



Martinsburg-Berkeley County Parks & Recreation

Request for Proposal for Banking Services

Purpose of Request

The Martinsburg-Berkeley County Parks & Recreation Board is soliciting proposals for a primary banking relationship; the bank must be able to provide the full range of banking services required by this Request for Proposal (RFP).

The Martinsburg-Berkeley County Parks & Recreation Board reserves the right to reject all submittals in the submittal and evaluation process. This RFP does not obligate the Martinsburg-Berkeley County Parks & Recreation Board to award a Banking Services Agreement or pay the expenses of proposing banks in connection with the preparation or submission of a proposal. The decision to award a particular financial institution to provide banking services to the Martinsburg-Berkeley County Parks & Recreation Board will be based on many factors, including but not limited to branch location, services available, service levels, overall cost, quality of references, financial strength, community partnerships, etc. No single factor will determine the final award decision.

Banks interested in participating in Martinsburg-Berkeley County Parks & Recreation Board Banking Services RFP should review this document in its entirety and determine if the Bank can adhere to the RFP as outlined. Please include the following in the RFP.

- a) Describe your bank's strengths.
- b) Describe your bank's presence and activities within Berkeley County.
- c) Describe your bank's participation in the community.
- d) Describe how you see your Bank's role in economic development and explain how the Bank can partner with the Martinsburg-Berkeley County Parks & Recreation Board in fulfilling its mission.
- e) Explain how the Bank can assist the Martinsburg-Berkeley County Parks & Recreation Board in adopting technological and security improvements to gain efficiencies and further secure the public assets of the Martinsburg-Berkeley County Parks & Recreation Board.
- f) Complete the Pricing Proposal section.

All Proposals should be delivered to:

Finance Department
Martinsburg-Berkeley County Parks & Recreation Board
273 Woodbury Avenue
Martinsburg, WV 25404

All Proposals must be in a sealed envelope and clearly marked “RFP-Banking Services.” No faxed, emailed or telephone documents will be accepted. All Proposals must be received by April 15, 2024 at 4:00 pm.

Proposals should be prepared in a simple straightforward manner with concise description of capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

INTRODUCTION

The Martinsburg-Berkeley County Parks & Recreation Board (“Board”) requires banking services from a qualified financial institution (the “Bank”). The specific needs are outlined in the following Request for Proposal (“RFP”).

The Board was established in 1970. The administrative office for the organization is in the city limits, but it serves the residents of Martinsburg and Berkeley County. The Board’s mission statement is to provide a sustaining park system that enriches the quality of people’s lives through participation in recreation, open spaces, and natural resources.

In addition to maintaining several parks in the city and county, the Board also operates two recreation centers, two outdoor swimming pools and offers numerous programs and leagues for individuals from toddler age to senior citizens. The organization employs 20 full-time employees and up to 150 seasonal employees.

Information Related to Banking:

The Board uses Net Suite by Oracle as its current financial software. The Board processes weekly check runs and does multiple (up to 12 per day) daily deposits of cash and checks. The Board also receives daily electronic deposits from credit card transactions processed through Community Pass Software (Capture Point – the online registration system) and Clover POS systems utilized at all admissions and concessions areas. The Board is considering implementing the use of zero balance accounts for accounts payable and payroll. The Board must have one (1) in person merchant terminal for the processing of debit/credit cards on-site at the main administrative office. The Board will require one bank credit card account for the organization purchases with a credit line of at least \$50,000, online payment and control capabilities and consolidated billing with details of transactions by card assignment. The Board also requires online banking access, with access of up to 18 months (about 1 and a half years) of transactions to accommodate the requirements of the annual audit.

The Board currently has multiple active accounts with various institutions including four (4) interest bearing checking accounts, one money market interest bearing account, and multiple Certificate of Deposit accounts. The total balance in 2023 fluctuated between \$1.4 to \$1.8 million.

PROPOSAL REQUIREMENTS

NUMBER OF COPIES: All proposals must be submitted with 1 original and 5 copies of the proposal set. The proposal sets should be marked “original” or “copy”. The original set must contain original signatures. A “proposal set” consists of the COMPLETED AND SIGNED Proposal Worksheet and any other required documentation.

SEALED: All proposals must be returned in a sealed envelope with the proposal name, delivery date and time clearly marked on the outside.

REFERENCES: The Board requires the proposer to supply with this proposal a list of at least three (3) references where similar services have been provided by their bank. Include the name of the client, address, telephone number and name of representative.

LEGIBILITY: Proposals must be legible and of a quality that can be easily reproduced.

FORMS: All proposals must be submitted on the forms provided in this proposal document; additional forms may also be submitted. Changes to proposal forms made by proposers shall disqualify the proposal. Proposals cannot be altered or amended after the submission deadline.

LATE PROPOSAL: Proposals received after the submission deadline will not be acknowledged and will be considered void and unacceptable. The Board is not responsible for lateness of mail, courier service, etc.; unmarked or improperly marked proposals; or proposals delivered to the wrong location.

RESPONSIBILITY: A prospective proposer must affirmatively demonstrate the proposer’s responsibility. A prospective proposer must meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award;
- e) have more than one branch located in Berkeley County, West Virginia;
- f) be insured by FDIC.

The Board may request representation and other information sufficient to determine the Bank’s ability to meet these minimum standards listed above.

REJECTION OR ACCEPTANCE: It is understood that the Board reserves the right to accept or reject any and/or all proposals for any or all materials and/or services covered in this proposal request, and to waive informalities or defects in the proposal or to accept such proposal it shall deem to be in the best interest of the Martinsburg-Berkeley County Parks & Recreation Board for the handling of the Boards funds.

CONTRACT PERIOD: The period of performance of the approved and awarded contract shall be for an initial two (2) year period with two (2), two (2) year renewal options. The Board reserves the right to extend

the contract past the initial and renewal option periods if it determines an extension is in the best interest of the Board. The Board may cancel the contract for any reason upon one hundred and eighty (180) days written notice to the Bank.

NOTICE OF ASSIGNMENT: The Martinsburg-Berkeley County Parks & Recreation Board will not recognize any assignment or transfer of any interest in the contract without written notice to and written acceptance by the Executive Director of the Martinsburg-Berkeley County Parks & Recreation.

PROPOSAL CONTACTS

RFP Coordinator and Technical Contact:

Teresa K. Bennett, CPA, CFE
Chief Financial Officer
273 Woodbury Avenue
Martinsburg, WV 25404
(304) 264-4842
teresa.bennett@mbcparks-rec.org

CALENDAR

Distribution of RFP Request:

March 27, 2024 - The Martinsburg-Berkeley County Parks & Recreation Board shall distribute the Request for Proposals to financial institutions with branch(s) in Berkeley County, and will provide legal notification in the County's legal newspaper and on the Board's website.

RFP Deadline:

April 15, 2024 - Deadline to submit RFP.

RFP Review and Approval Schedule:

April 16-26, 2024 – Review of RFP's received and selection of finalists.

May 6-10, 2024 - Schedule Interviews/Presentations with chosen Banks.

May 20, 2024 – Board Finance Committee selection of recommended Bank for presentation to full Board approval.

May 21, 2024- Recommendation of successful proposer to Board for approval.

May 22, 2024 – Communication to selected bank for banking service agreement.

May 23-30, 2024 – Contract negotiations, as needed.

June 1-10, 2024- Implementation planning and testing of all automated systems, including establishment of internal controls to begin for conversion to new account set up.

July 1, 2024- Contract start date/Transition to new bank agreement.

PROPOSAL SPECIFICATIONS AND REQUIREMENTS

SECTION 1: MINIMUM QUALIFICATIONS OF FINANCIAL INSTITUTION

1. The financial institution must be a Federal chartered or State of West Virginia chartered banking institution. If the headquarters of the responding firm is not located within Berkeley County limits, a branch office of the responding firm must be located within Berkeley County and must be able to offer the full range of banking services required by this Request for Proposal.
2. The financial institution shall be insured by the Federal Deposit Insurance Corporation (FDIC).
3. The following specifications provide for the type of banking relationship. The Bank will handle daily banking services including, but not limited to, checking accounts, controlled disbursement accounts, clearing accounts, other types of interest - bearing accounts, non-interest-bearing accounts, and time deposits not to exceed the Federal Deposit Insurance Corporation's limit per account.
4. By returning the Proposal Worksheet the Bank acknowledges that it understands all applicable Federal and State laws concerning services and the safekeeping of Board funds, including but not limited to those specified, and will comply with those statutes.
5. **INVESTMENTS MADE OUTSIDE BANK** – The Board reserves the right to make investments outside the Bank in accordance with the Laws of the State of West Virginia, and the Martinsburg-Berkeley County Parks & Recreation Investment Policy.
6. **SUBMITTING FINANCIAL STATEMENTS** – The Bank must include as part of the proposal the Bank's Annual Financial Reports for the past two-(2) years.

The successful applicant shall continue, during the term of the depository Agreement, to furnish the Board updated annual financial reports.

7. **COLLATERAL MANAGEMENT** - The Bank must include, as part of the proposal, a statement as to how the Bank intends to ensure, on a daily basis, that sufficient collateral

is pledged to protect covered accounts. Also, a detailed monthly collateral report is required. The report shall contain security descriptions, par value, current face values, and current market value.

8. VALUE OF COLLATERAL - The Bank must propose how it will value pledged securities. The Board may investigate the value of any securities pledged by the Bank. The full cooperation of the Bank will be required in such an instance.

SECTION 2: ACCOUNT STRUCTURING – REQUIRED BANKING SERVICES

2.1 THE BOARD UTILIZES THE FOLLOWING ACCOUNTS-

- a) General Operating account. This account is used to conduct the Board’s major treasury operations including deposit and check activity, ACH and wire activity and anticipated direct deposit payroll.
- b) Holding (Savings) account. This account is used to hold the collection of funds above the required funds required for daily operations. This must be an interest-bearing account easily accessible for operations.
- c) The Board frequently establishes accounts for large capital projects restricted to limited use according to the funding stipulations. These accounts must be set up in interest bearing accounts. The projects are needed for a range of 6-24 months (about 2 years) depending on the project's size.

SECTION 3: SERVICE REQUIREMENTS

3.1 CONTACT PERSON – The Bank must identify a local senior level management person who will be responsible for overseeing the Board’s entire relationship, who would serve as the Board's primary contact and who would be able to make decisions regarding operational aspects of this Agreement.

A representative from the Board’s Finance Department and Executive Director and the Bank Contact Representative shall schedule regular meetings, not less than annually, to review any on-going or outstanding issues regarding service levels, needs and/ or proposed service changes to minimize either party's possibility of default.

The Bank must also provide a list of contact personnel within the Bank who are qualified to provide information and assistance in the following areas:

- General Information
- Safekeeping and Securities Clearance
- Posting and Deposit Discrepancies
- Stop Payments
- Balance Adjustments
- Collateral Adequacy
- Online PC Service

- Certificates of Deposit rate quotes

3.2 CUSTOMER SERVICE AND SERVICE STANDARDS – The Bank should describe its issue resolution and escalation process with timelines. Please indicate if the Bank has a severity scale and associated response times. Also indicate the Bank’s various support channels and the hours of operation of each. Please provide a brief description of the Bank’s Customer Service Guiding Principles.

3.3 ON-LINE SERVICES - It is requested that as a part of the proposal the Bank will provide on-line banking to the Board for daily reporting of fund balances, managing controlled disbursements, collected and ledger balances, stop payment requests, confirmations, and detailed debits and credits. Services should include, but not be limited to:

- a. Can provide web-based banking services.
- b. Have established offices or branches in Berkeley County.
- c. Provide interest earnings accounts.
- d. Provide positive pay and reverse positive pay.
- e. Allow multiple users with different security levels access to account data.
- f. Can provide calendar month periods for all statements.
- g. Provide wire transfers services (repetitive and non-repetitive).
- h. Provide direct deposit services.
- i. Provide ACH services.
- j. Provide ACH services to process files to debit customer accounts.
- k. Provide electronic funds transfer services within the Board’s accounts.
- l. Provide web-based payment options, especially regarding e-payment services.
- m. Image access for all checks and deposits.
- n. Provide monthly analysis reports.

3.4 ELECTRONIC BANKING SYSTEM AND SECURITY-- The proposer must provide adequate security and reliability for its “Internet Access” to Board accounts. By utilizing an online solution for its banking needs, the Board requires the proposer to provide a detailed explanation of security measures in place to protect the Board against fraud and compromise. Security features must highlight encryption strength and availability of data at-rest and in motion protection, as well as separation from other customer data. The Board requires a proposer with strong technological resources to aid the Board in its effort to fully utilize secure current and future electronic banking technology for efficient cost-effective operations.

3.5 ANALYSIS REPORT - Monthly account analysis reports will be provided for each account and on a total account basis. The account analysis will contain, at a minimum, the following:

- average ledger balance
- average float
- average collected balance
- average negative collected balance

- average positive collected balance
- reserve requirement
- available balance for earnings credit
- price levels for each activity
- monthly volumes by type

A sample account analysis report must be provided as part of the proposal.

3.6 STATEMENTS - Monthly bank statements will include checks, deposit slips, transfer slips and debit and credit memos (or images thereof), processed for all accounts. The daily ledger balances, average daily collected balances, number of debits, number of credits, and other items on which charges are based, should also be included in each monthly statement.

A copy of all cancelled checks and deposits shall be furnished to the Board within 5 business days after the end of the month.

Statements should be processed no later than seven (5) business days after the close of each month. A sample account statement will be provided as a part of the proposal.

ELECTRONIC STATEMENTS – The Bank must state their ability to provide this service and the costs associated. Provide timelines for receiving electronic statements. State how an electronic statement would be available to the Board and what security measures the Bank employs.

3.7 PAYROLL DIRECT DEPOSIT – The Bank must provide the capability for the Board to utilize “Direct Deposit” payroll processing, allowing employees to select the bank of their choice.

3.8 ACH TRANSACTIONS – The Bank must provide for acceptance of ACH credits and debits and must provide the Board with the ability to process ACH files to debit customer bank accounts.

3.9 WIRE TRANSFERS – The Bank must provide the ability to send wire transfers on a repetitive or non-repetitive basis, and the ability to receive wire transfers. The Bank must provide the ability to restrict outgoing wire transfers (debits) to only those authorized, preferably with a two-step, separate initiation and authorized approval process.

3.9 INTEREST RATES – The proposal shall include floating interest rate and fixed interest rate quotes on accounts and Certificates of Deposit. The Board reserves the right to select the rate most favorable at any time during the Agreement's term.

3.10 DEPOSIT SERVICES - The Bank will guarantee immediate credit on all wire transfers, ACH transactions and government checks upon receipt and all other checks based on the

Bank's Availability Schedule. All deposits received before the Bank's established deadline will be credited daily. The Bank will include a copy of their Availability Schedule as part of the proposal.

3.11 **CASH OVERDRAFTS** - For the purpose of determining cash overdrafts, the daily cash balance in all Board accounts (excluding restricted accounts) will be added together. The Bank will allow for daylight overdraft.

3.12 **COMPUTERIZED OUTPUT** - The Bank must allow the Board to download paid items used in the bank account reconciliation process.

3.13 **PAYMENT FOR SERVICES** - The Bank must state their proposed payment option for services and supplies provided.

3.14 **CASH MANAGEMENT** - On an ongoing basis, the Board may require cash management advice as to how accounts and procedures should be structured. Also, the Board will want to be kept informed of recent developments in cash management products and security enhancements for cash management. Proposers are invited to propose additional cash management services that are not specified herein.

3.15 **SWEEP ACCOUNTS** The Bank must state their ability to provide this service and the costs associated.

3.16 **ZERO BALANCE ACCOUNTS** The Bank must state their ability to provide this service and the costs associated.

3.17 **OTHER SPECIFIC SERVICES** - As described on the Cost Analysis Worksheet, the Bank will indicate services to be provided and fees for such services. The proposal shall also indicate charges for the following:

- Locked or Sealable bags _____
- Laser Checks _____
- Checks (individual loose) _____
- Deposit Slips _____
- Endorsement Stamps _____

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3.18 **MERCHANT SERVICES:** The Board accepts debit and credit cards in several locations and has an online registration feature. The Bank should include a schedule of rates and fees associated with processing credit and debit cards via one merchant terminal to be located at the main administrative office. This machine offers a backup tool for accepting in person payments for payments not processed through the registration system and a backup for processing payments when the online system is down. The rates and fees shall include the transaction and hardware costs. The proposal must state the Bank's ability to provide this service either directly or through a vendor. Also, security features, PCI compliance and customer service procedures

should be included. Transactions settlement time should also be identified. The Board reserves the right to make this service request outside of the Bank if so desired.

3.19 CREDIT CARDS - Several of the Board's departments and administrative staff use credit cards. The proposal should include the Bank's solution for credit cards including card issuance and usage restriction options, card and account statements, online card management and security features. The Bank must state their ability to provide this service either directly or through a vendor and associated costs. The Board reserves the right to make this service request outside of the Bank if so desired.

3.20 OTHER UNSPECIFIED SERVICES AND/OR COSTS – Other services and/or costs not specified in this document should be listed and attached, along with a description and unit pricing. The Board is interested in innovative approaches which the Bank believes would benefit the Board. These additional services may be proposed together with any associated charges and quantified monthly benefits to the Board.

3.21 IMPLEMENTATION SCHEDULE – The proposal shall include an implementation schedule timeline from the awarding of the agreement to complete migration of banking services. The proposal shall also include a listing of all implementation charges and fees, including costs of checks, deposit books, endorsement stamps, or other implementation expenses.

3.22 SAFEKEEPING – The proposal shall include a statement as to whether the Bank provides Safekeeping Services.

3.23 MIGRATION, MITIGATION/ EXPENSE ALLOWANCE PLAN – The Board utilizes public funds. Minimizing the expenditure to secure banking services during and after conversion (if appropriate) is critical. A Project Manager from the accepted financial institution is required to manage the conversion. Mitigation of costs includes software conversion and check imaging, stock replacement, deposit slips, endorsement stamps etc. (for twelve months), MICR, training for on-line services and ACH, and Auto Pay testing prior to conversion. State the dollar amount, if any, that the Bank will be willing to provide for expenses incurred due to changing depository banks.

SECTION 4: SERVICE ENHANCEMENTS

Based on information presented in our RFP and your bank's knowledge of the public sector, describe any enhancements, technological or otherwise, that we should consider improving operational or cash management efficiencies. Include any changes the Bank would suggest to our current account structure that would enable us to maximize our earnings and/or decrease costs. Also include information and suggested security enhancements, such as Positive Pay, that would assist in the safeguarding of Board assets.

PROPOSAL SPECIFICATIONS AND REQUIREMENTS

SECTION 4: PRICING

Attachment #1 – Cost Sheet

Unit Quantities and Costs

A form is provided for products/services costs proposed. The Board's recent quantity levels are noted in Attachment **No. 1**. **This format must be used to delineate pricing. Add lines as needed.**

EVALUATION PROCESS - DEPOSITARY BANK – The Board will evaluate the Depository Bank Agreement based on, but not limited to, the following criteria:

- 1) Bank's financial position.
- 2) Bank's ability to pledge adequate securities against Board funds.
- 3) Experience in providing depository services requested in proposal to similar accounts.
- 4) Ability to meet service requirements.
- 5) Cost of services.
- 6) Cash management products available that will enhance the Board's banking procedures.
- 7) Access to branches for the Board.
- 8) Migration and Mitigation plan.

SELECTION CRITERIA

Proposals will be evaluated by the Board. Evaluations will be based on criteria presented. All proposals will be evaluated using the same criteria. The selection criteria used will be based on evaluation results as well as the following:

- Responsiveness to RFP - The Board will consider all material submitted to determine if the bank's offering complies with the RFP documents.
- Ability to Perform Required Services - The Board will consider all the related material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the Bank is capable of and has a history of successfully completing engagements of this type.
- Whether fees for all services will be extended to all other accounts currently under Board's umbrella.

- Acceptable evidence of the Bank's ability to perform, regarding such categories as expertise/experience, equipment, facilities and personnel qualified to perform requested duties. The Bank shall furnish a link to a web-based demonstration of their on-line reporting systems.
- References, including a list of all the organizations, if any, for which the Bank has provided services as their primary financial institution.
- Fees - Please enclose a detailed listing of fees including all mandatory services requested by the Board on the forms provided (See attachments). State when such service fees/costs take effect.
- Implementation schedule timeline from the awarding of the Contract to complete migration of banking services.
- Compensating Balance requirements and/or other account settlement methods must be fully detailed in addition to completed Bank Service Activity Detail Analysis.
- Interviews and Demonstrations ~ The Board will notify finalists based on all criteria, then conduct interviews and or demonstrations with those individual banks that are selected as finalists.
- Locations compatible with overall needs
-
- Migration and Mitigation Plan to complete conversion, complete with costs and cost avoidance plan.

TERMS AND CONDITIONS

The Board reserves the right to reject all proposals with or without cause.

The Board reserves the right to request clarifications of information submitted and additional information regarding all proposals. Refusal to provide such information upon request may cause the proposal to be rejected.

The Board reserves the right to award any Contract to the next most qualified proposer if the apparent successful proposer does not execute the Contract or any terms of the Contract.

The Board shall not be responsible for any cost incurred by the Bank in preparing, submitting or presenting its response to the RFP.

Any agreement for banking services because of this RFP is in no way intended to grant or guarantee an exclusive banking services relation between the Board and the selected Bank.

Investment activities are not related to the appointment of a bank to provide banking services. The Bank must provide the Board with the means to conduct its investment activity, including wire or transfer services.

DEPOSITARY BANK

The Bank **must** complete the information below to validate the Bank's proposal.

The undersigned affirms that he/she is fully authorized to execute this Agreement by providing the Martinsburg-Berkeley County Parks & Recreation Board with a Certified and Attested Resolution from a duly authorized meeting of the Board of Directors of the submitting Bank authorizing or empowering the undersigned to execute this Agreement; that this Bank has not prepared this proposal in collusion with any other proposer; and that the contents of this proposal as to fees, interest rates, terms, or conditions of said proposal have not been communicated by the undersigned, nor by any employee or agent, to any other proposer or to any other persons engaged in this type of business prior to the official opening of this proposal.

All unsigned proposals will be disqualified.

Name and address of Bank:

Signature:

Name:

Title:

Telephone Number:

Fax Number:

E-Mail:

Note: By my signature above, I hereby certify that the following are attached:

PROPOSAL

- a. A list of references of current Public Funds Users that utilize Cash Management Products similar to those requested in the proposal.
- b. The Bank's Annual Financial Reports for the past two (2) years.
- c. SEC and/or Moody's credit rating or comparable rating.
- d. A sample Account Analysis Report.
- e. A sample Bank Statement.

- f. Completed Cost Analysis Worksheets.
- g. Attachments providing requested information not included on Cost Analysis Worksheets.
- h. Attachments indicating other services and charges not specified in the Request for Proposal.
- i. Migration and Mitigation of Costs Plan for conversion.

References:

List three (3) references for which proposer has supplied similar services and/or supplies. Please include the phone number and name of the contact person. Other governmental units are preferred.

Attachment #1

**Proposal Cost Sheet
Banking Services**

- 1.0 The Board anticipates that proposed banking services will be compensated on a fee basis. The Board is also willing to consider other proposed compensation methods (e.g. compensating balances, straight fees, other method or combination thereof).

- 2.0 Complete all items on the cost sheet and attach any supplemental material you wish. If your financial institution does not or cannot provide a particular service, please indicate. The Board retains the right to select any and/or all items listed in this questionnaire as services to be provided by the financial institution receiving the contract. Statistics have been included in the proposal documents to provide as much information as possible to qualified financial institutions. The information is, to the best of our knowledge, a true representation of the Board's historical experience, but the Board is not representing that these statistics will necessarily hold true for the future.

- 3.0 The undersigned hereby declares that he/she has read the above RFP, understands the General Terms and Conditions, and has determined all situations affecting the services as required by the Scope of Work.

Martinsburg-Berkeley County Parks & Recreation Board
 Proposal Cost Sheet
 Banking Services

Description	Unit Price	Average Monthly Activity	Monthly Cost	Comments
1. Monthly deposits		\$325,000		
2. Total accounts		--		
3. Zero Balance Accounts		--		
4. Total checks – All Accounts		180		
5. Account Statements – online only				
6. Deposit Slip Orders				
7. ACH Credit Received Item				
8. ACH Debit Received Item				
9. Automated Balance Reporting				
10. NSF: Redeposit Items		2		
11. Overdraft Items		0		
12. Overnight sweep accounts		--		
13. Positive-pay services		--		
14. Reconciliation services		--		
15. Stop Payment Orders		--		
16. Night drop Deposits		30-210		
17. Safekeeping and custody arrangements		--		
18. Software – monthly maintenance fee		--		
19. Wire Out – Manual		---		
20. Deposit Insurance Charges				
21. Other Depository Service Charges				

23. Other ACH Services Charges				
24. Other Wire Services Charges				
25. Information Service Charges				
26. Image Charges				
27. Other:				
28. Other:				
				**TOTAL MONTHLY COST (ADD COLUMN)

****Pricing Adjustments:** Prices in the proposals are valid for the first two years of the contract. However, banks may choose to propose lower fees and include a reservation regarding significant fee increases due to Industry and Regulatory changes during the initial contract period. In that case, the proposal should include a description of all factors that would cause a fee or pricing increase, and any such increase(s) would only be made after notification and discussion with the Board Executive Director. The Bank should also state whether it will be willing to lower prices during the initial contract period or any or all the extension periods based on Technology, Industry or Regulatory changes at each year’s annual meeting of the Board Finance Department and the Bank.

After the first two years of the contract, consideration for pricing adjustments will be annually or may follow the contract period, including two-year renewal options. The Bank must state its anticipated adjustment factor and frequency.

The Board requires its bank to meet with Board staff on an annual basis to discuss alternative processing of Board money (i.e. “Is it cheaper and/or more efficient for the Board to process its check payments internally through remote deposit capture or continue through an outside contractor?”, etc.)

Attachment #2

The list of bank branch locations in relation to the cash collection sites must be provided with the completed RFP.

Martinsburg-Berkeley County Parks & Recreation Cash Collection Sites			
MBCPR Cash Collection Site	Address	Address of Closest Bank Branch	Distance between sites
Administrative Office, Berk2000 RC , Lambert Pool Facilities, Gymnastics Administrative Office	273 Woodbury Avenue, Martinsburg, WV 25404		
Randy Smith Administrative office & Recreation Center	400 Excellence Way, Inwood, WV 25428		
War Memorial Pool facilities	500 N Tennessee Avenue, Martinsburg, WV 25401		

Bank:

Bank HQ Address:

Bank Branch Address (serving the Board):

Bank Phone: _____

Bank Fax: _____

Signature of Authorized Official: _____ Authorized
Official (Print Name and Title):