

**TOWN OF GUTTENBERG REQUEST FOR QUALIFICATIONS  
FROM NEW JERSEY BANKS INTERESTED IN PROVIDING  
BANKING SERVICES TO THE TOWN OF GUTTENBERG  
FOR THE PERIOD OF JUNE 1, 2011 TO JANUARY 31, 2012**

**Introduction**

The Town of Guttenberg (“Town”) is a municipality of Hudson County, New Jersey . Pursuant to N.J.S.A. 19:44A-20.5 et seq, the Town seeks Requests for Qualifications (“RFQ”) from New Jersey Banks that wish to provide banking services to the Town of Guttenberg.

**PURPOSE:**

The Town is accepting proposals for a money management system for banking services which is to be implemented on or about June 1, 2011 to January 31, 2012

The goals the Town is trying to achieve are as follows:

1. Increase effectiveness and efficiency of the Town’s cash management program.
2. Reduce the operating costs of the Town.
3. Utilize the newest forms of computer and electronic banking.
4. Consolidation of all major banking activities with one commercial bank.
5. Offer no cost banking services to all Town employees.

Presently, the Town has the following accounts:

1. General Fund
2. General Capital

3. Trust Fund
4. Payroll Account
5. Payroll Agency
5. Court Account
6. Bail Account
7. Dog License Trust
8. Town Clerk
9. Building Department
10. Federal & State Grant Fund
11. Community Development
12. Capital Redevelopment
13. Unemployment
14. Federal Asset Forfeiture
15. Fire Prevention Bureau
16. Green Acres
17. Escrow
18. Redemption Account

The Town accepts payments via ACH Process from various County State and Federal agencies.

All proposals must show the ability to handle these transactions and be able to provide the platform under which these payments will be made.

The Town uses online banking services to check balances, and use the system to do bank reconciliations.

Under this proposal, one bank would be designated to administer minimally the General Fund Account, Payroll Accounts. The other accounts may be given to another bank. For the purposes of this proposal, assume that all accounts are to be held by one bank.

Checks would be written from these accounts as needed with interest paid on the total cleared balance of all accounts.

To be eligible for consideration the following items are required to be included in the proposals:

1. Deposit tickets, checks and checkbooks printed and supplied for all accounts without charge to the Town.
2. All Town accounts to be free of monthly maintenance charges and "bad" check charges.
3. Wire transfers provided without charge to the Town.
4. All cash management services.

5. Assistance to the Town to earn the highest return on all available funds.
6. Most recent annual report as well as subsequent submissions during term.
7. Service consideration for all Town employees, including direct deposit.
8. Coverage by the Government Unit Deposit Protection Act. Amount of GUDPA coverage.
9. Other State of the art banking and cash management products.
10. Maintenance and training for on line banking systems.
11. Provide the payment of payroll services to a 3<sup>rd</sup> party agency. The 2011 billing for these payroll services is estimated to be \$34,000.00.
12. Cost of daily deposits with messenger service.

All proposals should be submitted in clear concise language that will avoid misconception. *The interpretation of unclear language shall be made by the Finance Department and will not be subject to further clarification.* All proposals must include a Government Unit Depository Act (GUDPA) certificate in order to be considered. Award of banking services to the Town of Guttenberg will be based on the following:

1. GUDPA included
2. Lowest average daily balance required
3. Highest potential earning cash management services
4. Weighted average of questionnaire, as determined by the Town
5. Payment of all Payroll Services from a third party

The Town reserves the right to:

1. Reject all bids and proposals
2. Terminate the banking relationship at any point in time

All banks wishing to propose these services must complete the Banking Services Questionnaire in its entirety, and return the sealed proposal to the attention of:

Vince Buono  
Finance Department  
Town of Guttenberg  
6808 Park Avenue  
Guttenberg, NJ 07093

**No later than May 18, 2011 at 11:00 a.m.**

All necessary documents can be downloaded from the official Guttenberg website,  
[www.guttenbergnj.org](http://www.guttenbergnj.org)

Faxed and/or email proposals will not be accepted.

## Activity Summary

The following table summarizes an estimate of the monthly activity in all of the Town Checking Accounts and is provided for your convenience:

See attached: All deposits and checks that are supplied are monthly averages.

Account Name	Balance as of December 31, 2010
Unemployment Insurance	\$ 22,901.00
Community Development	\$ 71,502.00
Dog Control	\$ 3,552.00
Court Files Acct	\$ 106,289.00
Current Acct	\$ 4,418,924.00
Grant Fund	\$ 569,792.00
Court Bail Acct	\$ 61,918.00
Payroll Acct	\$ 38,737.00
Construction Official	\$ 15,823.00
Escrow	\$ 130,791.00
Trust Other Funds	\$ 318,872.00
Tax Redemption Acct	\$ 7,347.00
Capital	\$ 1,157,105.00
Fire Prevention Trust	\$ 16,399.00

TOWN OF GUTTENBERG

Banking Services Questionnaire

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

Bank Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Branch Hours: \_\_\_\_\_

1. Monthly Bank Statement:

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

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

Interest Posting Date: \_\_\_\_\_

2. Checks sorted for reconciliation? Yes \_\_\_\_\_ No \_\_\_\_\_

Available on CD? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Wire Transfers available by telephone? Yes \_\_\_\_\_ No \_\_\_\_\_

by computer? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Limit to number of transfers per month? Yes \_\_\_\_\_ No \_\_\_\_\_



16. Are you able to provide EDI/Corporate Payment Notification (ACH) Information? Yes \_\_\_\_\_ No \_\_\_\_\_
17. Hour that deposits must be made by for the same day credit is: \_\_\_\_\_
18. Interest rate paid on deposits:  
How is rate calculated?
19. Account information retention/retrieval process is:
20. Direct deposit of payroll available? Explain procedure:
21. Explain wire transfer procedure from #3.
22. Explain Stop Payment procedures from #9.
23. Explain funds availability policies.
24. List charges, if any, for the following services:
- Monthly account maintenance per account \_\_\_\_\_
- Check sorting for reconciliation \_\_\_\_\_

Check printing per hundred	_____
Deposit slip printing per hundred	_____
Payroll service per month	_____
Direct deposit per employee	_____
Other payroll charges	_____
Intrabank transfers per item	_____
Outgoing wire transfers per item	_____
Incoming wire transfers per item	_____
Overdraft per item	_____
Returned check per item	_____
Stop payment per item	_____
Deposit processing per ticket and per item	_____
Check processing per item	_____
Information retrieval per item/request	_____
Safe deposit box	_____

Daily telephone calls NO FEE

Locked bank bag \_\_\_\_\_

Night deposit \_\_\_\_\_

Duplicate bank statement (per statement) \_\_\_\_\_

26. Please provide the following formulas and calculations, if they apply:

Net Monthly Earnings Calculation:

\_\_\_\_\_

Average Daily Ledger Balance Calculation:

\_\_\_\_\_

Reserve Requirement (%): \_\_\_\_\_  Not Applicable

FDIC Insurance Assessment: \$ \_\_\_\_\_ per \$1,000  Not  
Applicable

Average Daily Float Calculation:

\_\_\_\_\_

Average Collected Balance Calculation:

\_\_\_\_\_

Compensating Balance Formula:

Not Applicable

\_\_\_\_\_

Earnings Credit Formula:

\_\_\_\_\_

Completed by:

Name

Title

Telephone Number

TOWN OF GUTTENBERG

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ON THE FOLLOWING STATEMENTS:

1. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

Address:

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

II. No Stockholder or Partner owns 10% of more of the company providing this submission:

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

III. Submission is being provided by an individual who operates as a sole proprietorship:

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

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership                      \_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited Liability Partnership                      \_\_\_\_\_ Subchapter S Corporation

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

## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

#### GOODS, PROFESSIONAL SERVICES AND GENERAL 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, affectional or sexual orientation or sex. Except with respect to 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, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates or 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 non-discrimination 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, affectional or sexual orientation or sex.

The contractor or subcontractors, 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 and subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor and subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.S.A. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.S.A. 17:27-5.2.

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

The contractor and 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 shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division 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 Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

TOWN OF GUTTENBERG

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY :  
: SS.  
COUNTY OF HUDSON :

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

I am \_\_\_\_\_

of the firm of \_\_\_\_\_  
the Professional Service Entity making the submission for the abovenamed Service, and that I  
executed the said submission with full authority to do so; that the Professional Service Entity  
has not, directly or indirectly, entered into any agreements, participated in any collusion, or  
otherwise taken any action in restraint of fair and open competition in connection with the  
abovenamed Service; and that all statements contained in said submission and in this affidavit  
are true and correct, and made with full knowledge that the Town of Guttenberg relies upon  
the truth of the statements contained in said submission and in the statements contained in this  
affidavit in awarding the contract for said Service.

I am 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.

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 200

\_\_\_\_\_  
Notary Public  
State of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
(Signature or Professional)

\_\_\_\_\_  
(Type or print name of Affiant and Title  
under signature)