

***FISCAL AGENCY/BANKING  
SERVICES REQUEST FOR  
PROPOSALS***

***ST GEORGE FIRE PROTECTION  
DISTRICT NO. 2***

***CENTRAL FIRE PROTECTION  
DISTRICT NO. 4***

***2018-2023***

***(2024-2027 - OPTIONAL)***

## TIMETABLE OF CRITICAL DATES

<u>DATE</u>	<u>EVENT</u>
February 22, 2018	Bid Advertisement, <b><i>The Advocate</i></b>
March 1, 2018	Bid Advertisement, <b><i>The Advocate</i></b>
March 8, 2018	Bid Advertisement, <b><i>The Advocate</i></b>
April 24, 2018	All bids due no later than 2:00 p.m.
April 24, 2018	Bids publicly opened and read aloud after 2:00 p.m.

# INTRODUCTION

This is a request for bids/proposals pursuant to La. R. S. 39:1211 *et seq.*

St. George Fire Protection District No. 2 ("St. George") and Central Fire Protection District No. 4 ("Central"), as depositing authorities, are interested in obtaining Proposals for fiscal agency/banking services contracts for the years 2018 through 2023, with an optional extension through 2027.

For convenience and efficiency, St. George and Central have elected to combine their needs into this single Request for Proposals. Prospective proposers should note that, while St. George and Central intend to use a single bank, that bank will execute separate fiscal agency/banking contracts with each of them. These contracts shall in no way be interdependent. Likewise, no district shall be liable for the charges, fees or other liabilities of the other districts.

The estimates of dollar and volume activity contained in this Request for Proposals are made in good faith and based on past experience. The fire districts, however, shall not be bound by them.

Prospective proposers are urged to read this document in its entirety in order to ensure that a clear understanding of St. George and Central's requirements and intent is obtained. Prospective proposers are, likewise, encouraged to ask for clarification if questions arise. Contacts are as follows:

**St. George Fire Chief Gerard "Gerry" Tarleton**

Tel. No. : 225.454.6550  
Email : gctarleton@stgeorgefire.com

**Central Fire Chief William "Bill" Porche**

Tel No. : 225.261.2000  
Email : bporche@centralfd.org

# **SUPPORTING INFORMATION AND REQUIREMENTS FOR PROPOSERS**

## **SECTION 1.00: ACCOUNT MAINTENANCE**

St. George and/or Central currently have a single account each. St. George and/or Central may, however, choose to vary this format.

St. George and Central's accounts shall be separate. The bank shall forward all information and charges and documents relating to St. George's account only to St. George except as otherwise instructed. The bank shall forward all information and charges relating to Central's account only to Central unless otherwise instructed.

Errors made on accounts by the bank must be corrected by the bank within ten (10) days of notification of the error. Likewise, all requests for back-up information concerning deposits/credits and checks/debits must be forwarded to St. George and/or Central within ten (10) days.

## **SECTION 2.00: ACCOUNT ANALYSIS**

St. George and/or Central must receive complete documentation relating to their account activity, including volume information, "float" analysis, average balance information, interest earnings, etc. Such documentation will allow St. George and/or Central to adequately audit their accounts.

## **SECTION 3.00: CHECKS PAID**

St. George and/or Central require that checks be returned to them with the monthly account statements by no later than the 10th day of the following month.

Additionally, the bank will be required to have the capability to return imaged checks in electronic format no later than the 10<sup>th</sup> day of the Following month.

The bank will also be required to provide online viewing of the returned checks for a period of not less than three (3) months after they are returned.

On average, St. George will issue approximately 200 checks each month.

On average, Central will issue approximately 100 checks per month.

#### **SECTION 4.00: DEPOSITS**

St. George will average approximately 20 deposits/credits per month on its accounts. Central will average approximately 10 deposits/credits per month. The charge quoted should be on a per deposit/credit basis.

#### **SECTION 5.00: DEPOSIT SLIPS**

St. George and/or Central require that the bank supply an adequate supply of deposit slips. If there is a charge for this item, it should be quoted on the "Bid Response Form."

#### **SECTION 6.00: STOP PAYMENTS**

Periodically, St. George and/or Central may be required to place stop payment orders on previously issued checks. The quote given for this service should be based on an average total monthly occurrence of 1 stop payments for each district.

St. George and/or Central require that the bank have the ability to process stop payment orders online.

#### **SECTION 7.00: RETURNED CHECKS**

Each district could have approximately 1 item per month that may be returned due to "insufficient funds." The bank will be required to automatically re-run these items once before returning them to the St George and/or Central. Returned check advices must be issued to St. George and/or Central no later than the first business day after processing. The name of the check issuer shall be reflected on each advice.

It is a requirement that St. George and/or Central shall be able to view returned items online.

#### **SECTION 8.00: ACH ELECTRONIC PAYMENTS**

Both St. George and Central require that the bank provide Automatic Clearing House ("ACH") electronic payment services (including direct deposits

service for employee payroll). Transaction cut-off time must be 4:00 p.m. or later each business day.

St. George currently averages approximately 400 ACH electronic payments per month. Central currently averages approximately 100 ACH electronic payments per month.

### **SECTION 9.00: WIRE TRANSACTIONS**

Central and/or St. George may make approximately 1 wire transfer each per month.

### **SECTION 10.00: CREDIT CARDS<sup>1</sup>**

St. George requires that the bank issue to it or its designated employees at least 20 credit cards (VISA and/or Master Card) at no annual fee, each card to have a \$3,000.00 maximum credit limit.

Central requires that the bank issue it or its designated employees at least 3 credit cards (VISA and/or Master Card) at no annual fee, each card to have a \$3,000.00 maximum credit limit.

### **SECTION 11.00: SAFEKEEPING SERVICES**

Any bank which holds funds for St. George and/or Central must pledge securities that have a market value in an amount which is no less than 102% of the aggregate total of St. George and/or Central's deposits, (principal plus interest). The market value must be verifiable in a national securities index, register or publication to the satisfaction of St. George and/or Central. All necessary pledge agreements, both with the bank and any third-party custodian, that are necessary to properly perfect a pledge of assets to secure deposits of St. George and Central must be executed. Pledged securities must be U.S. Government and/or U.S. Government Agency Securities backed by the full faith and credit of the U.S. Government and/or the issuing U.S. Government Agency.

St. George and Central require that the safekeeping of such pledged securities be provided by the Federal Reserve or an unaffiliated bank or trust

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<sup>1</sup> The bank need not issue these credit cards itself. It may procure these credit cards from a third party provided that such credit cards meet all requirements set forth herein.

company. The securities should be held in "joint custody" between the pledging bank and St. George or Central. Specifically, the Federal Reserve, the third-party bank or trust company, will designate the pledging bank as the "Depositor" and St. George and Central as the "Pledgees." A Separate pledge agreement shall be executed for each of the districts.

St. George and Central shall be accorded explicit control over the specific "pledged" securities. Relinquishment of such control will require St. George and/or Central to provide specific instructions to release the securities. Typically, such releases would be necessary to effect substitutions of pledged collateral or outright releases of pledged collateral. Releases shall not be unreasonably withheld.

St. George and/or Central require the pledging bank to pay for any and all wire transactions which are necessary to support the collateralization process. Furthermore, pledging banks must provide semi-monthly evidence of securities pledged, in accordance with the legal requirements of Louisiana Revised Statutes. Such required evidence of value shall be provided at no charge to St. George and/or Central.

## **SECTION 12.00: INTERNET BANKING SERVICES**

St. George and Central require that the bank have a full range of secure internet banking services. For the convenience of the fire districts, transaction and information gathering must be available one access portal.

## **SECTION 13.00: CREDIT, FINANCE AND LEASING**

From time to time the necessity arises for both St. George and Central to finance capital improvements and equipment acquisitions through the issuance of bonds, certificates of indebtedness or by means of municipal leasing arrangements. The need may also arise for short term lines of credit. St. George and Central require that the bank have the ability to provide these types of municipal finance facilities in-house.

The bank shall be able to offer the Districts both short term and long term (greater than 1 year) fundings at a tax exempt, bank-qualified variable rate with an option to lock in at any point in time at no additional charge.

Upon request, the bank shall be required to provide a six (6) month extension of any and all indebtedness and/or credit agreement(s) with either St.

George or Central in the event of a declared emergency or natural disaster that may physically or economically impact either St. George or Central.

**SECTION 14.00: LOCATION OF FISCAL AGENCY BANK**

For the convenience, the Districts require that the Fiscal Agency bank have its main office or a full-service branch located within the geographical boundaries of both Districts.

**SECTION 15.00: CONVENIENCE OF LOCATIONS**

St. George and Central require that the bank be as convenient as possible to the fire districts and their employees. Accordingly, the bank should have as many drive-thru or full-service branches as possible within the geographical area of each fire district. Maps of St. George and Central are attached to assist proposers in addressing this concern.

**SECTION 16.00: ASSIGNED REPRESENTATIVE WITH AUTHORITY**

The Fiscal Agency bank shall assign a specific bank officer to each of the depositing authorities. Such officer shall at least be an Executive Vice-President and shall have loan authority of at least \$500,000.00.

**SECTION 17.00: INTEREST ON CASH BALANCES**

The approximate average and peak monthly balances for each District are as follows:

<b>District</b>	<b>Average Monthly Cash Balance for 2016</b>	<b>Average Peak Monthly Balance in 2016</b>
<b>St. George</b>	\$5,587,103	\$13,993,205
<b>Central</b>	\$1,832,000	\$2,608,000
<b>TOTAL</b>	<b>\$7,419,103</b>	<b>\$16,601,205</b>

The bank selected by St. George and/or Central will be required to provide a mechanism by which St. George and/or Central can earn interest on all cash balances. Interest is to be credited to St. George and Central on a daily basis.

## **SECTION 18.00: CERTIFICATES OF DEPOSIT**

Both Central and St. George require that the bank provide them with the ability to procure certificates of deposit at competitive interest rates with terms of 60 to 90 days.

## **SECTION 19.00: REFERENCES**

Both St. George and Central require that the bank provide them with the names of at least 3 other governmental/municipal customers and identities of individuals at each entity that can be contacted for a reference.

## **SECTION 20.00: TERM**

The term of each contract shall begin on the date that funds are deposited pursuant to the contract. Each contract shall expire December 31, 2023. These contracts shall each be renewable for four (4) more years, or until December 31, 2027, upon the written agreement of both parties. In the event that renewal is desired, the party seeking renewal should notify the other party no less than thirty (30) days prior to December 31, 2023. This thirty (30) day notice deadline for renewal may be waived by agreement of the parties.

# **MISCELLANEOUS INFORMATION AND OTHER REQUIREMENTS**

## **REGULATION NOTICES**

The bank shall notify St. George and Central in writing within (10) days of any changes in Federal or State regulations or laws that would thereafter affect the fiscal agent agreement. The Bank shall also notify St. George and Central of any new services that become available to them throughout the contract period.

## **BANK STATEMENTS**

Bank statements shall be rendered within ten (10) working days after the close of the calendar month. Statements must include deposits made on the last day of the month. The accompanying checks must be arranged in numerical order.

## **RIGHT TO AUDIT RECORDS**

The bank's records relating to St. George and Central's accounts shall be open to review by the respective fire districts or their appointed independent auditors during normal business hours.

## **FINANCIAL REPORTS**

The bank shall submit a copy of its current audited financial statements. Annual updates will likewise be required.

## **BANK FAILURE - UNFAVORABLE RATING**

Should the bank fail, close, or be forced into reorganization during the term of this contract, St. George and Central reserve the right to re-bid for a fiscal agent.

If, in the sole judgment of St. George and/or Central, a bank demonstrates any likelihood of its inability to comply with any provision of this agreement or demonstrates any financial or managerial instability, that bank can be excluded

from this selection process, or the contract can be re-bid.

Should the capital adequacy rating as determined by Sheshunoff Information Services, Inc. fall below a "1" during the term of this contract, St. George and Central reserve the right to re-bid for a fiscal agent. Should Sheshunoff Information Services, Inc. reports become unavailable, St. George and Central may select a replacement rating agency and corresponding rating qualifications.

### **ADMINISTRATIVE MONITORING**

St. George and/or Central personnel will periodically monitor the fiscal agent contract, concentrating on contractual matters such as:

1. Satisfactory and timely documentation of account activities.
2. Compliance with contractual "per item" charges;
4. Reasonability tests on stated service volumes;
5. Analysis of the contractual suitability of all bank charges. Typically, St. George and/or Central will reject any charges not quoted in the original bid proposal, such as un-bid inter-account transfer fees, unannounced data processing charges, etc.
6. The bank will invoice St. George or Central for monthly services at the time monthly statements are made available. St. George and Central will audit the invoice, and then authorize payment to the bank in a timely manner. ***St. George and Central will not allow the bank to automatically debit their account for these charges.*** Please submit a sample of the monthly account analysis statement that will be utilized for the St. George and Central accounts. Terminology used on these statements must be consistent with that used in this RFP.

### **OVERDRAFTS**

St. George and Central do not intend to have a net overdraft position throughout the contract term. An overdraft is considered to be a negative balance in an individual fire protection district's accounts collectively.

## **ZERO BALANCE**

In the event that any account has a zero balance, the bank shall not close such account without the consent of the fire protection district in which the account is titled. Such consent shall not be unreasonably withheld.

## **NO RIGHT OF SETOFF**

The bank shall have no right of setoff against the accounts of either St. George or Central.

## **REQUIRED ATTACHMENTS TO THE PROPOSAL**

A number of items must accompany the proposal. The specific attachments include:

1. A sworn statement of financial condition, as shown by the proposing bank's books at the close of business on (or after) December 31, 2017 as required by La. R.S. 39:1220(3).
2. A copy of the bank's clearing schedule demonstrating the maximum clearing times for deposit items, specifically defining various cut-off times, and describing any available clearing alternatives.
3. Certification that the proposing bank has read and will comply with all requirements of La. Rev. Stats. 39:1211 - 1235 and all amendatory thereto.

# PROPOSAL EVALUATION/SELECTION PROCESS

On or before 2:00 p.m. on April 24, 2018, all original proposals shall be submitted in sealed envelopes to

Fire Chief Gerard C. Tarleton  
St. George Fire Protection District No. 2  
14100 Airline Highway  
Baton Rouge, LA 70817.

Upon receiving and opening the proposals, St. George and Central will begin the evaluation process. The evaluation will be done as follows:

1. Proposals will be reviewed for completeness and general adherence to the requested format for presentation of proposals.
2. Failure to satisfy any of the service requirements listed in Section I of the Proposal Form shall constitute a basis for rejection of the proposal.
3. Failure to provide any required attachment shall constitute a basis for rejection of the proposal.

The proposals that are in general compliance with the requested format, satisfy all of the requirements of Section I, and contain all required attachments shall be graded and evaluated based on the following set of weighted criteria:

25%	Net cost of requested services (includes proposed interest rate)
25%	Finance and Leasing
30%	Assigned Representative with Authority
5%	Convenience (location and number of branches)
5%	Interest rates for Certificates of Deposit
10%	References

St. George and Central reserve the right to waive any and all technicalities and/or formalities. They also reserve the right to reject any or all proposals and repeat the request for proposals process should it be deemed in St. George and/or Central's best interest to do so.

# ***FISCAL AGENCY/BANKING SERVICES BID/PROPOSAL FORM***

**ST. GEORGE FIRE PROTECTION DISTRICT No. 2**

**CENTRAL FIRE PROTECTION DISTRICT No. 4**

**NAME OF BANK:** \_\_\_\_\_

**TITLE OF AUTHORIZED  
OFFICER SUBMITTING RESPONSE:** \_\_\_\_\_

**NAME OF AUTHORIZED  
OFFICER SUBMITTING RESPONSE:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

## **I. REQUIREMENTS**

<b>RFP SECTION</b>	<b>REQUIREMENT</b>	<b>YES</b>	<b>NO</b>
<b>1.00</b>	Will you meet the requirements set forth in Section 1.00 of the Request for Proposals ("RFP") entitled "Account Maintenance"?		
<b>2.00</b>	Will you provide the information / documentation described in Section 2.00 of the RFP entitled "Account Analysis"?		

RFP SECTION	REQUIREMENT	YES	NO
3.00	Will you return cancelled checks and monthly account statements to St. George and Central no later than 10 <sup>th</sup> day of the following calendar month?		
3.00	Do you have the capability to return imaged cancelled checks in electronic format no later than the 10 <sup>th</sup> day of the following calendar month?		
3.00	Will you provide online viewing of the returned checks for a period of not less than three (3) months after they are returned?		
4.00	Will you quote all charges, if any, for deposits/credits on a per item basis?		
5.00	Will you provide an adequate supply of deposit slips to St. George and Central?		
6.00	Will you honor lawful stop payment orders placed on previously issued checks by either St. George or Central?		
6.00	Do you have the ability to process stop payment orders online?		
7.00	Will you automatically re-run items returned due to "insufficient funds," "account closed," etc.?		
7.00	Will you issue returned check advices to St. George and/or Central no later than the first business day after processing?		
7.00	Will St. George and/or Central be able to view returned items online?		
8.00	Will you provide Automatic Clearing House ("ACH") electronic payment services (including direct deposit services for employee payroll)?		

RFP SECTION	REQUIREMENT	YES	NO
8.00	Will transaction cut-off time be 4:00 p.m. or later each business day?		
9.00	Will you accept/make wire transfers to/from the respective accounts of St. George and Central?		
10.00	Will you issue to St. George or its designated employees at least 20 credit cards (VISA and/or Master Card) at no annual fee, each card to have a \$3,000.00 maximum credit limit?		
10.00	Will you issue to Central or its designated employees at least 3 credit cards (VISA and/or Master Card) at no annual fee, each card to have a \$3,000.00 maximum credit limit?		
11.00	Will you provide the safekeeping services described in Section 11.00 of the RFP?		
12.00	Will you provide a full range of secure internet banking services with one access portal as required by Section 12.00 of the RFP?		
13.00	Will you provide in-house municipal leasing and finance services as described in Section 13.00 of the RFP?		
13.00	Will you be able to offer St. George and/or Central both short term and long term (greater than one year) fundings at a tax exempt, bank qualified variable rate with an option to lock in at any point in time with no additional charge?		

RFP SECTION	REQUIREMENT	YES	NO
13.00	Will you, upon request, provide a six (6) month extension of any and all indebtedness and/or credit agreement(s) with either St. George or Central in the event of a declared emergency or natural disaster that may physically or economically impact either St. George or Central?		
14.00	Do you have a main office or a full-service branch located within the geographical boundaries of both St. George and Central?		
15.00	Have you read, and do you understand, Section 15.00 of the RFP?		
16.00	Will you assign a specific bank officer to each of the depositing authorities?		
16.00	Will the specifically assigned bank officer be at least an Executive Vice-President of the bank?		
16.00	Will the specifically assigned bank officer have at least \$500,000.00 in loan authority?		
17.00	Will you provide a mechanism by which St. George and/or Central can earn interest on all cash balances?		
17.00	Will interest be credited to St. George and Central on a daily basis?		
18.00	Upon request, will you provide certificates of deposit at competitive interest rates with terms of 60 to 90 days?		
19.00	Will you provide three references as described in Section 19.00 of the RFP?		
20.00	Will you agree to the term of the subject banking contracts as set forth in Section 20.00 of the RFP?		

RFP SECTION	REQUIREMENT	YES	NO
Misc.	Will you notify St. George and Central in writing within (10) days of any changes in Federal or State regulations or laws that would thereafter affect the fiscal agency agreements that are the subject of this RFP?		
Misc.	Will you notify St. George and Central in writing within (10) days of any new services that become available to them throughout the contract period?		
Misc.	Will you render bank statements within ten (10) working days after the close of the calendar month?		
Misc.	Will statements include deposits made on the last day of the month, and have accompanying checks arranged in numerical order?		
Misc.	Will your records relating to St. George and Central's accounts be open to review by the respective fire districts or their appointed independent auditors during normal business hours?		
Misc.	Are you submitting herewith a copy of your current audited financial statements, and supply annual updates if awarded the banking service contracts that are the subject of this RFP?		
Misc.	Is your capital adequacy rating, as determined by Sheshunoff Information Services, Inc. at least a "1"?		

RFP SECTION	REQUIREMENT	YES	NO
Misc.	Will you automatically debit St. George and/or central's account for banking charges incurred under the banking services agreement that is the subject of this RFP?		
Misc.	Will you close an account of Central or St. George that has a zero balance without the consent of the respective fire district?		
Misc.	Will you exercise any setoff rights that you may have against Central and/or St. George against any of their respective accounts?		
Misc.	Have you attached all of the items that must accompany this proposal?		

**II. INTEREST ON ACCOUNTS**

Interest Rate:<sup>2</sup> \_\_\_\_\_.

**TOTAL MONTHLY INTEREST**

Estimated monthly interest to be paid  
on the average combined  
monthly cash balance of \$\$7,419,103.<sup>3</sup>      \$ \_\_\_\_\_

**III. EXPENSE FOR ESTIMATED MINIMUM REQUIRED SERVICES**

	<b>ESTIMATED MONTHLY VOLUME</b>	<b>SINGLE UNIT COST</b>	<b>TOTAL MONTHLY COST</b>
1. Account Maintenance		\$ _____	\$ _____
2. Account Analysis		_____	_____
3. Checks Paid	300	_____	_____
4. Deposit Credits	30	_____	_____
5. Deposit Slips	30	_____	_____
6. Stop Payments	2	_____	_____
7. Returned Checks	2	_____	_____
8. ACH payments	500	_____	_____

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<sup>2</sup> If a floating interest rate is proposed, please explain calculation on separate attached sheet.

<sup>3</sup> In the event a floating interest rate is proposed, please calculate this amount based on the daily average of the proposed floating rate during the month of February 2018.



**V. OTHER COSTS**

Will there be any additional costs for the services specified in the RFP which costs are not disclosed above? If so, please specify any and all such costs.

**VI. CONVENIENCE**

Number of full service or drive-thru branches  
in St. George?

\_\_\_\_\_

Number of full service or drive-thru branches  
in Central?

\_\_\_\_\_

**VII. REFERENCES**

Please provide 3 references in accordance with Section 19.00 of the RFP.

**CERTIFICATION OF PROPOSAL**

**I HEREBY CERTIFY** that this proposal is presented to St. George Fire Protection District No. 2 and Central Fire Protection District No. 4, on or before 2:00 p.m. on April 24, 2018; that all responses contained herein are true and accurate; and, that we have thoroughly read the Request for Proposals and La. R. S. 39:1211 -1235, and that the financial institution that I represent will adhere to, and be bound by, their requirements, provisions and objectives.

\_\_\_\_\_  
(Signature of Authorized Bank Officer)

Title: \_\_\_\_\_

Date: \_\_\_\_\_