



WILLIAMSON COUNTY GOVERNMENT

February 15, 2022

To Whom It May Concern:

Williamson County is accepting proposals for banking services. We will accept all proposals, with exceptions noted, and all proposals will be given equal consideration.

A pre-proposal conference will be held on March 15, 2022, 10:00 a.m. in the conference room at the Williamson County Administrative Complex. Proposals must be submitted by April 7, 2022, 2:00 p.m. Proposals are to be submitted in a sealed envelope to the County Mayor's Office, 1320 West Main St., Suite 125. Each envelope should be plainly marked: Williamson County Trustee, Proposal for Banking Services, April 2022. The envelope must also include proposer's company name.

Williamson County reserves the right to reject any and/or all proposals, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of Rutherford County. **No proposal shall be valid unless signed.** No proposal shall be accepted by fax machine or by e-mail.

If you have any questions, please email leslie.mitchell@williamsoncounty-tn.gov. All questions must be submitted in writing by 12:00 p.m. CST by March 21, 2022. No addenda will be issued within 48 hours of the bid opening date and time.

Sincerely,

Leslie Mitchell, NIGP-CPP, CPPO, CPPB
Purchasing Agent



Williamson County Trustee

Banking Services Request for Proposal

February 2022

The Williamson County Trustee is seeking proposals from banks operating in Williamson County, interested in providing banking services.

The purpose of this Request for Proposal (RFP) is to identify the bank that provides the highest quality service at the lowest cost to the Trustee's Office. We encourage you to be educational in your response. If you have suggestions on improving systems or services, please include them in your proposal.

We intend to establish a 4 year contract, with the option to renew for additional terms of 4 years each upon satisfaction of Tennessee Code Annotated, Section 5-1-201 by the Williamson County Trustee. Either party may terminate the contract with ninety (90) days written notice.

The RFP is for banking services of the Williamson County Trustee's Office and departments within the county and school system for whom the Trustee serves as county banker. The accounts under the Trustee's banking services agreement include the Trustee main checking account, County Mayor Pooled Cash and Williamson County Board of Education Pooled Cash accounts, County Mayor Payroll Account, multiple zero balance accounts and sweep accounts, and numerous internal accounts used to deposit and transfer funds to the Trustee checking account. In addition, there are approximately 38 investments accounts used for bond proceeds, privilege taxes, etc. Summaries of the account activities are included in this packet.

All accounts included in the banking services contract are temporarily idle funds of Williamson County Government and should receive interest at the same rate as the Trustee's main account, unless otherwise agreed upon by the Trustee and the bank.

Instructions

1. **Sealed Proposals:** Responses to the RFP will be submitted in a sealed envelope, clearly identified as:

Williamson County Trustee
Proposal for Banking Services
April 2022

And mailed or hand-delivered to:

Williamson County Mayor
Williamson County Administrative Complex
1320 West Main St., Suite 125
Franklin, TN 37064

2. Each proposer shall submit only one proposal. Four (4) copies should be included.
3. **Questions and additional information:**
Request for clarification or additional information should be asked at the pre-bid conference or made in writing and submitted to:

Williamson County Trustee
1320 West Main St., Suite 203
Franklin, TN 37064

Cutoff for questions will be Monday, March 21, 2022 at noon. Responses will be sent to all potential proposers.

4. **Pre-Proposal Conference:**
There will be a pre-proposal conference Tuesday, March 15th at 10:00 a.m in the conference room at the Williamson County Administrative Complex. The conference is not mandatory, but is highly recommended. Questions answered at the conference will not necessarily be provided to those not in attendance.

5. All banks intending to make a proposal must notify the Trustee in writing of this intention by March 15, 2022.

Mail to: Williamson County Trustee
1320 West Main St., Suite 203
Franklin, TN 37064

Or: Hand deliver at Pre-Proposal Conference

6. Oral Presentation:
After initial review of proposals, the committee may, at its discretion, invite any or all proposers to make oral presentations at a date and time to be determined by the Investment Committee.

7. Schedule:
The following schedule will be adhered to:

February 15, 2022	Distribution of Request for Proposals
March 15, 2022	Deadline – intent to respond to RFP
March 15, 2022	Pre-Proposal Conference 10:00 a.m. in Conference Room, Williamson County Administrative Complex
March 21, 2022	Cut-off for questions about RFP at noon
April 7, 2022	Proposals must be in mayor’s office by 2:00 p.m.-no exceptions
April 14, 2022	Anticipate recommendations to the Investment Committee
July 1, 2022	Implementation of new bank contract

8. Qualifications Requested by Bidders:

- A. All banks submitting a proposal must maintain a full service banking facility within Williamson County.
- B. The successful bank will provide adequate means for the Trustee's Office and departments of Williamson County Government to make daily deposits and transactions of routine business either by convenient locations or courier services
- C. The successful bank will provide lock box services for payment of property taxes and online access to lock box images
- D. The successful bank must be insured by the Federal Deposit Insurance Corporation
- E. The successful bank must be a member of the State of Tennessee Bank Collateral Pool
- F. The successful bank is required to adhere to the laws regarding "Public Funds" in the Tennessee Code Annotated
- G. The successful bank must designate an easy to reach contact person or persons with decision-making authority for the Trustee's Accounts
- H. The Trustee must have immediate access to all deposits
- I. The successful bank will provide the Trustee with interest-bearing accounts with favorable interest rates for all public funds

9. Specifications for handling Trustee/County funds:

- A. Deposits of funds will be made as needed, generally, on a daily basis
- B. The Williamson County Trustee will continue to invest funds by bid or with the Local Government Investment Pool in accordance with Williamson County investment policies
- C. The bank will provide online access to daily images, account activity, wire transfer authorization, ACH capabilities, positive pay, and internal transfers for designated users, as specified by the Trustee
- D. The bank will furnish the Trustee with deposit slips for all deposit accounts

10. How Bank Proposals will be evaluated:

Fully completed and submitted proposals will be evaluated on the basis of a bank's ability to meet the criteria detailed in this request. In addition, bank proposals should demonstrate a thorough understanding of the banking needs of the Williamson County Trustee's Office, the laws of the State of Tennessee, and banking regulations as they pertain to Government accounts.

The winning proposal will explain, in detail, how the bank will meet the needs of the Williamson County Trustee's Office in the areas of service, processes, and technology.

Questions to answer in the Proposal:

1. How are returned checks handled?
2. How do you propose for Williamson County to pay for services?
3. How are you equipped to handle large transactions of funds?
4. Please explain your bank's security in dealing with funds and their transfers.
5. How will you handle cashing checks presented on ZBA accounts?
6. How will you handle lock box processing? Please explain where the lock box service center is located, how will the mail be transported, how long we will have access to images, and how will we store images for records retention.

Williamson County Trustee

2021 - August

Account Name	Debits	Credits	Deposited Items Other	Deposited Items On Us	August Month End Balance*
BOE Pooled Cash					\$ -
Tax Account- 270					\$ 25.00
Office of County Mayor Payroll	83	1			\$ 13,438.31
Parks and Rec Petty Cash	1				\$ 3,000.66
Retiree Insurance	2	5			\$ 52.17
Animal Control	2	26			\$ 142,192.58
County Mayor Checking	1094				\$ 377,836.90
Utility Account	299				ZBA
Community Development	2	49	150	49	\$ 570,775.04
Juvenile Services	1	23	9		\$ 3,169.37
Gen Oblig Bond 2017a Rebate					\$ 4.31
Co District School Bond 2017a					\$ 4.75
Williamson Co Inform Tech		2			\$ 150.00
Parks and Rec	6	174	295	9	\$ 532,724.48
Williamson Library CC	3	24	54		\$ 6,452.94
General Purpose School Taxes	3				ZBA
General Purpose School Fund	425				ZBA
School Federal Projects	7				ZBA
Education Capital Projects	53				ZBA
General Purpose School Payroll	66				ZBA
Central Cafeteria Fund	67				ZBA
Childcare Fund	1	68	1		\$ 562,559.67
CTE Daycare	1	27			\$ 30,172.02
Extended School Program	21				ZBA
Elementary World Language Fund		4	3		\$ 20,670.00
Judicial Task Force	4				ZBA
Accounting Office Payroll Tax	2				ZBA
Law Library	1				ZBA
Probation		32	216		\$ 24,337.50
Solid Waste		59	200	41	\$ 112,323.70

Property Tax Account- Lockbox							\$	2,536.52
TRUSTEE MAIN CCOUNT	58	110	449	79			\$	70,116,320.11
Self Insurance							\$	-
Ag Expo Park							\$	22,495.00
Go Bonds Gen Govt 2013							\$	1,115,453.25
Cty Gen Oblig Bond Series 2014							\$	-
TOTALS	2,205	651	1,377	178			\$	199,949,575.47

*These balances do not include approximately \$150,000,000.00 in Insured Cash Sweep accounts

Note: Internal transfers made between accounts are not reflected in the transaction totals