



REQUEST FOR QUALIFICATIONS (RFQ) FOR BANKING SERVICES FOR THE CITY OF ROSSFORD, OHIO

ISSUED DATE:

DUE DATE AND TIME: February 16, 2022 at 4:00PM (must be in a Sealed Envelope)

The City of Rossford (City) is seeking Request for Qualifications (RFQ) for Banking Services. Our current banking partners are Fifth Third Bank for our main operating checking account and two smaller checking accounts. The City also has Huntington Bank for our credit cards and a checking account.

The City believes it is prudent to issue this RFQ to ensure we have all of the services the City requires at the lowest monthly fee while receiving the highest customer service from the Financial Institution. The goal of the City is to have one bank partner for the City's financial needs.

The City's minimum requirements for banking services (in no particular order or importance, rather all items of equal importance):

1. Main operating checking account that is interest bearing. The account will be used for all City deposits (via checks or ACHs) and withdraws (via checks and/or wires).
 - a. The average monthly checks issued and/or wires = 130-160
 - b. The average monthly deposits made and/or received =75-100
 - c. The average monthly balance going forward = \$3.0 million -\$10.0 million
2. Two other interest-bearing checking or savings accounts with minimal transactions per year.
3. Positive Pay for all checks and wires
 - a. Ability to upload an Excel file with the check information straight to the bank's website
 - b. Verification of check number, payee and dollar amount
4. Online 24/7 banking access with secure authentication through the authorized user's phone via an app
5. Monthly statements with copies of the checks that cleared available to download from the website
 - a. Statements must be available on the 1st day of the month for the prior month
6. Daily bank reports to run online that show all debits and credits for the previous day separated by columns
 - a. List check number and amount
 - b. Wire information – to or from and amount
 - c. Deposit amount and type (ACH, at branch or by credit card)

7. Compatible with our current credit card merchant which is Merchant Service.
8. Easy and quick access if authorized administrators need to cancel access or add access to online banking and banking at the local branch
9. Great customer service and response time for problems within 1 business day or less. If something takes longer due to research, then communication from account manager to City is key.
10. Account Manager assigned to City that is available during business hours by phone or responds within two hours via email. If the Account Manager is on vacation or unavailable a reliable substitute will be assigned during that short time.
11. Ability to send payments by ACH or wire within same business day if needed -Bank to provide cut off time in RFQ response
12. Ability to set-up wire templates for reoccurring wire payments for both debits and credits.

Banking Institution RFQ Response Guidelines:

Please provide the following information for evaluation purposes in order for the City to select the most qualified bank that meets all of the needs of the City while being the most economical:

1. Must be a bank as defined by Ohio Revised Code Section 1101.01.
2. Must have a local branch within a maximum of 10 miles of the City's Administration Building for easy and efficient access for our staff
3. Information about and history of Bank (including year established, Board of Directors, number of branches, philosophy, services provided, etc.)
4. Financial information on the stability of your banking institution
5. Qualifications of dedicated Account Manager and alternate when Account Manager is unavailable who will be assigned to the City's account (resumes that depicts education, work history, size of clients served, capacity to provide quality service, etc.)
6. Municipalities (with contact information of person you deal with) that your bank serves in Ohio (with special note to ones that are similar in size)
7. Process for onboarding a new client and potential implementation schedule for change over if your bank is chosen and you are not currently the City's main bank. Target for change if warranted is April 1, 2022.
8. Describe how your bank ensures compliance with the Ohio Revised Code
9. Describe how your bank's services are the best for the City and what makes your bank stand out from other banks
10. Ensure to respond to all of the City's minimum requirements and how your bank will fulfill all of our needs
11. Provide any other services not listed above that you deem potentially valuable to the City for our review and discussion if your bank is the successful candidate
12. Prepare a monthly fee schedule for the minimum required services and then an additional document for other potential services
 - a. Place both of these documents in a separate sealed envelope with your submission

The submission should provide five copies of the information. The RFQ will be evaluated by the City Administrator and the Finance Director. Once their recommendation is prepared and shared with the Mayor for his blessing, it will be taken to the Finance and Insurance Committee for their support and then voted on by City Council. The successful bank will be notified and a meeting will be scheduled with the Mayor, City Administrator, Finance Director and the Account Manager to start implementation. If

the successful bank is the current bank partner, then the meeting will be more of expectations from the City going forward and full implementation of positive pay.

If the current bank is not the successful bank, the City will need to provide a 30-day notice of its intent to change banks which should be incorporated into your proposed schedule.

The City envisions a long-term, smooth working relationship with the awarded bank. The contract will be for five years upon execution with continual renewal options at the sole discretion of the City for the successful bank institution.

Please note: This RFQ is not to be confused with the Depository Agreements that the City holds with various banks per the Ohio Revised Code Section 135.03. The Application for the Depository Agreements will be submitted separately and the City will enter into depository agreements with those banking institutions.

The City appreciates your willingness and desire to partner with us to ensure the highest level of service in guarding the public funds for the citizens of Rossford. Thank you for taking your time to submit the qualifications. We look forward to working with the most qualified bank that best meets all of our needs.

If you have questions, please email Kelly O'Boyle, Finance Director at finance@rossfordohio.com by February 7, 2022 at 2:00pm. These questions will be answered and placed on the City's website for all to review by February 10, 2022 at 2:00pm.