

Proposals for City Depository Services are being hereby solicited by the City of Gulfport MS. Specifications may be obtained from the Procurement Office, 1410 24<sup>th</sup> Avenue, Hardy Bldg., Gulfport MS 39501 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.

Delivery of Proposals — One (1) original, three (3) copies and one (1) digitally converted file (disc) copy shall be submitted in a sealed envelope, clearly identified as "RFP for City of Gulfport Depository Services" and delivered to the address listed below no later than 4:00 pm on November 6, 2018, after which time they will be delivered to the selection committee. Any proposal received after the time and date stated will be returned unopened.

"The City of Gulfport now offers Electronic Bidding. Official bid documents can be downloaded from Central Bidding at [www.centralbidding.com](http://www.centralbidding.com). Electronic bids and/or reverse auction bids can be submitted at [www.centralbidding.com](http://www.centralbidding.com). For any questions relating to the electronic bidding process, please call Central Bidding at 225-810-4814."

Questions – All questions regarding this Request for Proposals should be directed to Connie Debenport by e-mail: [cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov) or facsimile (228) 868-5704, *not less than seven (7) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

A selection committee will review each proposal based on the below listed grading criteria and will assist the City's governing authority in evaluating the proposals and assessing the most qualified proposal. The governing authority retains the ultimate authority in making these determinations. The committee may develop a short list from which interviews will be scheduled and evaluations will be based in part on review of **ONLY** the data submitted in response to this request for proposal. Upon final selection and determination made by the City's governing authority, a written contract may be awarded to the individual/firm whose bid/proposal is determined by the governing authority to be the most qualified and/or the lowest and best.

The governing authority will consider terms and conditions and factors relating to price, financial responsibility, technology, legal responsibilities as well as a bidder's or proposer's "responsibility" concerning matters that relate to the prompt and efficient performance of the contract, including the bidder's or proposer's honesty and integrity, skill and business judgment, experience and capability of performing the contract, conduct under previous contracts, and the quality of previous work, and a bidder's or proposer's customer satisfaction in prior or other contracts or projects, stability and solvency, and management experience in similar contracts, and any oral interviews with the review committee. The governing authority may consider any of the factors referenced herein in awarding the contract.

**Proposals may be held by the City of Gulfport, Mississippi, for a period not to exceed sixty (60) days from the date of receipt of proposal.**

**The City of Gulfport reserves the right to reject any and all proposals, in whole or in part, and to discontinue contract execution with any party at any time prior to final contract execution.**

**The City of Gulfport is an equal opportunity employer. The successful firm shall adhere to the City of Gulfport's policy concerning non-discrimination without regard to race, creed, color, age, sex, national origin or handicap.**

**Publication Dates: 10-05-2018 & 10-12-2018**



# **Request for Proposals**

Depository Banking  
Services

**City of Gulfport**

**Date: November 24, 2015**

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M I S S I S S I P P I

**Office of Procurement  
1410 24th Avenue  
Gulfport, MS 39501**

**November 24, 2015**

**Request for Proposals  
For  
City Depository Banking Services  
Gulfport, MS**

The City of Gulfport, MS, in accordance with all rules and instructions set forth in both this proposal and the applicable laws of the State of Mississippi as stated in Title 27 Chapter 105 Article 3 of the Mississippi Code, requests qualified banks to submit proposals to provide all banking services required by the City of Gulfport.

**I. INTRODUCTION**

The City of Gulfport, MS proposes to enter into a two year contract with a bank or banks authorized to do business in the State of Mississippi. This bank or banks will provide banking services for all aspects of the City's operations.

**II. STATEMENT OF WORK**

The City of Gulfport will actively pursue utilizing the latest and most feasible advancements in electronic transactions, reporting, and other features available in the electronic banking environment. The bank or banks selected will be expected to keep abreast of new innovations and make these available to the City.

**Banking Functions** - A description of the accounts involved with their respective average monthly balances and volume statistics are included in Exhibit A and Exhibit B in this proposal.

**III. PROPOSED FORMAT**

**Minimum Qualifications for Submitting Proposals**

At the time of submission of the proposal, the submitting bank must certify that it is capable of performing all tasks and activities associated with the requirements of this

Request for Proposal (RFP).

The bank or banks designated for the City Depository must meet the minimum qualifications described below:

1. Currently be and remain, throughout the term of the contract, a designated fiscal agent of the State of Mississippi.
2. Currently be and remain, throughout the term of the contract, a member of, or have access to the Federal Reserve System with full wire transfer capabilities in order to send requests for funds to the United States Government, receive funds, transfer funds to other banks as directed by the Finance Department. In conjunction with this, the bank must verify and remit funds immediately involving securities purchased under agreements to resell.
3. Currently have and maintain, throughout the term of the contract, a trust or safekeeping department capable of issuing safekeeping receipts immediately upon receipt of securities that are acceptable to the City of Gulfport.

#### **Information Required to Be Submitted with Proposals**

Transmittal Letter - Each participating bank shall submit, as an integral part of its proposal, a Letter of Transmittal to include the minimum:

A. Bank's Background Summary - (Please be brief)

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1. Experience in the following banking services:  
volume activity.

Experience in the following banking services:

- a. "sweep accounts" - describe the services offered;
- b. electronic banking - describe the services offered;
- c. Lock box capability - describe the services offered;

**Pricing Summary** - Fees shall be paid to the bank on a monthly basis via a submission of an account analysis for each account (i.e. volume of checks, number of deposits, number of returned items, other charges, etc.). When determining the above-described fees, take into consideration the volume statistics contained in Exhibits A and B in this proposal. Show in a separate section entitled "pricing section" the various charges associated with each type of transaction. Proposer should show the calculations of all related fees in a very easy to understand format, preferably the format shown on Exhibit B. The format should show all related charges for each account contained on Exhibit A. Also include any initial set up fees.

Investment Services summary and fees - Banks must be able to provide investment services on city accounts. The City wishes to have its idle funds invested via a "sweep account" concept whereby all funds remain invested in short term securities and only demands presented against account are paid. **Please provide a rate of return expressed as a fixed rate.**

Non-Interest Bearing Accounts - Banks must be able to provide separate non-interest bearing accounts that are not included in the "sweep account."

**Quotes provided using a different rate other than the fixed interest rate and/or vague, unclear responses as to how fees or other charges are calculated will be grounds for the entire proposal being considered non-responsive.**

Other Items -

1. Address and functional description of all facilities located within with City of Gulfport.
2. A copy of the latest audited annual report.
3. Web-site address of demo version of electronic banking functions, CD-rom or availability of on-site demo.

#### **IV. CRITERIA FOR SELECTION**

1. Cost of Services versus Investment Return
2. Organizational Qualifications
3. Experience and Technical Expertise

#### **V. CONTRACT ADMINISTRATION**

##### **A. Expenses of Preparing Responses to this RFP**

The City of Gulfport accepts no responsibility for any expenses incurred by the responders to this RFP in the preparation of their responses. Such expenses are borne exclusively by the responders.

##### **B. Submittal Instructions**

Proposals must be submitted in three (3) paper and one electronic version to the Purchasing Office, 1410 24th Avenue, Gulfport, MS 39501, no later than 10:00 am on December 29, 2015, after which time they will be delivered to the Selection Committee. Any proposal submitted after the date and time as noted will be returned unopened.

Each proposal will be evaluated for full compliance with the RFP instructions to the offeror and the mandatory terms and conditions set forth within the RFP document. The objective of the evaluation will be to recommend the firm who is most responsive to the herein described needs of the City.



All proposals submitted under this RFP shall become the property of the City of Gulfport and will not be returned

**A. Proposal Duration**

Proposals submitted in response to this RFP must be valid for a period of ninety (90) days from proposal submission deadline, and must be so marked.

**B. Acknowledgement of Addenda**

Addenda may be issued in response to changes in the Request for Proposals. Addenda must be acknowledged by signing and returning the addenda form. Acknowledgements must be received no later than the proposal due date. If acknowledgments are returned with the proposal, they must be submitted with the technical proposal only. Failure to properly acknowledge any addendum may result in a declaration of non-responsiveness by the Governing Authority.

**VI. AWARD OF CONTRACT**

A selection committee will review and rate all proposals and may determine an interview list of the firms whose proposal are highest rated based on qualifications and information provided in Section III., Proposal Format and Section IV., Criteria for Selection.

Interview listed firms will be scheduled for oral presentation to the selection committee, not to exceed one hour's duration, responding to questions from the selection committee relevant to the firm's proposal.

The selection committee may then rescore all interview-listed firms based on the information submitted and oral interview, and will compile a new list ranking those firms. After all rating is completed, the committee will open cost proposals of only the final short listed firms and will include the cost proposal information along with its recommendation to the Administration and City Council, who will make the final decision as to award of

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Contract.

**Authorizations**

Proposals are to be signed by those officials and agents duly authorized on behalf of their respective institutions to sign proposals and contracts.

**Contract Period**

The contract period shall be from the date of award (anticipated to be January 1, 2016) through December 31, 2017.

**Holiday Schedule**

A holiday schedule as adopted by the City of Gulfport is included and shall be considered a part of the contract documents.

**Cancellation**

The City may terminate this contract at any time without cause, in whole or in part, upon giving the (insert firm/individual) a thirty (30) day written notice. Upon such cancellation, the (insert firm/individual) shall immediately cease services at the conclusion of the thirty

(30) day notice period. The City shall be liable and responsible to the (insert firm/individual) only to the extent of work already performed. Should services be unsatisfactory or untimely, the City shall have the right to cancel the services immediately pursuant to a written notice that identifies the failure to the (insert firm/individual). Cancellation shall not release the OFFEROR from legal remedies available to the City.

### **Disqualification of Proposer**

Although not intended to be an inclusive list of causes for disqualification, any one or more of the following causes, among others, may be considered sufficient for the disqualification of a proposer and the rejection of his proposal:

1. Evidence of collusion among proposers.
2. Lack of competency as revealed by either financial statements and/or experience as submitted or other factors.
3. Lack of responsibility as shown by past work, judged from the standpoint of workmanship as submitted.
4. Default or termination on a previous contract for failure to perform or otherwise.

### **Questions**

Questions regarding this RFP should be directed to the Purchasing Office by [email: cdebenport@gulfport-ms.a](mailto:cdebenport@gulfport-ms.a) w or facsimile (228) 868-5704, *not less than ten (10) business days* prior to the proposal due date. All questions must be submitted *in writing*; telephonic inquiries will not be considered.

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### **Direct Contact**

**Direct contact with any City employee, including the Governing Authority, on the subject of this proposal, is strictly forbidden. Violation of this paragraph will result in disqualification of your proposal.**

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### **Trade Secrets/Proprietary Information**

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Trade Secrets or Proprietary information submitted by an, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Mississippi Freedom of Information Act; however, the, offeror or contractor must invoke the protections of this section prior to or upon submission of data or other materials to be protected and state the reasons why protection is necessary. *Price quotations in proposals submitted to the City are not "proprietary" or "confidential".* They are considered public information.

Please mark one:

( ) **No**, the submittal I have turned in does not contain any trade secrets and/or proprietary information.

( ) **Yes**, the submittal I have turned in does contain trade secrets and/or proprietary information. If **YES**, please list the *page numbers* **and** the *reasons* why the information is considered a trade secret and/or proprietary information. These pages shall be conspicuously labeled "PROPRIETARY INFORMATION" in red ink at the top and bottom center of each page.

### **Do Not Mark the Whole Proposal Proprietary**

The vendor will be and state that he is an equal opportunity employer in all solicitations or advertisements.

### **VENDOR INFORMATION**

Company/Firm Name	
Authorized Rep.-Signature	
Authorized Rep. Print	
Address	
Phone Number	
Facsimile Number	
Email	
Website	

### **Example of Standard "Projected Timetable"**

Description	Date	Time frame
Request city council approval		Within 7 weeks after receipt <i>and</i> review (depending on next available agenda)
Advertisement		1 each week for 2 consecutive weeks
Pre-proposal conference		1 -2 weeks after last advertisement
Questions in writing cut-off		2- days after pre-proposal conference in order to give city ample time to respond before addenda deadline
Amendment/Addendum		No later than 48 hours prior to opening or open date must be extended 5 days
Proposals due		No sooner than the 16th day after the last advertisement, depending on complexity of Scope of Work, this could take longer.
Distribute to selection committee		Depending on complexity and number of submissions - no less than 1 week, no more than 2 weeks.
Grading by selection committee		1-2 weeks
Contract negotiations and placement on agenda for council approval		Within 2 weeks (depending on next available agenda)

NOTE: Time frames may be shortened by requesting approval for "add-on" to agenda

## **Exhibit A**

### **City of Gulfport Bank Accounts      FY 2015 Average Balance**

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#### **Accounts included in Sweep Investment:**

Main Account:

City Depository	\$29,000,000*
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Zero Balance Accounts (Tied to City Depository):

Accounts Payable Clearing	\$ -0-
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Payroll Clearing	\$ -0-
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Group Health Insurance	\$ -0-
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Claims Contingency Fund	\$ 2,000,000
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Community Development Program	\$ 300,000
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Water and Sewer Clearing	\$ 200,000
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Water & Sewer Trust	\$ 3,000,000
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Harbor Clearing	\$ 10,000
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Escrow Deposit Account	\$ 160,000
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Police Forfeiture	\$ 300,000
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<b>Accounts not included in Sweep Investment (Non</b>	<b>-Interest Bearing)</b>
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Acct Pnrfeitel re Funti	\$ 200,000
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Coastal Narcotic Enforcement	\$ 50,000
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Katrina Supplemental CDBG	\$ -0-
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Flexible Spending	\$ 25,000
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Note 1- \*Balance higher than usual in FY 2015 due to issuance of bonds. Typically the balance will range between five to ten million.

Note 2 - Average number of monthly checks written is 1,000.

Note 3 - Average monthly lock box transactions are 10,000.

## Exhibit B

(Bank Name)

City of Gulfport

Schedule of Proposed Fees

BANKING SERVICE DESCRIPTION	Available YES or NO	FEE	COMMENT
Monthly Maintenance Fee			
Account Debit/Checks written			
Account Credit/Deposits made			
On-Us Items Deposited			
Return Check Charge			
Return Re-Deposit charge			
Stop Payment Charge			
NSF Charge			
Collection Items			
Wire Services			
Positive Pay Services			
Account Reconciliation (Partial)			
Account Reconciliation (Full)			
Bank Internet - Website			
Account Balance Reporting			
Account Transfers			
Stop Payments			
Check Images/Front			
Check Images/Back			
Deposit Images			
ACH Services			
Direct Deposit of Payroll			
Reversal Fees			
ACH Debit Charge			
ACH Credit Charge			
CD Rom Fee			
Sweep Account Fee			
Zero-Balance-Account			
Per Transaction Fee			
Lock Box Services			
Credit Cards for City Travel Usage			
Lock Box Services			
Other			