

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, May 1, 2013 until 4:00 p.m. prevailing time. The bids will be opened on Thursday, May 2, 2013 at 10:15 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 in part to the most qualified bidder. Firms owned by women and minorities are encouraged to bid.

By order of the Berkeley County Council

Anthony J. Petrucci, President

To be published as a legal notice on: Wednesday, April 17, 2013 and Wednesday, April 24, 2013

Please send a certified copy of the notice along with the billing information to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, West Virginia, 25401.

BANKING SERVICES RFP REQUIREMENTS: SUMMARY

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 127 total accounts administered by the Sheriff's Tax Office. For the month of March, 2013, 47 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 July 1, 2013 to coincide with the new fiscal year for the county with a new contract needed in place on or before June 30, 2013.
9. The contact person for inquiries regarding existing accounts will be the Chief Deputy, Sheriff's Tax Office, Barb Gooden, (304) 264-1982, 400 West Stephen Street, Suite 209, Martinsburg, West Virginia 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 (304) 264-1924, 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. Long term investment options for County's OPEB Trust Fund and Rainy Day 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

The number of funds handled by the county in the current fiscal year equal 127 total accounts with activity as per the March settlement report in 47. The county reserves the right to add additional funds at any time to meet the needs of the county.

The county's bank settlements for fiscal year 2012-13 will be available in the Sheriff's Tax Office for review. Additionally, 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 charges 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 these statements. One must be

mailed directly to the County Clerk's Finance Office and one to the Sheriff/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 as a percentage of the prime rate.

The account change over will be scheduled for July 1, 2013 to coincide with the new fiscal year for the county. A new contract will be required to be in place on or before June 30, 2013. 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 individuals who currently possess a county credit card. A list of all current merchant card holders is in the possession of the County's Procurement Coordinator.

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.

The County requests a proposal for investment instruments for the purpose of the County's OPEB Trust Fund and Rainy Day Fund. Due to the nature of this Trust Fund (Fund 281) the proceeds of this fund will consist of annual contributions which may not be accessed by the County Council for a period in excess of five years. The Council is requesting 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 annual charges. 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, May 1, 2013 and will be opened on Thursday, May 2 at 10:15 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.

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ACCOUNTS/MARCH 2013

FUND 001	GENERAL COUNTY FUND	INTEREST BEARING
FUND 002	COAL SEVERANCE FUND	INTEREST BEARING
FUND 003	DOG AND KENNEL FUND	INTEREST BEARING
FUND 004	GENERAL SCHOOL FUND	INTEREST BEARING
FUND 005	MAGISTRATE COURT FUND	INTEREST BEARING
FUND 006	WORTHLESS CHECK FUND	INTEREST BEARING
FUND 007	EMERGENCY SERVICES FUND	INTEREST BEARING
FUND 008	HOME CONFINEMENT FUND	INTEREST BEARING
FUND 009	FEDERAL FUNDS	NON-INTEREST BEARING
FUND 016	FIDUCIARY FUND	INTEREST BEARING
FUND 019	911 FEE FUND	INTEREST BEARING
FUND 020	PROJECT LIFESAVER	INTEREST BEARING
FUND 021	GRADING TRUST	INTEREST BEARING
FUND 023	EQUINE PROTECTION FUND	INTEREST BEARING
FUND 024	ENGINEERING FEES	INTEREST BEARING
FUND 025	GYPSY MOTH FUND	INTEREST BEARING
FUND 037	ENHANCED 911 EQUIPMENT	INTEREST BEARING
FUND 038	SAFE AND CLEAN AGENCY	INTEREST BEARING
FUND 053	PLANNING COMM TRUST	INTEREST BEARING
FUND 054	BC WARRANT FUND	INTEREST BEARING
FUND 055	FIRE DEPT EQUIPMENT	INTEREST BEARING

FUND 056	ASSESSOR'S VALUATION	INTEREST BEARING
FUND 058	RAINY DAY FUND	INTEREST BEARING
FUND 059	CONCEALED WEAPON	INTEREST BEARING
FUND 063	VOTER'S REGISTRATION	INTEREST BEARING
FUND 073	FORFEITURE	INTEREST BEARING
FUND 074	PROSECUTOR'S FORFEITURE	INTEREST BEARING
FUND 100	COPS UNIVERSAL HIRING	NON-INTEREST BEARING
FUND 101	TASK FORCE REIMBURSEMENT	INTEREST BEARING
FUND 105	BULLET PROOF VEST	NON-INTEREST BEARING
FUND 106	ESGP	NON-INTEREST BEARING
FUND 108	LAW ENFORCE HOME SEC	INTEREST BEARING
FUND 112	EMERGENCY SHELTER	NON-INTEREST BEARING
FUND 113	EMERGENCY SHELTER	NON-INTEREST BEARING
FUND 120	FEMA HAZARD	NON-INTEREST BEARING
FUND 127	SHEN WOMEN'S CENTER	NON-INTEREST BEARING
FUND 150	INLAND PORT AUTHORITY	NON-INTEREST BEARING
FUND 152	BOOK AND CHOC FESTIVAL	NON-INTEREST BEARING
FUND 158	COURTHOUSE SECURITY	NON-INTEREST BEARING
FUND 166	COURT SECURITY	NON-INTEREST BEARING
FUND 168	WEST PEP LEDA	NON-INTEREST BEARING
FUND 170	HUMANE SOCIETY	NON-INTEREST BEARING
FUND 172	HMEP GRANT	INTEREST BEARING
FUND 173	COURTHOUSE FACIL	NON-INTEREST BEARING

FUND 177	RECORDS MANAGEMENT	NON-INTEREST BEARING
FUND 178	SOUTH BERKELEY RECREA	NON-INTEREST BEARING
FUND 187	COMMUNITY CORRECTIONS	INTEREST BEARING
FUND 189	GIRL'S SOFTBALL FIELD	NON-INTEREST BEARING
FUND 190	BC HUMANE SOCIETY	NON-INTEREST BEARING
FUND 200	WV COMM FOUNDATION	NON-INTEREST BEARING
FUND 201	WASTE MANAGEMENT	INTEREST BEARING
FUND 281	OPEB PENSION FUND	INTEREST BEARING
FUND 312	CRIMINAL	NON-INTEREST BEARING
FUND 313	COURT REPORTER	NON-INTEREST BEARING
FUND 314	STATE FINES	NON-INTEREST BEARING
FUND 315	STATE POLICE FEE	NON-INTEREST BEARING
FUND 316	STATE CURRENT	INTEREST BEARING
FUND 364	SURPLUS TAX LIEN	INTEREST BEARING
FUND 365	FORFEITED	INTEREST BEARING
FUND 366	HEALTH DEPARTMENT	INTEREST BEARING
FUND 368	WV DEPUTY RETIREMENT	INTEREST BEARING
FUND 371	HEALTH INSURANCE FUND	INTEREST BEARING
FUND 371	SCHOOL CURRENT	INTEREST BEARING
FUND 374	SCHOOL EXCESS	INTEREST BEARING
FUND 375	STATE SCHOOL BOND	INTEREST BEARING
FUND 378	HEDGESVILLE	INTEREST BEARING
FUND 380	MARTINSBURG CURRENT	INTEREST BEARING

FUND 381	MARTINSBURG EXCESS	INTEREST BEARING
FUND 382	TIF FUND	INTEREST BEARING