

DEPOSITORY OF FUNDS

for the
O'Fallon Fire Protection District

(Bank Depository Services Bid Notice and Specifications)

In accordance with 165.211, RSMo., the O'Fallon Fire Protection District will accept sealed bids for the O'Fallon Fire Protection District bank depository services until (4:00 PM CT, February 24, 2016). Bids to be forwarded to: 111 Laura K Drive, O'Fallon, MO 63366.

Bids will remain the District's property. Bids must be delivered sealed and marked, "**2016 Bank Depository Services Bid**" in the lower left hand corner of the envelope.

The District reserves the right to reject any and all bids, and to waive any irregularities. Bidders are asked to respond to all items (negative response required). Clarification or questions may be addressed to Chief Thomas Vineyard, during normal business hours of 8am-4pm at phone number (636) 272-3493 Ext. 9100.

I. Procedures for Receiving/Awarding Depository Contract

- A. Once submitted to the District in sealed form, bids cannot be altered, and remain the property of the District.
- B. After all written bids are opened February 25, 2016 and read; the Board of Directors will take each bid under advisement.
- C. The District reserves the right to question or interview individually each of the bidders to obtain an accurate understanding of each bid received.

II. General Conditions

- A. The minimum length of the depository agreement shall be for three (3) years, beginning on April 1, 2016, with an option exercisable by the District to renew at the same terms for up to two (2) additional years.
- B. It will be the responsibility of the depository to adhere to all state and federal laws applicable to fire protection districts, including the furnishing of securities. **Funds deposited must be fully secured as required by law.** Each proposal should include the type of security to be used as collateral for the accounts and name the trustee for securities pledged.
- C. District's operating funds, as designated by the District, shall be included in the depository agreement. This agreement is not exclusive. The District reserves the right to deposit funds through other depositories.

- D. Responsibilities of the depository, aside from normal banking procedures, include:
1. Render a statement by the fifth banking day of each month.
 2. Prepare partial bank reconciliation and/or full account reconciliation on a monthly basis.
 3. Furnish printed deposit books. (7 per year)
 4. Furnish night depository bags and accept overnight deposits.
 5. Make available remote deposit capability at no additional cost to the District.
 6. Furnish necessary coin (silver) bags and accept deposits in bulk.
 7. Furnish cashier's checks.
 8. Allow stop payment orders.
 9. Permit and facilitate wire transfers of certain state and federal funds coming into the District.
 10. Provide on-line balance reporting. (2 A/Cs)
 11. Provide MasterCard or VISA account for the District with cards issued to various District personnel; please state limits offered.
 12. Online access by designated District personnel to enable them to do transfers between accounts, ACH Debit, stop payment and other types of bank transactions.
- E. Bids must include the O'Fallon Fire Protection District Depository Bid Sheet and bids must carry the signature of the responsible party(s).

III. District Financial Information

District's current financial records are available for examination by interested bidders during regular business hours at the Administrative Office; 111 Laura K Drive, O'Fallon, MO 63366.

- A. District's budget for calendar year 2016 is in excess of \$9,000,000.
- B. The District receives tax payments monthly plus additional distribution in November, December and January as directed by the St. Charles County Tax Assessor's Office. Major revenue is received in December, January and February. During 2015, the District made approximately 60 deposits (electronic and paper).
- C. Accounts payable checks are issued by the Treasurer of the Board of Directors, the Chairman and Secretary of the Board of Directors may also issue checks. During the previous year, the District issued approximately 1,300 checks.

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(Depository Bid Sheet for 2016 though 2018
with renewal option for 2019 and 2020 at District discretion)

Name of Depository: _____

Submitted by _____

Signature: _____ Date Signed: _____

Typed Name: _____ Title: _____

Phone Number _____

Security of Funds

What type and amount of securities will the depository provide as collateral?

Attach an Addendum, if necessary.

Accounts

Rates should be designated as a percentage of the federal funds rate.

	Interest Rate <i>(How Determined)</i>	Compounded <i>(How Often)</i>
1. Interest Bearing Checking		
2. Investment Savings/ Funds Management		
3. Repo Sweep Account		

The following Accounts are currently being used by the O'Fallon Fire Protection District to manage its funds. The successful bidder will need to be prepared to accommodate this structure.

Account	Checking	Savings
General Checking	X	
Post Retirement Account		X
Reserve Account		X

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Account	Checking	Savings
Payroll Checking	X	
Debt Service	X	
Pension Savings		X
Capital Projects	X	
Health Reimbursement Account	X	

Services

Will depository agree to provide the following services to the District?

Service		Monthly Fee <i>(if any)</i>	Compensating Balance <i>(if any)</i>
1. Offer (4) demand deposit accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Offer (4) savings accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Offer controlled disbursement accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4. Offer (1) repo/sweep accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5. Render Statement by fifth banking day of the month	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Sort Checks Electronically	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7. Prepare partial bank reconciliation on a monthly basis	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Prepare full account reconciliation on a monthly basis	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9. Furnish necessary cash and coin deposit bags	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10. Furnish night deposit bags/accept overnight deposits	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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Service		Monthly Fee <i>(if any)</i>	Compensating Balance <i>(if any)</i>
11. Accept silver (coin) deposits in bulk	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Furnish printed deposit books 7 per year	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13. Ledger credits (60 monthly)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
14. Deposited items (30 monthly)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
15. Ledger debits (90 monthly)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Online access by designated District personnel to enable them to do transfers between accounts, ACH Debit, stop payment and other types of bank transactions. (Please provide details of your system)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
17. Provide on-line balance reporting	<input type="checkbox"/> Yes <input type="checkbox"/> No		
18. Furnish cashier's checks (up to 10 per year)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
19. Allow stop payment orders	<input type="checkbox"/> Yes <input type="checkbox"/> No		
20. Accept and Issue wire transfer funds from and to other banks and transfer funds to other accounts within depository	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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Service		Monthly Fee <i>(if any)</i>	Compensating Balance <i>(if any)</i>
21. MasterCard or VISA Account for the District with cards (show credit limits) to: Director-Chairman (\$5,000) Director-Secretary (\$5,000) Director-Treasurer (\$5,000) Fire Chief (\$5,000) Assistant Chief (\$5,000) Fire Marshall (\$5,000) Battalion Chief (\$5,000) General District (\$5,000) Others as Needed (\$1,000)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
22. Other services (list in an addendum)	<input type="checkbox"/> Yes <input type="checkbox"/> No		