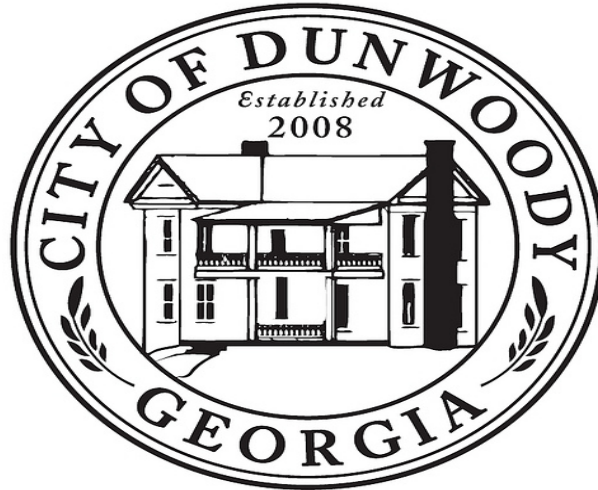


City Of Dunwoody  
Request for Proposals for City Services



Financial and Banking Services

Dunwoody, Georgia

**Request for Proposals**  
**To provide City Banking Services**

RFP Number 2008.004

November 3, 2008

**City of Dunwoody**  
**Request For Proposal (RFP): Banking Services**  
**Dunwoody, Georgia**

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**SECTION 1 - INTRODUCTION**

The City of Dunwoody (City) is seeking proposals for comprehensive banking services for a period commencing on or before December 01, 2008 and continuing through December 31, 2011. The City may, at its discretion, extend the banking services beyond December 31, 2011 without issuing a request for proposals.

The City of Dunwoody reserves the right to terminate any banking relationship awarded through this proposal process with a ninety (90) day written notice.

As used in the "Request for Proposals" document, the term "proposal" shall refer to the total package of price, service and other information requested by the City and submitted by a financial institution. As explained below, the award of the City's banking services will be based on the proposal judged to be most favorable to the City's interests based upon both cost/revenue consideration and the ability to effectively meet the City's banking services needs. The City's investment practices fall outside the scope of this request for proposals.

The City shall receive sealed proposals addressed to Brian Anderson, City Attorney, at the offices of Boyken International, 400 Northridge Road, Suite 1500, Atlanta, GA until 2:00 p.m. on November 17, 2008. The outside of the envelope should be clearly marked "Dunwoody Banking Services Proposal".

**1.1 Background**

The banking services for the City of Dunwoody are to support the implementation, management and operation of a wide range of services/functions for the new city becoming incorporated as of December 1, 2008. This Request for Proposals (RFP) is issued subject to all of the terms, limitations, and conditions as set forth in Senate Bill 82 as passed during the 2008 Georgia Legislative Session. Competitive sealed proposals shall be submitted in response hereto. All proposals submitted pursuant to the request shall be made in accordance with the provisions of these instructions.

At the City's discretion, any or all proposers may be given an opportunity to participate in presentations to the City's selection committee. Proposers selected for interviews will be notified by the City. Interviews, if needed, are proposed to be held beginning November 18, 2008. Individual presentation times will be scheduled with each selected firm.

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**SECTION 2 - RFP SCHEDULE OF EVENTS**

The following milestone schedule represents the City's best estimate of the schedule that shall be followed.

The City reserves the right at its sole discretion to adjust their schedule, as it deems necessary. Notification of any adjustment to the milestone schedule shall be posted.

Issue RFP	November 3, 2008
Deadline for written questions	November 12, 2008
Response to Questions	November 14, 2008
Deadline for Submission of Proposals	November 17, 2008
Possible Interviews	November 18 thru 21, 2008
Selection of Vendor	November 25, 2008
Execute Agreements	November 26, 2008
Begin Services	December 1, 2008

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**SECTION 3 - QUALIFICATIONS, INSTRUCTIONS AND TERMS**

3.1 Minimum Qualifications of Bidders

Financial institutions submitting bids for the City's banking business must meet the following minimum qualifications:

1. Institution Location

The financial institution must currently have (or will have a fully operational facility open before December 01, 2008) and maintain throughout the contract period a full-service banking location in or in close proximity to the city limits. The City of Dunwoody reserves the right to give location of the branch accepting deposits and servicing the account preference during the evaluation process to determine award.

2. Service Capability

The financial institution must be prepared to demonstrate that it has successfully serviced municipal government customers of similar size and complexity as described herein with a commitment to customer satisfaction. The financial institution shall demonstrate prior governmental banking experience, including providing Tax Anticipation Notes (TANs) (lines of credit) to municipal governments. In addition, the financial institution shall demonstrate financial stability by providing evidence of a strong balance sheet.

3. ACH/Direct Deposit/Pre-authorized Bill Payment

The financial institution must have experience servicing customers whose payroll is disbursed through direct deposit, or electronic funds transfer, and pre-authorized payment for bills utilizing direct transmission via data lines. The financial institution will be required to provide any necessary software and include the necessary training to designated City staff at no cost to the City.

4. Cash Management Support

The primary focus of the financial institution should be to establish a financial arrangement that will maximize the City's earnings on all account balances. The financial institution must have experience in processing zero-balance accounts, concentration accounts, investment accounts, and should be capable of providing balance, float, and activity figures. The

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City's staff must be able to access this information via electronic means on a daily basis.

5. Collateral

The bank must pledge collateral security as specified by State law. At no time shall the par value of securities pledged less insurance coverage provided by the Federal Government be less than that required under State law. The bank must have a Collateral Security Agreement that fully protects the City's interest. Detailed monthly statements must be provided to the City by the third-party institution.

All pledged collateral will be held at an independent third-party institution, and evidenced by a written agreement in an effort to satisfy the Uniform Commercial Code (UCC) requirement for control. The UCC states that the depositor does not have a perfected interest in a security unless the depositor controls it. Control means that swaps, sales, and transfers cannot occur without the depositor's written approval. The pledge of collateral will comply with city policy or state statute (whichever is more restrictive). The bank will execute the necessary agreements for the purpose of meeting this requirement if awarded the service contract.

6. Computerized On-Line Banking

The financial institution must have a secure PC based on-line inquiry, transaction initiation, and a reporting system accessible secured internet connection with at least the following items:

- a. Daily reporting of ledger, collected and available balances.
- b. Account detail for current month and two prior months for review of transactions.
- c. Concentration/zero balance accounts and other City accounts daily interaction reporting.
- d. Presentments of checks for controlled disbursement accounts not later than 9:30 A.M. each day via secure internet site.
- e. Wire transfer initiation and authorization.
- f. City-originated stop payments of checks.
- g. Return items charged against accounts.

The City will be utilizing secure high-speed internet connection routed through an internal firewall to access its financial information. The

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financial institution will be required to provide access and necessary training to designated City staff.

7. Deposits

The financial institution should be able to accept deposits at a branch location for ledger credit until 2:00 P.M. as well as accept night deposits.

3.2 Proposal Instructions

1. All proposals must be submitted in sealed envelopes or containers, bearing on the outside, the name and address of the proposer, and the words "City of Dunwoody Banking Services Proposal".
2. The proposal must be signed in the name of the proposer and must bear the handwritten signature of the person(s) duly authorized to sign the proposal. The name, office, address, and office telephone number of the authorized contact person(s) must also be clearly identified. List of banking references of municipal governments of similar size and nature (consisting of no less than 3) with contact information should be included with the proposal. Reference of non-municipal government banking references may be submitted in addition to the city government references.
3. Proposals will not be given consideration unless submitted on the attached Banking Services Proposal Form, or copies thereof. **Proposals not submitted on the required form will be discarded unread.** Supplemental information may be attached to the proposal.
4. Proposers shall thoroughly examine and be familiar with the specifications of the proposal. Any modification from the service requirements may result in the rejection of the proposal as not being responsive to this proposal request.
5. If a service requirement cannot be met by the proposer, then the "Cannot Meet Requirement" line should be checked on the Proposal Form for that service requirement. The bidder may offer an alternative service. Acceptability of alternatives will be solely at the City's discretion. The City reserves the right to reject the proposer's entire proposal due to a deficiency in any of the required services. However, if the primary proposal response is acceptable to the City (i.e., mitigating comments on

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such proposal item deemed acceptable) the proposal will be considered and evaluated.

6. Four copies with original signatures of the proposal should be forwarded to City of Dunwoody, Attn: Brian Anderson, City Attorney, c/o Boyken International, 400 Northridge Road Suite 1200, Atlanta, Georgia 30350 not later than 2:00 P.M. on November 17, 2008. A list of all proposers will be available as soon as feasible after 2:00 P.M. on November 17, 2008. Due to the nature of the request for proposal, further evaluation is required. It is the sole responsibility of the bidder to ensure that the proposal arrives on time at the designated place.

### 3.3 Terms and Conditions

1. The City reserves the right to cancel all or parts of any contract awarded at any time for nonperformance, inadequate or poor performance of service, reports, etc., subject to ninety (90) days written notice. The City reserves the right, with or without notice or cause to accept any proposal/bid regardless of the amount thereof; to reject any proposal/bid, any number of proposals/bids or all proposals/bids; to negotiate with any proposer for a reduction or alteration in its bid; to waive or insist upon formal requirements; to reject all proposals/bids and to call for additional proposals/bids upon the same or different Request for Proposal; to be the sole judge, in its discretion, of all questions as to whether or not a proposal/bid complies with the Request for Proposal and as to the qualifications of the bidder to perform the Contract.
2. Proposal must express agreement to meet or exceed all specifications.
3. Evaluation in awarding the contract will be made on:
  - a. Adherence to the written specifications and requirements.
  - b. Proposed Tax Anticipation Note terms, rates and whether the LIBOR rates are fixed or variable.
  - c. The financial stability of the financial institution.
  - d. Best rate on deposit balances and revenue generation potential to the City.
  - e. Qualification and experience of the institution to successfully complete the contract.
  - f. Quality of customer support.



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- g. Lowest administrative cost to City.
  - h. Technological compatibility.
4. The term of the contract will be for a period beginning on or before December 01, 2008, and continuing through December 31, 2011. The City may, at its discretion, extend the banking services beyond December 31, 2011 without issuing a request for proposals.
  5. In the event that the financial institution to which the contract is awarded does not execute a contract within fifteen (15) days, after such award, the City may give notice to such bank of intent to award the contract to the next most qualified bidder, or to call for new proposals. The awarded institution will be required to provide a contract covering the contents of this Request for Proposal.
  6. By submitting a proposal, the bank certifies that it has read and understands this Request for Proposal and has full knowledge and willingness to comply with the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.
  7. Hold Harmless Clause - Proposals shall provide for the bank holding harmless the City and City representatives from all suits, actions, or claims of any kind brought on by account of any act or omission by the bank or its employees, or from any claims or amounts arising from violations of any law, bylaw, ordinance, regulation or decree.

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3.4 Requests for Additional Information

This Request for Proposal has been developed in order to provide adequate information for financial institutions to prepare definite proposals and to permit the City to fully consider the various factors that may affect its decision. If, however, additional information is needed, questions regarding specific items in the Request for Proposal should be received in writing by 2:00 p.m. on November 12, 2008, to the attention of:

Donald R. Boyken  
[dboyken@boyken.com](mailto:dboyken@boyken.com)

or

c/o Boyken International  
400 Northridge Road, Suite 1200  
Atlanta, GA 30350

Written answers for all questions will be sent to all respondents by 5:00 PM November 14, 2008 by email (please provide email address for a response).

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**SECTION 4 - SERVICES, STRUCTURE AND OPERATION**

A. General

The banking services detailed in this section provide for these services to be performed for the City on a contractual basis. It is the intent of the City to have a single bank to provide the majority of the banking services specified in this proposal. This document is intended to convey the City's specific requirements, but is not intended to provide total detail.

B. Account Structure

To enable the City to have maximum cash availability an account structure as outlined below is specified. The City reserves the right to make changes to the account structure as needed. The City must have the ability to perform transfers within its accounts. NOTE - ACH Blocks will be required on accounts that are not disbursement accounts.

1. Governmental Funds Account

The purpose of the Governmental Funds account is to concentrate a majority of the City's cash balances for more effective cash management and investment. The Governmental Funds account will act as a concentration account for the zero-balance accounts of the City. Funds deposited into this account shall be considered collected as soon as funds are available to the bank. Incoming and outgoing wire transfers will be made from this account periodically for investment purchases and sales. This is not a disbursement account. This account will maintain a target balance and idle funds are to be swept into overnight investments.

2. Zero-Balance Accounts - General Disbursement and Payroll Disbursement.

The City will require two zero-balance, controlled disbursement accounts, one designated as a general account and one designated as a payroll account. The City's zero-balance disbursement accounts will act as the disbursement accounts for all City issued accounts payable and payroll checks. These accounts will always have a zero balance at the end of the banking day. They will operate on the following basis:

- Disbursements - As checks are presented for payment, the zero-balance accounts will be debited. A debit total will accumulate during the regular business day. At the end of the business day, the total amounts debited will be transferred from the concentration account and credited to the zero balance accounts.

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- Deposits - There will be no deposits to the zero-balance accounts.
  - Transfers - The transfer debits between the zero-balance accounts and the concentration account will represent the total of disbursements.
3. Concentration Account – This account will receive daily deposits for the City of Dunwoody. Checks will not be presented for payment against this account. Activity to occur in this account includes: daily deposits (consisting of cash and checks), credit card payments, electronic drafts/ACH and wires. Daily transfers to and from other City accounts will be required. The City will be performing on-line transfers from this account on a daily basis to other City accounts. NOTE - Deposits via ACH will be made to this account.
4. Additional Services to be Provided include the following:
- The banking institution must furnish duplicate deposit slips without charge
  - The banking institution must furnish unlimited check writing privileges including checks without charge
  - The banking institution must provide for stop payment of checks without charge
  - The banking institution must provide zippered bank bags without charge
  - The banking institution must provide an electronic cash management system to include at a minimum, ACH Origination, Direct Deposit, Balance Account Reconciliation Export file without charge. The cash management system must be able to import and export files compatible with the City's accounting and payroll systems
  - The banking institution must have the availability of a free checking account for all City employees with direct deposit
  - Tax Anticipation Note free of set up fees
  - Credit cards – The City may issue credit cards to officials and department heads

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5. Other – From time to time during this term, the City may open other accounts with the awarded institution which will fall under this proposal.

C. Reconciliation/Computer Services

The City may utilize computerized full reconciliation services/Positive Pay. The City of Dunwoody may implement this feature during the banking services contract. The account structure as specified (concentration account, zero-balance accounts and other accounts) must be computerized so that the awarded bank can perform reconciliation. The awarded bank will provide full reconciliation services/Positive Pay for all accounts specified in this Request for Proposals. Full reconciliation includes the following minimum requirements:

- Listing of matched items (check serial number, date issued, amount paid, date paid),
- Paid items listing (check number, amount paid, date paid) provided in a compatible electronic format,
- Listing of non-match items,
- Checks imaged and provided to City on compact disc or image statements,
- Stop payments,
- Microfilm/image copies of paid items to be maintained by bank.

D. Monthly Statements

Printed statements (bookkeeping) on all accounts will be provided monthly by the tenth of the month. This should include check images.

E. Monthly Account Analysis

Monthly account analysis reports will be provided containing the following minimum requirements:

- Average book balance – ledger balance
- Average available allowance – float
- Average collected balance – ledger balance less float
- Average deposit balance – average collected balance less reserves/required restrictions
- Interest earned
- Interest rate on deposit balances
- Itemized account fees with activity for the specific period

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- F. **Daily Balance Report**  
The awarded bank will be required to have balance reporting available to the City's Financial Administration Department via secured high-speed internet connection and provide the book balance and collected balance in the concentration account, and other City accounts, with summarized account activity.
- G. **Other Banking Services - No Charge**  
It is the intent of the City to pay for all services specified on the Proposal Form on a fee basis. Space is provided on the Proposal Form for any "other" services that are not specifically listed. "Incidental" banking services not detailed on the Proposal Form will be provided to the City at no additional cost. Such services include deposit slips, stop payment forms, coin wrappers, night depository bags, investment advisory services, etc. The bank will also provide the check and endorsement stamps for all accounts at the actual invoice cost to the bank.
- H. **Availability of Funds**  
Deposits will be delivered each day to a location mutually agreed upon by the City and the awarded bank. The bank will guarantee immediate credit on all wire transfers and U.S. Treasury checks upon receipt and all other checks based on the awarded bank's published availability schedule. Banks are required to attach to the proposal a copy of their published availability schedule.
- I. **Sweep Investment**  
The City of Dunwoody currently utilizes opportunities on select accounts to invest idle funds in secure investments. Investments must be liquid, acceptable for municipal governments and be fully collateralized at the minimum requirements of state law. The option to continue this practice will be based on the proposals received. **All sweep investments shall be fully guaranteed by U. S. Treasury or government agency obligations.**
- J. **Optional Services**  
In addition to the required primary services described above, the City desires proposals for several additional optional services. Implementation of any optional services is not assured and would not be concurrent with implementation of primary services.

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1. *Retail Lock-box Services* - Information, services, alternatives, and costs for assistance in collecting funds sent to the City for tax and business license.
  2. *Safety Deposit Boxes*
  3. *Credit Card Processing* - The City may accept credit card payments at Customer Service Center for Visa and Master Card. This is not presently part of the banking-service package, but the City would like to consider adding it to the package. Please include comprehensive cost information for equipment and processing fees. NOTE - Pricing should be detailed and state whether or not pricing is contingent on award of the banking services contract.
  4. *Remote Deposit Processing* - The City may elect to utilize remote deposit services. The City is interested in evaluating this service as part of the request for proposals for banking services.
  5. *Other* - The City would encourage any other suggestions, with cost estimates if applicable, beyond the stated services that would provide improved efficiency or beneficial service enhancements. In addition to typical banking services, any other marketing activities that could promote the financial relationship with the City would be welcomed such as event advertisements or sponsorships.
- K. Supplemental Information  
General information (including proposal worksheet) concerning some current City banking activity is listed on Appendix A. Selected account information for December 2007 activity is listed on Appendix B.

**FAILURE TO FOLLOW REQUIRED RFP LAYOUT OR PRESENTATION  
COULD RESULT IN PROPOSAL REJECTION.**

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**SECTION 5 - FORMS**

**CITY OF DUNWOODY**  
**BANKING SERVICES PROPOSAL FORM**

1. Name and principal local address of bank.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Name, title, and phone number of senior staff person who will be the City's primary contact.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Name, title and phone number of staff person who will be City's technology contact.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Please attach a summary or organization chart showing principal staff members servicing the City's account.
  
5. Please attach a sheet listing four or more references (name, contact person, phone number) of customers with similar profiles (volume, complexity, zero-balance accounts, computerized on-line banking) to the City of Dunwoody. At least three of the references should be municipal government customers
  
6. Please include a copy of the latest audited annual financial report and the latest quarterly financial report.



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7. Provide detailed information regarding computerized on-line banking including:
  - a) Inquiry capability
  - b) Transaction capability
  - c) Report generating capabilities
  - d) Hardware/software requirements
  - e) Other
  
8. Provide detailed information regarding remote deposit including:
  - a) Inquiry capability
  - b) Transaction capability
  - c) Report generating capabilities
  - d) Hardware/software requirements
  - e) Other
  
9. Provide an availability of funds schedule for checks deposited to the City's account.
  
10. Provide any other information that supports proposer's ability to meet terms and conditions of "Request for Proposals" in the most economical and effective manner. Also, provide information with cost regarding any specified optional services or other services that might improve efficiency or enhance (optional) service.
  
11. Preliminary amount for tax anticipation Note to be offered to the City of Dunwoody based on its anticipated revenues.
  
12. Please indicate how the interest calculations for the overnight investments account shall be computed and what index shall be used in the calculation. The interest rate quoted must be net of any other fees.

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**5.2 CHECKLIST AND CERTIFICATION**

Checklist of Specified Services	Can Meet Requirements	Cannot Meet Requirements
Ability to pay payroll through direct deposit using automated transmission	_____	_____
Zero-balance, controlled disbursement accounts (see section III. B.)	_____	_____
Overnight investment of all available cash	_____	_____
Independent Third Party Collateral Security Agreement	_____	_____
ACH Block Capability	_____	_____
On-line Computer Inquiry	_____	_____
On-line Computer transaction initiation	_____	_____
On-line generated reports	_____	_____
Reconciliation services (See Section III. D.)	_____	_____
Monthly statements (See Section III. E.)	_____	_____
Image Capability for cleared checks	_____	_____
Contract period as specified RFP with optional extension Option	_____	_____
Contract execution within 15 days	_____	_____
Itemize and explain any exceptions and	_____	_____
Itemize and explain any exceptions and alternatives to the specified services. (Attach an additional sheet if necessary).		

**CERTIFICATION**

\_\_\_\_\_ certifies that it is familiar with and understands the City of Dunwoody’s “Request for Proposals for Banking Services”. We agree to meet or exceed all specifications included in the bid package and to comply with the scope, nature, quantity and quality of the work to be performed. Any exceptions have been noted above and we understand that deficiencies may result in rejection of the proposal (see Section 1.B.5). If successful, we agree to execute a contract with the City within fifteen (15) days.