

NEWPORT BOARD OF EDUCATION

30 West Eight Street
Newport, KY 41071

NAME OF INSTITUTION MAKING BID Heritage Bank

1. The Newport Board of Education (Central Office) shall maintain separate accounts as follows and will issue checks and shall be drawn upon on a daily basis as needed:
 - i) Board of Education Fund
 - ii) Other accounts as may be necessary from time to time, i.e., building projects or investment accounts
2. Each school in the system (High School/Middle School, Intermediate School, Primary School and Adult Education) shall also maintain separate accounts as follows and will issue checks and shall be drawn upon on a daily basis as needed:
 - i) General Activity Account
 - ii) Other accounts as may be necessary
3. The Newport Board of Education reserves the right to invest any or all funds in the demand accounts in excess of the demand accounts required daily balances in any manner which will be in the best interest of the Newport Board of Education.
4. All proposals shall be evaluated on extent of services offered as required by the RFP, the cost for each service, the amount of interest paid on all accounts, and additional services offered over and above these minimum requirements. The Newport Board of Education may request written clarification and/or presentations from those banks offering the most comprehensive proposals.
5. The successful bank will provide usual and customary banking services to the Newport Board of Education. The following is representative but not necessarily an all-inclusive list of services to be provided. **The proposal shall include the services listed below at no charge to the Board. Proposals that do not include the listed services at no charge to the Board will be rejected.**

Rates of Investments

- Indicate how interest rates will be calculated for investments of \$100,000 or more for a 15 to 30 day period. Specify the type of investment vehicle, certificate of deposit or other federally insured security. Use the 6 month Treasury Bill (+/-) %.

Average Daily collected balance X Deposit Rate / 365 X Days in Month
Collateralized funds with Federal Home Loan Bank Letter of Credit. Public Funds Checking Account.
Rate provided 6 month T Bill + .10 with a floor of 0.10% and a ceiling of 0.75%

- Indicate how interest rates will be calculated for investments of \$100,000 or more for a 30-day period or longer. Also, for less than \$100,000. Specify the type of investment vehicle, certificate of deposit or other federally insured security. Use the 6 month Treasury Bill (+/-) %.

Average Daily collected balance X Deposit Rate / 365 X Days in Month
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Collateralized funds with Federal Home Loan Bank Letter of Credit. Public Funds Checking Account or Certificate of Deposit depending on term allowed
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Rate provided 6 month T Bill + .10 with a floor of 0.10% and a ceiling of 0.75%

- Indicate any cash management services that you can provide to enhance cash flow or increase investment earnings.

Interest on Accounts

- Specify the indexed rates of interest the depository will pay upon the daily balances of the Newport Board of Education accounts using the 6 month T-Bill Rate (+/-) or the flat rate of interest paid on all Board accounts.

Rate provided 6 month T Bill + .10 with a floor of 0.10% and a ceiling of 0.75%

- How and when will interest be calculated and credited for all balances and deposits made?

Interest is calculated systematically monthly on average collected balances. Interest is credited monthly at month end.

- The primary depository shall continue to pay interest on the Overnight Sweep rate established by this document on any funds remaining in any accounts at that financial institution until all outstanding checks have cleared if they should no longer be designated as the depository.

Collateralization Requirements (KRS 160.570)

- A Bond of Depository shall be executed to provide security covering Newport Board of Education funds in the amount approved by the Kentucky Department of Education. These bond and security requirements are found in KRS 160.570. The collateral should consist of obligations of the United States Government or Kentucky School Revenue Bonds. Safe keeping receipts shall be executed by the primary depository for collateral and delivered to the Newport Board of Education.

Other Requirements

- Indicate any other service you will provide to the Newport Board of Education for consideration as a prospective depository.

Corporate card services for school expense cards.
Credit card acceptance through bank partner Basys Processing.

- Indicate any service the Board would be charged for.

Remote Deposit Capture, ACH Origination, Positive Pay

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**30 West Eighth Street
Newport, KY 41071**

In compliance with this Invitation to Bid, in consideration of the detailed description attached hereto, and subject to all conditions thereof, the undersigned agrees if this bid be accepted within the time stipulated, to furnish any or all of the items or services upon which are quoted in accordance with the specifications.

----- INVITATION TO BID -----

Depository for Board of Education and School Activity Funds

**Accounts: Newport Board of Education – All funds
Primary, Intermediate, Middle, High School and Adult Education - Activity Accounts**

FIRM NAME Heritage Bank

BY Nick Salsgiver

TITLE VP, Director of Treasury Management

ADDRESS 5495 N Bend Rd. Burlington, KY 41005

TELEPHONE 859-869-2942

DATE 5/18/2021

Bid Reference Number: FY 2021 SCHOOL DEPOSITORY

Closing Date: May 24, 2021

Closing Time: 10:00 am local time

Date/Time Bid Submitted: 5/20/21 2pm received by JM
(to be completed by Newport Independent Schools)

Bid Conditions

1. This request is being considered as a proposal rather than a bid since it is for professional services.
2. Proposals will be opened at the Central Office at 10:00 am local time on Monday, May 24, 2021.
3. Final approval of the successful bids will be given at the regular meeting of the Newport Board of Education on Wednesday, May 26, 2021 at 6:30 pm.
4. The intent of this request is to receive quotes from local financial institutions to serve as the official primary depository for the Newport Independent Board of Education for the dates beginning July 1, 2021 through June 30, 2024 with the option of two, 1-year extensions for fiscal year 2025 and 2026.
5. An officer or member of the quoting firm who is authorized to legally bind the firm must sign the proposal form.
6. The Newport Board of Education reserves the right to waive defects and informalities in proposals, to reject any or all proposals, or to accept any proposal as may be deemed to its interest, and to award by item, combination of items or lot of items.
7. The Newport Board of Education reserves the right to use any or all investment vehicles offered by the financial institution which the Board in its discretion deems to be the most advantageous to the Board.
8. The Newport Board of Education requires one credit card account.
9. The bidder shall appoint one employee of the financial institution to be the person responsible to the Board of Education for compliance with the terms of the adopted proposal and to make sure all transactions of the Board are handled promptly and efficiently.
10. The bidder agrees to furnish the Board of Education with the monthly statement of its accounts no later than the third business day of the month.
11. The bidder shall provide check stock for the board and school accounts which must conform to the school district's accounting system at no cost to the board.
12. The bidder shall provide duplicate carbonless deposit tickets for all accounts at no charge to the Board.
13. The bidder shall provide occasional cashier or certified checks at no charge to the Board.
14. The bidder shall provide acceptance of stop payment orders via telephone, with subsequent written confirmation at no charge to the Board.
15. The bidder shall provide wire transfer in and out for investments at no charge to the Board.
16. The bidder shall provide direct deposit for employee payroll at no charge to the Board.
17. Provide online transfer system, including ACH and wire transfers at no charge to the Board.
18. Provide other accounts as required by the District.
19. Accept redeposit of NSF checks.
20. Night deposit privileges.
21. The bidder shall provide free checking account options for employees.
22. The bidder shall provide all on-line banking services such as account transfers, downloads, reconciliations, and direct deposits for payroll.
23. The bidder shall provide endorsement stamps for all accounts at no charge to the Board.
24. The bidder shall provide a safe deposit box for Board use, if necessary, at no charge to the Board.

25. All school cafeterias deposit receipts daily at various branch locations during the school year. The deposits consist of checks and cash, the majority being in the form of cash. The bidder shall provide endorsement stamps, individualized deposit tickets, and locked cash bags at no charge to the Board.
26. Technical support of the depository's products on an ongoing basis.
27. Allow the auditing firm selected by the school district to have reasonable access to all records deemed necessary to complete the annual audit of the Newport Independent Schools.