



Hazelwood School District Banking Request for Proposal

February 6, 2020

The Board of Education of the Hazelwood School District will consider proposals for normal banking services at its regular Board meeting to be held on March 3, 2020. This is a request for a proposal for administrative review and subsequent recommendation to the Board of Education.

The District's goal is to maximize earnings on its deposits while maintaining a high level of service. The District is also interested in proposals for special services, i.e. electronic on-line banking services.

As required by Missouri Statutes (Section 110.010 and 110.020 RsMo), District funds on deposit must be fully secured by the deposit of securities of the character required by law and whose market value shall be equal to the amount to be secured. In your proposal, state the type of security which you will use as collateral for the deposits and name the trustee for securities pledged.

Current normal banking service includes the handling of deposits from approximately 35 locations; processing payroll, and accounts payable checks; furnishing supplies, including bank bags; and handling wire transfers. Bank bags are picked up from each location twice each week and delivered to the bank. A separate deposit slip will be used for each bundle of checks and for each bundle of coin/currency. The District processes its own payroll, and maintains separate payroll, and controlled disbursement ZBA checking accounts. The District's general account is an accounts payable checking account, for which the District furnishes all required checks. A separate bank account is also maintained for debt service transactions. A monthly account analysis will be required for each of the four accounts. The District also utilizes direct deposit of its payroll to any financial institution through ACH transactions.

The District maintains the following accounts:

- General Account
- Payroll ZBA Account - funded by General Account
- Controlled Disbursement Account - funded by General Account
- Debt Service Account
- Money Market Account

The following is a list of services the District would like to have provided:

1. On-line electronic banking services, including account balance inquiry, deposit verification, automatic wire transfers, and stop payment orders, for all accounts.
2. CD-ROM or electronic transmission of check imaging, in order to eliminate storage of actual canceled checks.
3. A daily report of cash on hand, verification of daily deposits, and a daily cash deposit reconciliation.
4. Preprinted deposit tickets for all locations.
5. Wire transfers of funds to or from various banks located in the United States.
6. ACH ability for direct deposits from third parties, with same day credit to the depository account.
7. Serve the District as an outlet for its investments in total or in part.
8. Providing a listing of checks clearing for the month, preferably submitted by electronic transmission.

9. Provide ACH ability for direct deposit of District's payroll to any financial institution in the U.S., submitted to the bank via electronic transmission.
10. Provide ability to be in compliance with the U.S. Electronic Federal Tax Payment System.

The contract for normal banking service is effective for up to five years beginning July 1, 2020. Transfer of funds at the beginning and the end of the agreement will be made as promptly as is consistent with orderly business procedure.

The successful bidder for normal banking services must be willing to wire-transfer funds to other banks or agencies, and to transfer funds from the general account sufficient to maintain a zero balance in the payroll, and controlled disbursement accounts, and notify the School District of transfers with a Credit or Debit Memorandum.

If you are interested in submitting a proposal for normal banking services, **your proposal must be received by 3:30 PM, February 20, 2020** at 15955 New Halls Ferry Road, Florissant, Missouri 63031, at which time and place submitted bids will be publicly opened. Please mark your sealed envelope "Depository Bid." The Hazelwood Board of Education reserves the right to reject any or all proposals. Your proposal should address the following considerations:

1. The general account must be set up such that any daily collected balance above the required compensating balance will earn interest at a rate tied to an index. Your proposal should specify the index and the plus or minus points used to determine the final interest rate earned. The percentage of the collected balance earning interest should be stated.
2. Normal banking should be paid for in a compensating balance basis. Your proposal should define a compensating balance and the amount required.
3. The depository providing normal banking services must agree to loan against tax anticipation notes.

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4. All proposals are subject to review and approval of District counsel.
5. Any other details necessary to adequately describe your proposal should be stated.
6. A formal depository contract will be required.
7. List of all charges for the various services provided, including both bank-provided and District-provided account reconciliation.
8. Describe any reimbursement for District-provided checks.

Sincerely,

HAZELWOOD SCHOOL DISTRICT

Christopher Norman
CFO/Assistant Superintendent - Finance & Facilities

PROPOSAL FOR NORMAL BANKING SERVICES

BANK SUBMITTING BID _____

OFFICIAL'S NAME _____

TITLE _____

PHONE NUMBER _____

SIGNATURE _____ DATE _____

	Rate Earned on Available <u>Daily Balances</u>	Minimum Balance <u>Required</u>
GENERAL ACCOUNT	_____	_____
	_____	_____
	_____	_____
	_____	_____

The type of securities that will be pledged to secure all accounts are:

The trustee for the pledged securities will be: _____

If awarded Hazelwood School District funds, our bank (will or will not) allow the District to borrow funds against tax anticipation notes.

Service	Annual Average	Unit Price	Service Charge
DEP INSURANCE-BANK ASSESSMENT	25,252,247		
ACCOUNT MAINTENANCE	85		
BANKING CENTER DEPOSIT	6		
VAULT DEPOSIT	6,006		
ITEM PROCESSING DEPOSIT	-		
DEPOSIT CORRECTION-NON-CASH	2		
GENERAL CHECKS PAID TRUNCATED	857		
PAPER DEPOSIT STATEMENT MAILED	-		
STOP PAY INQUIRY	-		
PAID ITEM INQUIRY	-		
TFR SUBSIDIARY ACCT MAINT	12		
DEPOSITORY+ SUB ACCT MAINT	821		
TFR + MASTER ACCT MAINTENANCE	12		
RETURNS-CHARGEBACK	46		
RETURNS-RECLEAR	50		
CKS DEP UN-ENCODED ITEMS	3,479		
STOP PAY AUTOMATED<=12 MONTHS	10		
DEBITS POSTED-ELECTRONIC	714		
CREDITS POSTED-ELECTRONIC	870		
DEPOSIT ACCOUNT STATEMENTS	900		
CHECK DEPOSIT-ICL OR RDSO	44		
DEPOSIT CORRECTION-RDS	-		
IMAGE DEPOSITED ITEMS-RDSO	872		
DIRECT ACCOUNT TRANSFER	-		
CURR/COIN DEP/\$100-BKG CTR	2		
CURR/COIN DEP/\$100-VLT	11,137		
COIN DEPOSIT-NON STD BAG-VLT	408		
DEPOSIT CORRECTION-CASH	29		
DEP CONDITIONING-SURCHG-VAULT	112		
FAX NOTIFICATION-DCN-VLT	31		
MAIL NOTIFICATION-DCN-VLT	-		
ACH DELETE/REVERSAL	35		
ACH RETURN ITEM	97		
ACH MONTHLY MAINTENANCE	22		
ACH INPUT-FILE	316		
ACH LV-MONTHLY MAINTENANCE	12		
ACH NOTIF OF CHANGE (NOC)	199		
ACH STANDARD REPORTS-FAX	195		
ACH CONSUMER ON US CREDITS	10,774		

Service	Annual Average	Unit Price	Service Charge
ACH CONSUMER OFF US CREDITS	50,765		
ACH CONSUMER ON US DEBITS	1,206		
ACH CONSUMER OFF US DEBITS	9,342		
ACH CREDIT RECEIVED ITEM	857		
ACH DEBIT RECEIVED ITEM	985		
CONTROLLED DISB MAINTENANCE	12		
CONT DISB CKS PAID-TRUNCATED	5,876		
CONT DISB-FUNDING CREDITS	250		
CPO GP MTHLY MAINT BASIC	12		
ELEC WIRE OUT-DOMESTIC	65		
ELEC WIRE OUT-BOOK DB	9		
INCOMING DOMESTIC WIRE	2		
WIRE ADVICE-PHONE	-		
CPO GP CUST MNT TEMP STORAGE	382		
BOOK CREDIT	-		
ARP FULL PPAY MAINT-PPR SUPP	24		
ARP FULL PPAY INPUT PER ITEM	7,277		
ARP VOID CANCEL ITEMS	90		
ARP DAILY PAID ITEM TRANS	24		
ARP DAILY PAID ITEM	6,895		
POSITIVE PAY EXCEPTIONS	23		
ARP POSITIVE PAY RETURN-OTHER	10		
CPO ARP ONLINE REPORTS	24		
CPO ONLINE SUBSCRIPTION	12		
CPO PREM IR MAINTENANCE	12		
CPO PREM PDR ACCOUNT	48		
CPO PREM PDR ITM STORED 2 MTH	-		
CPO PREM PDR ITM STORED 12 MTH	32,709		
CPO PREM CDR ACCOUNT	36		
CPO PREM CDR ITEM	11,599		
CPO PREM RESEARCH ITEM	3,699		
REMOTE DEP-ACCOUNT MAINTENANCE	12		
REMOTE DEP CK IMAGE PROCESSING	872		
RDSOL-ITEM STORAGE	41,103		
HIGH VOLUME SCANNER MAINT	108		
CD ROM MAINTENANCE	24		
CD ROM PER IMAGE	6,920		
CD ROM DISK	12		
IMAGE ARCHIVE-90 DAYS	6,311		
IMAGE MAINTENANCE CPO	36		
CHECK COPY	92		

Normal Banking Services Questionnaire

1. Can all banking business be conducted at one location? If not, describe locations which may be used on an optional basis. If specific banking operations must be conducted at specific locations, please explain.
2. Please include any other relevant information, if any, concerning your ability to furnish normal banking services.
3. Specify the availability and cost of any additional banking service (e.g.), cash management, direct deposit, etc.