

March 5, 2019

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 May 21, 2019. 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, 2019. 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, April 26, 2019, 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	32,996,171.00		
ACCOUNT MAINTENANCE	60		
BANKING CENTER DEPOSIT	6		
VAULT DEPOSIT	5,776		
ITEM PROCESSING DEPOSIT	-		
DEPOSIT CORRECTION-NON-CASH	12		
GENERAL CHECKS PAID TRUNCATED	778		
PAPER DEPOSIT STATEMENT MAILED	-		
STOP PAY INQUIRY	-		
PAID ITEM INQUIRY	-		
TFR SUBSIDIARY ACCT MAINT	12		
DEPOSITORY+ SUB ACCT MAINT	816		
TFR + MASTER ACCT MAINTENANCE	12		
RETURNS-CHARGEBACK	37		
RETURNS-RELEAR	43		
CKS DEP UN-ENCODED ITEMS	3,638		
STOP PAY AUTOMATED<=12 MONTHS	5		
DEBITS POSTED-ELECTRONIC	723		
CREDITS POSTED-ELECTRONIC	827		
DEPOSIT ACCOUNT STATEMENTS	900		
CHECK DEPOSIT-ICL OR RDSO	47		
DEPOSIT CORRECTION-RDS	-		
IMAGE DEPOSITED ITEMS-RDSO	918		
DIRECT ACCOUNT TRANSFER	-		
CURR/COIN DEP/\$100-BKG CTR	9		
CURR/COIN DEP/\$100-VLT	11,519		
COIN DEPOSIT-NON STD BAG-VLT	347		
DEPOSIT CORRECTION-CASH	36		
DEP CONDITIONING-SURCHG-VAULT	154		
FAX NOTIFICATION-DCN-VLT	-		
MAIL NOTIFICATION-DCN-VLT	-		
ACH DELETE/REVERSAL	52		
ACH RETURN ITEM	60		
ACH MONTHLY MAINTENANCE	24		
ACH INPUT-FILE	372		
ACH LV-MONTHLY MAINTENANCE	12		
ACH NOTIF OF CHANGE (NOC)	124		
ACH STANDARD REPORTS-FAX	143		
ACH CONSUMER ON US CREDITS	11,159		
ACH CONSUMER OFF US CREDITS	52,115		
ACH CONSUMER ON US DEBITS	1,320		

Service	Annual Average	Unit Price	Service Charge
ACH CONSUMER OFF US DEBITS	9,386		
ACH OFF US CREDITS - SAME DAY	18		
ACH ON US CREDITS - SAME DAY	9		
ACH ON US DEBITS - SAME DAY	109		
ACH CREDIT RECEIVED ITEM	876		
ACH DEBIT RECEIVED ITEM	1,028		
CONTROLLED DISB MAINTENANCE	12		
CONT DISB CKS PAID-TRUNCATED	6,226		
CONT DISB-FUNDING CREDITS	251		
CPO GP MTHLY MAINT BASIC	12		
ELEC WIRE OUT-DOMESTIC	75		
ELEC WIRE OUT-BOOK DB	3		
INCOMING DOMESTIC WIRE	3		
WIRE ADVICE-PHONE	1		
CPO GP CUST MNT TEMP STORAGE	411		
BOOK CREDIT	-		
ARP FULL PPAY MAINT-PPR SUPP	24		
ARP FULL PPAY INPUT PER ITEM	7,124		
ARP VOID CANCEL ITEMS	101		
ARP DAILY PAID ITEM TRANS	24		
ARP DAILY PAID ITEM	6,906		
POSITIVE PAY EXCEPTIONS	23		
ARP POSITIVE PAY RETURN-OTHER	9		
CPO ARP ONLINE REPORTS	24		
CPO ARP POSITIVE PAY NOTIF	194		
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	32,206		
CPO PREM CDR ACCOUNT	36		
CPO PREM CDR ITEM	11,610		
CPO PREM RESEARCH ITEM	3,107		
REMOTE DEP-ACCOUNT MAINTENANCE	12		
REMOTE DEP CK IMAGE PROCESSING	918		
RDSOL-ITEM STORAGE	42,586		
HIGH VOLUME SCANNER MAINT	108		
CD ROM MAINTENANCE	24		
CD ROM PER IMAGE	6,914		
CD ROM DISK	12		
IMAGE ARCHIVE-90 DAYS	6,397		
IMAGE MAINTENANCE CPO	36		
IMAGE RETRIEVAL CPO	65		
CHECK COPY	2		

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.