CITY OF LINDEN

REQUEST FOR QUALIFICATIONS FOR

BANKING SERVICES

CITY OF LINDEN

Contract Term

January 1, 2015 through December 31, 2015

SUBMISSION DEADLINE

10:00 A.M.
DECEMBER 5, 2014
PURCHASING DEPARTMENT
3RD FLOOR
ROOM #202

ADDRESS ALL PROPOSALS TO:

PURCHASING DEPARTMENT
CITY HALL, 301 NORTH WOOD AVENUE
LINDEN, NEW JERSEY 07036

ATTN: ANN MARIE WHELAN, PURCHASING AGENT

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING PROPOSAL

CITY OF LINDEN
301 NORTH WOOD AVENUE
LINDEN, NJ 07036

CONTACT PERSON

ANN MARIE WHELAN
PURCHASING AGENT
PURCHASING DEPARTMENT – 3RD FLOOR
(908) 474-8444

PURPOSE OF REQUEST

The City of Linden is requesting proposals from qualified individuals and firms to provide Financial Advisory Services of a specialized nature to the City. Proposals will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

PERIOD OF CONTRACT

January 1, 2015 through December 31, 2015

CONTRACT FORM

The successful proposers shall be required to execute the City's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft City form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under this Contract.

FAIR AND OPEN PROCESS EVALUATION CRITERIA

Proposers will be evaluated on the following:

A. Financial strength and stability of the financial institution.

B. Reference responses and prior experience and ability to effectively service customer needs.

C. The value of any new product or service suggestions or other new ideas and enhancements.

D. The breadth of services which may be provided and the history of new product development.

E. The quality of services to be performed and proposed approach to cost control, services for the public sector.

F. Experience and expertise level of key personnel, the responsible banking component and the financial instruction in dealing with financial products and services for the public sector.

G. Clarity, completeness, and timeliness of transaction documentation and reports or statements generated for the City use.

H. Amount or level and method of compensation required for services performed or facilities provided.

I. The quality of services performed in the area of investment and maximization of earnings.

GENERAL TERMS AND CONDITIONS –

A. The City reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the City to do so.

B. In case of failure by the successful proposer, the City of Linden may procure the articles or services from other sources, deduct the cost of the replacement from money due to the proposer under the contract and hold the proposer responsible for any excess cost occasioned thereby.

C. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.

D. Each proposal must be signed by the person authorized to do so.

E. The contract shall be in effect through December 31, 2015 unless otherwise stated.

F. Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to proposers. In the case of mailed proposals, the City assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.

G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and number or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) the contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or 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, sex or handicap. 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and

applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.

H. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the City harmless in any case of any such infringement.

I. No proposer shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

J. No proposer shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.

K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City Law Department's decision shall be final and conclusive.

L. The City of Linden shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.

M. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this proposal.

BASIS OF AWARD

The City will award a contract for banking services based on the services provided by the financial institution and the anticipated interest income. It is anticipated that the City will select a financial institution at its reorg meeting in January 2015 and anticipates effecting a change (if any) in banking service within 90 days of the selection of the proposal. The award may result in multiple banks chosen for selective services. The contract award resulting from this process will be in conformance with the laws governing local government unit contract and local government depository regulations. The contract will be formally awarded for a one-year period, with an option to renew for two additional one-year periods, provided the selected financial institution performs all services in a satisfactory manner.

The selected financial institution agrees to comply with all depository regulations and requirements as set forth in all applicable State and Federal laws and regulations. The City reserves the right to cancel any contract awarded pursuant to this RFP at any time for non-performance; inadequate performance, reports or services; or if there is a change in the fees charged for banking services which is not acceptable to the City. The financial institution will be given written notice of the cancellation of service which will be delivered by registered mail. Cancellation of the contract will take in effect within 30 days after delivery of the notice of cancellation. Penalties will not be assessed upon the City due to the cancellation.

THE CITY OF LINDEN

CITY OF LINDEN FACTS AND FIGURES – The City of Linden is a municipal governmental entity. The City was incorporated in 1925. The legislative authority and responsibilities of the City of Linden is vested in the elected eleven-member Council. The Governing Body sets policy, adopts the operating and capital budgets for the City, enacts ordinances and sets the direction of how the City of Linden will provide government services. The Mayor is the City's chief executive officer and carries out the policies adopted by the Council.

The City's population is approximately 40,449 and it consists of approximately 11 square miles of area. The City employs approximately 664 people in about 29 departments and agencies. It owns administration buildings, courthouse buildings, parks and recreation facilities.
The City's operating budget is approximately $100,688,144.28 It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

The City maintains various accounts including but not limited to:

The City presently uses ADP Payroll for its payroll function.

* Current Fund
* Payroll Account
* Project Account
* Builder Escrow Account
* Customer Deposit Account
* Business Statement Account
* Sanitary Landfill Account
* Capital Reserve Fund
* Claims Fund

Will Banking Institution be able to cover cost of payroll processing?
If not, is Banking Institution able to lower any cost of payroll processing costs?
What % would Banking Institution be able to cover of payroll processing fees if any?

REQUIRED SERVICES

The City will require the following services for all of their accounts. Any charges for these services, as well as balance requirements, are to be noted on the attached proposal form. Any variation from these requirements must be noted on the attached proposal form.

* All monthly account statements must be mailed by the 5th business day of the month.
* Account reconciliation for the above referenced accounts.
* Interest on accounts.
* Wiring services.
* Monthly account analysis to include banking earnings credit, itemized fees, and interest earned to be credited to the City.
* Ability to accept on line banking transactions from the City
* A Bank office, at which the City can transact business, in a convenient location to the City.
* Eligibility to act as a depository for public funds under the Governmental Unit Deposit Act. Certificate should be submitted with your response to this RFQ.
* Ability to comply with all requirements and State statues for developer escrow accounts.
* Additional Services provided to City Employees

CITY OF LINDEN
BANKING PROPOSAL

NAME OF BANK: _____ DATE:

SUBMITTED BY: _____
(Title)

NOTE:

The fees/formulas/services indicated are those which will be in effect for the duration of the contract. The rate of interest (Item 1) is for sample purposes only but **MUST** be completed. The bidder certifies that the Formula for affixing the rate of interest will remain in effect for the duration of the contract. The bidder certifies that all fees and formulas will be in effect for the duration of the contract.

(

1. Current rate of interest on checking accounts as of the week of November 1, 2014: _____
2. Formula for fixing rate of interest:

3. Interest calculated on _____ Bank Statement Balance
   _____ Collected Balances
   _____ Estimate of percent of collected funds
   _____ Other, explain:

4. Minimum balance required in account to collect interest: _____
5. Interest paid on minimum deposit: _____

6. Penalties for falling below minimum balance: _____
7. Monthly maintenance charge: _____

CITY OF LINDEN
BANKING PROPOSAL

8.Transaction fees:

a) Deposits

b) Items Deposited

c) Check Processing

d) Writing Fees:

In _____ Out

e) Stop Payments_____

f) Accounts Reconciliation:

Full_____ Partial _____ Check Sort

Account Analysis_____

Any other: (Attach separate page if necessary)

1.

9.Banking days required to clear checks:

10.Time of day deposits and/or wired investments must be received to be transacted on that day:

11.Describe in detail your ability provide payroll services. Include fees/costs and any software that would be necessary to implement this service.

Do you provide:

_____Direct deposit of payroll checks for City employees
Fee (if any):
At your bank:
At other banks:
_____Free checking at your bank for City Employees

_____Bond-a-month program for City Employees

_____Any other services your bank would offer. If there are conditions or charges, please state them.

CITY OF LINDEN
BANKING PROPOSAL

12. Describe your Merchant Banking services and identify all cost and fees associated with these services, including equipment rental fees if any. _____

Which credit cards to you cover? _____

13. If our accounts were awarded to your bank, would you provide free checking account services to small accounts of the City? _____

Would these free accounts be available at branch locations? _____

14. Location of branches in the Linden area:

15. Describe any additional services your bank might offer. Include fees/costs. Attach separate page if necessary.

16. Analysis:

17.

a) Attach a sample perform an analysis of our accounts based on the Required Services, Average Monthly Information, and Other Required Services sections contained in this request for proposals. Indicate all costs, compensating/required balances, and net interest earned based on a 30-day month. Please use rates in effect as of November 17, 2014.

b) At your option, a second analysis may be provided which includes your additional proposals listed under item 14. Please use rates in effect as of November 17, 2014.

APPENDIX "A"

Please describe in detail products, services, facilities or ideas which may enhance the banking operations or management which are not deemed essential in providing the basic banking functions. For each item please address the following concerns:

- Product/Service/Facility/Idea Description
- Cost Savings (if applicable)
- Additional Cost (if applicable)
- Other Benefits to the City

You may wish to consider the following topics as a part of this Supplement in addition to any other thoughts or ideas you may have.

- Service Quality Measure/Assurance
- Checking Safekeeping
- Direct Payroll Deposits
- Wire Transfer Security/Mechanisms
- Investing Services

APPENDIX "B"

Service/Product History Report:

Please give the month and year in which the corresponding service was or will be offered at your institution. Please respond with "N/A" if service/product is not offered or no definite date of implementation has been established at your institution.

Service/Product Description	Date of Implementation	
Automated Balance Reporting	Month:	Year:
Controlled Disbursement Accounts	Month:	Year:
Money Market Rate Checking Accounts	Month:	Year:
Check Safekeeping	Month:	Year:
Terminal Initiated Wire Transfers	Month:	Year:
Paid Checks and Account Reconciliation via Tape Transmission	Month:	Year:
Lockbox Transactions via Tape Transmission	Month:	Year:
Depository Transfer Check - Paper Items	Month:	Year:
Depository Transfer Check - Paperless Items	Month:	Year:
Intra Day Float Information	Month:	Year:

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL:

Please initial below, indicating that your proposal includes the itemized document.
A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

INITIAL BELOW

- An original and six (6) signed copies _____
- Non Collusion Affidavit properly notarized _____
- Authorized signatures on all forms _____
- Business Registration Certificate _____
- Affirmative Action Statement _____
- Mandatory Equal Employment Opportunity Notice Acknowledgment _____

Note: N.J.S.A 52:32-44 provides that the City shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Person, Firm or Corporation

BY: (NAME) (TITLE)

THE ABOVE LISTED REQUIREMENTS.

NAME OF PROPOSER:

Person, Firm or Corporation

BY: (NAME) (TITLE)

THE CITY OF LINDEN

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :

COUNTY OF:

I, _____, of the _____ of

_____ in the County of

_____ and the State of New Jersey, of full age, being duly sworn

according to law on my oath depose and say that:

I am _____ of the firm of _____, the Professional Service Entity making the submission for the above named Service, and that I executed the said submission with full City to do so; that said Professional Service Entity has not, directly or indirectly, entered into any agreements, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with the above named Service; and that all statements contained in said submission and in this affidavit are true and correct, and made with full knowledge that the CITY OF LINDEN relies upon the truth of

the statements contained in said submission and in the statements contained in this affidavit in awarding the contract for said Service.

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 bonafide employees or bonafide established, commercial or selling agencies maintained by:

_____
Name of Professional Service Entity

Subscribed and sworn to before me

this _____ day of _____, 2014 ___

_____
Notary Public, State of New Jersey

_____
Signature of Professional

My Commission expires _____

_____
Type or print name of affiant and Title

Insert Affirmative Action Compliance Notice

(1 page)

Insert "Mandatory Equal Employment Opportunity Language"

(1 page)

THE CITY OF LINDEN

AFFIDAVIT FOR AFFIRMATIVE ACTION

STATE OF _____ :
: SS
COUNTY OF _____ :

_____ being duly sworn, deposes and says that he/she

resides at: _____ and that he/she is the

_____ of _____.
(Title) (Partnership/Corporation)

who signed the above Proposal or Bid, that during the course of this contract, he will agree to the Plan for Affirmative Action as outlined in the NOTICE TO BIDDERS, and more particularly detailed in the contract documents.

_____
(Signature of Affiant)

Subscribed and sworn to before me this _____

day of _____, 2014.

_____
(Notary Public)

ATTENTION ALL PROFESSIONAL SERVICE ENTITIES
PROOF OF NEW JERSEY BUSINESS REGISTRATION

N.J.S.A. 52:32-44 requires that each bidder submit proof of New Jersey business registration with the bid proposal.

All business organizations that do business with a local contracting agency (i.e. CITY OF LINDEN) are required to be registered with the State of New Jersey, Department of Treasury, Division of Revenue, and provide proof of that registration to the contracting agency at the time any submission is received. "Business Organization" means an individual, partnership, association, joint stock company, trust, corporation or other legal business entity or successor thereof.

FAILURE TO PROVIDE PROOF OF REGISTRATION WITH THE BID IS CONSIDERED A FATAL DEFECT AND CANNOT BE CURED.

Proof of registration shall be a copy of the bidder's New Jersey Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Further information may be obtained by visiting the following web site at the State of New Jersey: www.nj.gov/treasury/revenue/busregcert.htm.

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:

)The contractor shall provide written notice to its subcontractors and suppliers to submit proof of business registration to the contractor;

)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;

)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.