

REQUEST FOR PROPOSAL – BANKING PROVIDERS

The Borough of North Arlington is soliciting proposals for banking providers.

Scope of Service

The successful bidder shall provide the Borough with, in whole or in part, all manner of municipal banking services.

Successful bidder will be required to maintain appropriate records and work hand in hand with the Borough for all banking related matters.

Successful bidder will be responsible to attend any and all meetings requested by the Borough. Bidder will identify staffing provisions and hours of operation.

The Borough reserves the right to include further qualification requirements as necessary.

GENERAL REQUIREMENTS:

At a minimum, each proposal shall contain the following:

1. A narrative concerning the organizations understanding of the scope of work and their intention to comply with all of the required work tasks. If there are exceptions, they should be clearly defined and noted.
2. A brief narrative on the company's history and similar types of work performed within the last five years. Please name the municipalities you represent along with a contact person and phone number for each.
3. Organizations to comply with the requirements of P.L. 1975, C.127 (Affirmative Action) and all New Jersey Pay to Play regulations. Proposals are being solicited pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq
4. Professional to provide Business Registration Certificate. Bidders are required to comply with the requirements of P.L. 2004, c.57 (Business Registration). A copy of the Business Registration Certificate issued by the Department of the Treasury, Division of Revenue must be submitted with the bid proposal.
5. The Borough reserves the right to reject all proposals.
6. Certificate of Professional Liability Insurance in a minimum amount of \$1,000,000 must accompany the proposal submission.
10. Organization to furnish Stockholder Disclosure of Ownership, P.L. 1977, c.33.

11. Organization to provide six (10) copies of proposal submission.

BASIS OF AWARD:

The Borough will award a contract including, but not limited to, the following selection criteria:

- a. Qualifications of the firm or firms who will perform the service.
- b. Experience must be clearly documented in the proposal submission.
- c. References.
- d. Understanding of the scope of work and approach to the work.
- e. Cost competitiveness.
- f. In addition to the criteria outlined above, The Borough of North Arlington reserves the right to conduct an interview (or interviews) with the selected organization and/or organizations in order to facilitate their decision concerning the proposed services.
- g. Award subject to availability of funds.

The proposal will be submitted *no later than Wednesday April 8th, 12:00 noon* in a sealed envelope addressed to the North Arlington Borough Administrators office, 214 Ridge Road, North Arlington, NJ 07031 Attn.: Terence Wall. Please indicate the project on the outside of the envelope. Questions concerning the proposal shall be addressed to the Borough Administrator's office, Attn.: Terence Wall (201) 991-6060.

Thank you and we look forward to receiving your proposal.

NOTICE TO ALL VENDORS:

ALL SOLICITATIONS ARE SUBJECT TO CHANGE.