

INVITATION TO BID

BANKING SERVICES

Sealed bids will be received by the Berkeley County Council at 400 West Stephen Street, Suite 201, Martinsburg, West Virginia 25401 for banking services. Bids will be accepted until Wednesday, August 3, 2011 until 4:00 p.m. prevailing time. The bids will be opened on Thursday, August 4, 2011 at 11:00 a.m. prevailing time.

Specifications can be obtained in the office of the Berkeley County Council or on-line at the County Council web-site www.berkeleywv.org or by calling (304) 264-1923.

The Berkeley County Council reserves the right, as the interest of Berkeley County may require to reject any or all bids and to waive any informalities in the requests for proposals and to award the contract in whole or part to the most qualified bidder. Firms owned by women and minorities are encouraged to bid.

By order of the Berkeley County Council

William L. Stubblefield, President

BANKING SERVICES RFP REQUIREMENTS

1. Local Representative and Contact for all account issues by the Sheriff's Tax office and County Clerk's Finance office.
2. Depository bond requirements as per current West Virginia State Code provisions.
3. Interest on general county fund and special revenue funds as permitted by State Code and as per the enumerated listing contained therein.
4. No service charges to be applied to the accounts.
5. County requests free checks, deposit slips and materials required for the daily operation of all accounts.
6. The County currently has 120 total accounts administered by the Sheriff's Tax Office. For the month of May, 2011, 40 accounts registered activity.
7. The Tax office requests statements with activity ending at the end of each month for purposes of recordkeeping and interest requirements.
8. The account change over will be scheduled for October 1, 2011 with a new contract needed in place on or before September 1, 2011.
9. The contact person for inquires regarding existing accounts will be the Chief Tax Deputy, Sheriff's Tax Office, Barbara Gooden (304) 264-1982, 400 West Stephen Street, Suite 209, Martinsburg, WV 25401. This is the same address for all bank statements mailed on a monthly basis to the county for the existing accounts. The contact person for all inquiries regarding the County Clerk's Finance office is Marsha Kelley, Director of Finance and Purchasing, (304) 264-1923, 110 West King Street, Second Floor, Martinsburg, WV 25401.
10. ATM in the Berkeley County Judicial Center.
11. Merchant credit cards for all current holders.
12. Electronic banking features including but not limited to direct deposit, verification of daily fund balances and stop payment transactions
13. Provision of on-line payments for county services as an optional feature with fee structure identified for provision of service.
14. Long term investment options for County's OPEB Trust Fund.

BERKELEY COUNTY COUNCIL

REQUEST FOR PROPOSALS

BANKING SERVICES

SECTION ONE: INTRODUCTION

The Berkeley County Council in accordance with 7-1-11 of the West Virginia Code, hereby requests proposals for banking services. The term of these contractual services will be for a period of one year.

SECTION TWO: MINIMUM QUALIFICATIONS TO BID

Any banking institution submitting a proposal for the services outlined in this RFP must be authorized to perform such services under the laws of the State of West Virginia and the United States of America. Additionally, any institution submitting a proposal must meet all requirements as outlined in Chapter 7, Article 6 of the West Virginia Code pertaining to the requirements of county depositories.

SECTION THREE: DESCRIPTION OF THE CURRENT SYSTEM

GENERAL COUNTY FUND – (I)

COAL SEVERANCE FUND – (I)

FEDERAL GRANTS/LAW ENFORCEMENT FUND – (NIB)

DOG AND KENNEL FUND – (I)

GENERAL SCHOOL FUND – (I)

MAGISTRATE COURT FUNDS – (NIB)

WORTHLESS CHECK FUND – (I)

ADULT AND JUVENILE PROBATION FUND – (I)

ASSESSOR'S VALUATION FUND (I) – (ASSESSOR AND SHERIFF ONLY SIGNATURES)

FIDUCIARY FUND – (I)

PROSECUTOR'S FORFEITURE FUND – (I)

FEMA HAZARD MITIGATION – (NIB)

HEALTH INSURANCE FUND – (I)

EMERGENCY SERVICES FUND – (I)

LEDA GRANT FUNDS – (NIB)

DEPUTY SHERIFF RETIREMENT FUND – (I)

LAW ENFORCEMENT BLOCK GRANT FUND – (NIB)

HOME CONFINEMENT FUND – (I)

ENGINEERING FEE FUND – (I)

ENHANCED 911 EQUIPMENT FUND – (I)

THE RAINY DAY FUND – (I)

911 FEE FUND - (I)

GYPSY MOTH FUND – (I)

PLANNING COMMISSION TRUST FUND – (I)

BERKELEY COUNTY WARRANT FUND – (I)

CONCEALED WEAPONS FUND – (SHERIFF IS SIGNATORY ONLY)

VOTER'S REGISTRATION FUND – (I)

FORFEITURE FUND (I)

PROJECT LIFESAVER (I)

FIRE DEPARTMENT EQUIPMENT FUND (I)

EMERGENCY SHELTER GRANT FUND (NIB)

HMEP GRANT FUND – (NIB)

COMMUNITY CORRECTIONS - (NIB)

(I) INTEREST BEARING ACCOUNTS

(NIB) NON-INTEREST BEARING ACCOUNTS

The number of funds handled by the county in the current fiscal year equal 120 accounts with forty showing activity in the month of May, 2011. The county reserves the right to add additional funds at any time to meet the needs of the county.

The financial statements for the County Council are available on the county's web-site at www.berkeleywv.org.

In addition to the aforementioned accounts, the Sheriff/Treasurer has accounts that are solely under his direction. These include the County Tax Distribution Account (I) and Delinquent Land Sales Account (NIB) as well as trust and agency fund accounts.

All of the funds handled by the County Clerk's Finance office require checks with the design and specifications of the County Clerk and his designees.

The financial institution must maintain qualified securities as collateral for the deposits as per the provisions of current West Virginia State Code. The bank must assure the securities will, at all times, exceed the aggregate balances of the accounts. Also no service charge will be applied to the accounts. The County requests the necessary supply of checks, deposit tickets, endorsement stamps and other items pertinent to the operation of the accounts as required by the Sheriff's Tax Office and Finance office. All accounts must receive a monthly statement no later than the first working day of each month. (Note: There must be two separate mailings of each of these statements. One must be mailed directly to the County Clerk's Finance Office and one to the Sheriff's/Treasurer's office.)

In addition to the other requirements outlined in this proposal, a significant factor in determining the award of this contract will be the interest rate earnings applied to our funds. In an effort to have a uniform method of comparison between financial institutions, we would request that the interest earnings be determined and presented as a percentage of the prime rate.

The account change over will be scheduled for October 1, 2011. A new contract will be required to be in place on or before September 1, 2011. A local representative and contact for all account issues by the Sheriff's Tax office and County Clerk's Finance office will be supplied as part of the bid package.

The Berkeley County Council has made provisions for an (ATM) Automated Teller Machine within the lobby of the Berkeley County Judicial Center. The Council would request a proposal for the installation of an ATM in the Berkeley County Judicial Center lobby as part of the proposal for total banking services. The Council will permit the inclusion of the successful bank's logo on the ATM as an advertisement of bank services to the County.

The County requests a proposal for the provision of merchant credit cards as part of the bid package for all employees who currently possess a county credit card. A list of all current merchant card holders is in the possession of the County Clerk's Finance office.

The County requests a provision for electronic banking consisting at a minimum of the following functions: direct deposit, verification of daily account balances, process for stop payments within the confines of the electronic banking process. The successful bidder will provide training and procedures for the use of all county offices responsible for these functions.

As an option, the Council wishes the presentation of on-line service features for the on-line payment of county fees and taxes and the applicable costs associated with that service.

The County requests a proposal for long term investment instruments for the purpose of the County's OPEB Trust Fund. Due to the nature of this Trust Fund (Fund 281) the proceeds of this fund will consist of annual contributions which will not be accessed by the County Council for a period in excess of five years. The County is requesting long term investment tools including but not limited to certificates of deposit or money market accounts.

The Berkeley County Building Commission has an account which is administered by the Berkeley County Council for purposes of professional services payments. A copy of the statement for this account is to be mailed separately to the Berkeley County Council offices located at 400 West Stephen Street, Suite 201, Martinsburg, West Virginia on a monthly basis. The account is an interest bearing account.

Bid proposals shall be provided in a sealed envelope clearly marked "Bid Enclosed – Banking Services". Sealed proposals must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV 25401. Proposals will be accepted until 4:00 p.m. prevailing time on Wednesday, August 3, 2011 and will be opened on Thursday, August 4, 2011 at 11:00 a.m. prevailing time in the County Council Chambers, 400 West Stephen Street, Suite 205, Martinsburg, West Virginia 25401.

The Berkeley County Council reserves the right, as the interest of the county may require, to reject any or all bids and to waive any informalities in the request for proposals received and to award the contract in whole or in part for the best interest of the County to the most qualified bidder.