

**On Behalf of
THE
Lawnside
Public School District
Of
Camden County**

Request for Proposal for Banking Services

Background:

Lawnside Public School District of Camden County (“School District”) is soliciting proposals for Banking Services to be effective September 1, 2018. The school budget for the School District totals over \$9,000,000. If your establishment requires copies of the district’s bank statements for the latest month reflecting the balances and activity, please let me know. All correspondence and submittals should be sent to:

Lawnside Board of Education
426 E. Charleston Avenue,
Lawnside, NJ 08045
Attention: Dawn Leary, School Business Administrator.
Board Office: (856) 547-2585

Required Services

The School District requires the following minimum services on each of their accounts. Any charges for these services **MUST** be noted on the attached proposal form. Any variation from the minimum requirements **MUST** be noted:

1. Monthly Statements of all bank accounts are due the 5th of each month.
2. All Monthly Statements must include deposits and checks cleared in check number order.
3. Monthly Statements available via hard copy by mail or internet if desired by individual District.
4. Interest on all accounts of the Board of Education, regardless of balance or activity, including but not limited to the following accounts:

Required Services Cont.

- a. General Operating Funds
 - b. Net Payroll
 - c. Payroll Agency
 - d. Cafeteria Funds
 - e. Unemployment Accounts
 - f. Capital Projects Accounts
 - g. Student Activities Accounts
5. Wiring services and ACH deposits and withdrawals
 6. Monthly account analysis to include bank earnings, credit, itemized fees, and interest earned to be credited to the district. Also, reconciliation of outstanding items General Operating Fund Account and any other account deemed necessary by the Board of Education.
 7. A bank office, at which the district can transact business, in a convenient location.

8. Eligibility to act as depository for public funds under the Governmental Unit Deposit Protection Act.
10. Proven Secure Electronic/On-Line banking program for Governmental Units that allows stop payments, transfers between accounts, generation of reports, etc.
11. Notification of all electronic fund transfers, via secure online banking program, fax, email, or US Postal Service, with source and purpose described.
12. The ability to process employee direct deposits for payroll, with unlimited repositories per employee.
13. Daily courier/armored car service available for School District designated locations for General Receipts, Cafeteria, Student Activity, Athletic Account and other account deposits as needed. The School district will provide an approved school calendar for the courier service to follow.
14. Fix a **Minimum Interest Rate** to be applied to all accounts.
15. Copies of deposit slips/receipt of deposits to be returned to the School District via U.S. mail.
16. Notification via fax the same day of any Returned Items for Enterprise Funds.

PROPOSAL AWARD

The School District will award a contract for banking services based upon the most advantageous proposal provided by the bank as determined by the review of such proposals by the Board of Education. The School District retains the right to decide what services/proposal that is in their best interest.

(This should be the First Section of Proposal Document)

BANKING PROPOSAL

Lawnside Public School District

Of

Camden County

Name of Bank: _____ Date: _____

Submitted

by: _____

Name

Title

NOTE: The fees/formulas/services indicated in this proposal are those which will be in effect for the duration of the contract. The rate of interest (Item 1) is for informational purposes only, but **MUST** be completed. The bidder certifies that any fees or formulas for affixing the rate of interest or providing services will remain in effect for the duration of the contract.

The bidder also certifies that, should the bank be merged, sold, or consolidated, that this agreement shall be honored and remain in full and that the bank or financial institution will be responsible for any and all costs associated with the upgrading of computer software, printers or computer chips regarding the change in bank routing numbers, logos or any other charges on the bank accounts that are deemed necessary to process banking transactions.

1. Current rate of interest on accounts as of the end of June 2019.
2. Formula for fixing rate of interest: (i.e. T-Bill plus 1 basis point)

3. Fixed Minimum Interest Rate:
4. Interest calculated on Bank Statement Balance, Collected Balances, Estimate of Percent of Collected Funds.
5. Minimum balance required in account to collect interest (if applicable).
6. Penalties for falling below minimum balance (If applicable).
7. Maximum balance allowed in account (If applicable).
8. Monthly maintenance charge (If applicable).
9. Transaction fees: (If applicable, please list in detail)
10. Time of day deposits and/or wire investments must be received for same day transactions.
11. Describe any enhanced banking services that would be provided to all employees of the Lawnside Public School District.
12. Provide locations of bank branches in Camden County that would accommodate the School District.
13. Describe in detail all additional services that would be offered to the School District not previously listed above. Please include any fees, if applicable, associated with such services.
14. All Proposals **MUST** be submitted to:

Attn: Dawn Leary, Business Administrator
Lawnside Public School
426 E. Charleston Avenue
Lawnside, NJ 08045
Board Office: (856) 547-2585

Deadline to submit proposal will be on Friday, May 18, 2018

Person Completing Proposal:

Signature: _____

Title: _____

Phone: _____

Fax: _____

E-Mail: _____