acknowledgement of Addenda DO NOT LEAVE BLANK	

The proposed term of agreement for the services and costs quoted in this submittal is for an initial period of one year, renewing automatically annually, for three years increments.

The undersigned hereby certifies that this proposal meets or exceeds all the requirements as specified in the Town of Interlachen’s Request for Proposal except as otherwise indicated and supported by supplemental schedules or attachments included with this proposal.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Attachment B
Town of Interlachen
Banking Services RFP-2024-9-9
No Proposal Response Form

We will not submit a proposal in response to RFP 2024-9-9 for the following reason(s):

Signature _____ Date _____

Printed Name _____ Title _____

Bank Name & Address: _____

Email Address: _____

Attachment C
Town of Interlachen
Banking Services RFP-2024-9-9

Nondiscrimination Statement

I, the undersigned authorized agent, assures the Town that it does not discriminate on the basis of race, sex, marital status, national origin, religion, handicap, or age, in the operation or provision of services.

Bank Name

Signature of Authorized Representative

Title of Authorized Representative

PUBLIC ENTITY CRIMES STATEMENT:

I certify that I understand that as defined in Florida Statues 287.133 (1) (b): Pursuant to Section 287.133, Paragraph (2)(a), Florida Statues, a person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public works, may not submit a proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount of thirty-five thousand dollars (\$35,000) provided in Section 287.017, Florida Statutes, for a category two for a period of thirty six (36) months from the date of being placed on the convicted vendor list. By completing this form your firm is certifying that they are not and have not been placed on the convicted vendor list now or within the past thirty-six (36) months.

Bank Name

Signature of Authorized Representative

Title of Authorized Representative