

# WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## GENERAL BANKING SERVICES

Project Name: General Banking Services

Date Packet Available: June 8, 2022

Bid Due By: June 21, 2022

Bid Submitted By: \_\_\_\_\_

**PUBLIC NOTICE**

**REQUEST FOR PROPOSAL**

NOTICE IS HEREBY GIVEN that proposals are being solicited by the Washington Township Municipal Utilities Authority for the following service:

**GENERAL BANKING SERVICES**

The RFP package for this service may be obtained at the Authority's Office, 152 Whitman Drive Turnersville, NJ 08012 during regular business hours (8:00 a.m. to 5:00 p.m. Monday-Thursday) or online at the Authority's website, [www.wtmua.com](http://www.wtmua.com). Each submission to be considered shall comport to the criteria set forth in the proposal packet and by law.

Proposals must be submitted to the Washington Township Municipal Utilities Authority, 152 Whitman Drive, Turnersville, New Jersey, 08012 and must arrive prior to 10:00 a.m. June 21, 2022. Proposals received after said opening, whether by mail or otherwise will be returned unopened. Proposals must be submitted in sealed envelopes with the name of the RFP clearly marked on the outside of the envelope. Proposals may not be faxed, transmitted over the telephone or emailed.

The Proposal selected shall comply with all applicable federal, state and local statutes, rules, ordinances and regulations. This Request for Proposal constitutes an invitation to submit bids to the Authority, however, the Authority further reserves the right to waive any technical error; to reject any proposal; or any part thereof for any reason whatsoever, or to reject all proposals. Specifically, the Authority reserves the right to reject all proposals without cause. The Authority shall not be responsible for the loss, non-delivery or physical condition of Proposals sent by mail or courier service.

All Proposals are further required to comply with the requirements of N.J.S.A.10:5-31, et seq., and N.J.A.C.17:27. Business Registration Certification must be supplied with the Proposal and failure to submit the requisite Certificate requires mandatory rejection of a Proposal as a non-waiverable defect.

No Proposal shall be withdrawn for a period of sixty (60) calendar days subsequent to the date of receipt of the Proposal without the consent of the Authority.

Elizabeth Rogale

Executive Director/Chief Financial Officer

# **SPECIFICATION AND PROPOSAL FOR GENERAL BANKING SERVICES FOR THE WASHINGTON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**Intent:** The Washington Township Municipal Utilities Authority is issuing a Request for Proposal to financial institutions to provide general banking services.

The Authority proposes a contract term of two (2) years with either party having the option to terminate the contract with ninety (90) days written notice of its intention to terminate. The estimated effective date of this agreement is August 1, 2022.

Please submit the RFP items requested in this communication, along with any additional information regarding services the financial institution offers to municipal governments.

## **I. Terms of the banking agreement:**

1. The financial institution must be fully qualified as a “Public Depository” pursuant to the State of New Jersey Government Unit Depository Protection Act and must continue to be such during the two (2) year contract period.
2. The Authority reserves the right to hold oral discussions with all institutions prior to selections.
3. By submitting a proposal, the proposer certifies that he or she has fully read and understands the RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed.
4. The institution shall furnish such additional information as the Authority may reasonably require. The Authority reserves the right to make reasonable inquires of the qualifications of the institution, as it deems appropriate.
5. The Authority reserves the right to reject any/or all proposals, and the right to accept the proposal that it considers most favorable to the Authority’s interests. In addition, the Authority reserves the right to seek new proposals when such a procedure is in its best interest to do so.
6. The institution must submit a copy of the Business Registration Certificate under C57, Law of 2004 (S1778 signed 6/29/04)
7. The institution must comply with the State of New Jersey’s Pay-to-Play regulations.

## **II. Required Services for Responding Financial Institutions:**

1. Monthly statements are due to the Authority by the 10th of each month.
2. Full monthly reconciliations to be completed for all accounts. Specifically, all checks must be in numerical order.
3. Interest paid on all accounts and method of interest calculation.
4. Next business day availability for deposited checks.
5. Availability of sweep accounts and corresponding interest rates.
6. Monthly account analysis, detailing all fees and charges as well as earnings credit.
7. Web based computer banking (Real Time) allowing access to banking services such as; book transfers, wire transfers, statements, etc. A demonstration of this service may be requested by the Authority.
8. Currently, a portion of the Authority's funds are held in trust by TD Wealth Management and funds flow to and from the Authority's cash accounts on a regular basis. The institution must demonstrate the ability to support such transactions.
9. Proposal must include free checks (laser) and deposit slips on all accounts.

## **III. Please respond to the following items:**

1. The institution must denote transaction cut off for deposits to be considered received that day and not carried forward to the next day. Indicate cut off time at branches and the financial institution's main office.
2. The Authority requires a bank office in a convenient location where it can transact business.
3. Please state the location of this bank or branch and list the number of bank branches within a five-mile radius of the Authority.
4. In order to maximize the yield on idle Authority funds, a sweep account may be requested. The amount of this investment will vary. The Authority welcomes any methods recommended by the institution on the daily investment of idle funds; however, any of these proposed methods should be described in detail and must have the interest rate tied to an effective index rate.
5. Do you have professional staff dedicated to municipal financing and municipal

debt financing?

Please list the principal members of that Department and their location.

#### **IV. General Information:**

- The total utility charges collected for calendar year 2021 were approximately \$12,000,000.
- The Authority's Current Operating Budget for 2022-2023 is approximately \$12,500,000.
- The Authority issues approximately 800 accounts payable checks annually.
- The Authority maintains accounts as listed below:
  1. Revenue Account- All water and sewer collections and other receipts are deposited into the Revenue Account. The Authority makes deposits each day of operation and deposits approximately 5,000 items each month. Monthly deposits average approximately \$900,000. Funds are transferred to the Revenue Investment Fund held by TD Wealth Management on the last business day of the month.
  2. Operating Account- All operating payments are disbursed from the Operating Account. Funds are transferred from the Operating Investment Fund held by TD Wealth Management on a monthly basis for the payment of bill list items. Funds are transferred from the Operating Investment Fund held by TD Wealth Management on a weekly basis and subsequently transferred to the Payroll Account for payment of the Authority's payroll.
  3. Unemployment Trust Account- Funds are maintained in the Unemployment Trust Account for payment of unemployment claims.
  4. Payroll Account- The Authority pays its employees on a weekly basis. Payroll services are provided by Action Data Services (ADS). Funds are transferred from the Operating Account to the Payroll Account on a weekly basis.
  5. ZBA Account- Required payments are debited from the Payroll Account to the ZBA Account and then subsequently debited from the ZBA Account by ADS. The Authority requires that the proposing institution coordinate with ADS with regard to these activities.
  6. Employee FSA Account- Funds are maintained in the Employee FSA Account for payment of employee FSA reimbursements.

**V. Cost Proposal:**

1. The cost proposals submitted to the Authority must be all inclusive. Compensating balance levels, reserve requirements, etc. should be addressed. All services not mentioned or general services incidental to the operations of accounts maintained by the Authority and not addressed are expected to be provided at no additional costs.

The Authority reserves the right to accept the proposals for all types of services from the same institution or split the services among different institutions if it is in the best interest of the Authority to do so.

Assume the activity estimates referred to throughout this document to be a reasonable estimate of activity to be experienced. The rates quoted per item by the institution will be considered fixed, regardless of activity deviation. The Authority does not guarantee any minimum or maximum volume of activity.

2. Indicate the institution's per item processing fees paid by the Authority and revenues to be paid to the Authority. The fees should be presented on a unit cost basis. The institution shall identify any specific services, which are not included in the analysis that may be subject to fees or charges payable by the Authority.

**VI. Information Requested of the Financial Institution (including mandatory forms):**

Please organize your proposals in the following manner:

1. Title page: Show name of the financial institution, address, telephone, and fax numbers, name of contact person and the date the proposal was submitted to the Authority.
2. Table of Contents: Include a clear identification of the material by section and page number.
3. Letter of Transmittal: The letter is not to exceed two pages in length and should contain the following information:
  - a. State the institution's understanding of the scope of the service to be performed.
  - b. Indicate whether institution is a parent or subsidiary associated with a holding company and describe its relationship to other in the group, if applicable.
  - c. Financial reports for the previous two years. (Please include as an attachment at the end of your proposal.)

- d. Current financial rating as issued by Moody's, Standard and Poor's and or Fitch.
  - e. State if the institution is chartered to do business in the State of New Jersey and attach a Governmental Unit Depository Protection Act certification of eligibility.
4. Proposal: Response to all items in Section III and Cost Proposal
  5. Business Registration Certificate Form
  6. Required Pay-to-Play documentation

**VII. Summary of Financial Institution's Qualifications:**

1. Indicate the institution's background in providing banking services to municipal units of government, in general, and specifically, to agencies the size of the Authority. Provide a listing of municipal client references that are presently using the institution's professional services – i.e., the client name, address, telephone number and contact person.
2. Please provide any other material that may be helpful in reviewing the proposal, including any attachments, schedules, financial information, etc.

**VIII. Evaluation of Proposals:**

The contract will be awarded to the institution providing the primary banking services at the lowest net cost and who meets the needs of the Authority most efficiently, provided the price is reasonable and is in the best interest of the Authority to accept it.

The following criteria will be used to evaluate the proposals.

1. Responsiveness of the proposal related to the scope of the work.
2. Ability, capacity, and skill of the financial institution to perform the services on a timely basis.
3. Responses of client references.
4. Experience of the financial institution in establishing and maintaining similar accounts.
5. Best arrangement and rate for earnings allowance.
6. The sufficiency of financial resources and ability of the institution to perform the Contract.

7. The reputation, stability, and longevity of the institution.
8. The quality, availability, and adaptability of the services to the particular need required.
9. Physical proximity of the banking location to the Authority's Office.

**IX. Additional information:**

Any questions relative to interpretation of specifications or the RFP process should be submitted to the Executive Director/Chief Financial Officer of the Authority in writing.

**Please direct inquiries to:**

Elizabeth Rogale  
Executive Director/Chief Financial Officer  
Washington Township Municipal Utilities Authority  
Email: [erogale@wtmua.com](mailto:erogale@wtmua.com)

**X. Receipt of Proposal:**

One (1) original, and four (4) bound copies of their proposal of which one (1) must be unbound for further copying (if necessary) in a sealed envelope marked "General Banking Services" submitted by your institution must be received in the Authority's Office no later than 10:00 A.M. on June 21, 2022.

All proposals submitted shall be binding for ninety (60) calendar days following the above due date.

Proposals received by the Authority after the time specified will not be considered. All information required by the RFP must be supplied to constitute a valid proposal. The Executive Director/Chief Financial Officer will review and evaluate all proposals submitted in response to the RFP. Based on the results of this evaluation, the Executive Director/Chief Financial Officer will make a recommendation to the Authority Board. A contract will be executed upon Board approval.

**XI. Financial Institution's Warranty:**

The person signing the proposal warrants that:

1. He or she is an officer of the organization.
2. He or she has been specifically authorized to offer a proposal in full compliance with all requirements and conditions as set forth in the RFP.



**BIDDER'S AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
(Name)

being duly sworn, deposes and says that he resides at

\_\_\_\_\_

and that he is the \_\_\_\_\_

(Give Title)

of \_\_\_\_\_

who signed the above Proposal or Bid, that he was duly authorized to sign and that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder and that all declarations and statements contained in the Bid are true to the best of his knowledge and belief.

He/She further deposes that he has submitted herewith a list of names and addresses of all stockholders and/or partners owning a 10 percent or greater interest therein in compliance with P.L. 1977, Chapter 33, effective March 8, 1977.

\_\_\_\_\_  
Affiant

Subscribed and Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**STOCKHOLDER DISCLOSURE CERTIFICATION**  
**This Statement Shall Be Included with Bid Submission**

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- Partnership                       Corporation                       Sole Proprietorship  
 Limited Partnership               Limited Liability Corporation    Limited Liability Partnership  
 Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

(Corporate Seal)

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**  
**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS AND SERVICES CONTRACTS**  
**(INCLUDING PROFESSIONAL SERVICES)**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE:

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

State of New Jersey

County of \_\_\_\_\_

ss:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full  
age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Washington Township Municipal Utilities Authority relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

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 bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)

## **PROCUREMENT AND SERVICE CONTRACT - MANDATORY LANGUAGE**

P.L. 1975, C. 127 (N.J.A.C. 17:27)

### **MANDATORY AFFIRMATIVE ACTION LANGUAGE**

#### **PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

During the performance of this contract, the Contractor agrees as follows:

The Contractor or Subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, 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, affectional or sexual orientation. 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 selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

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, affectional or sexual orientation;

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 workers' representative of the Contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or Subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The Contractor or Subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2

promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.

The Contractor or Subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Contractor or Subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The Contractor or Subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The Contractor and its Subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).