

REQUEST FOR PROPOSALS FOR CITY GOVERNMENT BANKING SERVICES

CITY OF WEST LIBERTY, IA, 52776



Mayor:

Mark Smith

Mayor Pro Tem:

Cara McFerren

Members of the Council:

Joshua Shiltz, Omar Martinez,
Dana Dominguez, Timothy Parizek

City Manager:

Lee Geertz

City Clerk/Finance Officer:

Shari Hoffert

Issue Date: May 4th, 2026

Clarifying Information Pertaining to the RFP

Purpose: The City of West Liberty, Iowa (the “City”) is requesting proposals from qualified Financial Institutions (“Financial Institutions”) for depository, cash management, and general banking services. Through this Request for Proposals (this “RFP”), the City intends to evaluate its banking opportunities, including costs analysis, as well as explore new services that could benefit security and efficiencies of City operations.

Background Information: This RFP is designed to provide Financial Institutions with the information necessary for the preparation of a competitive bid proposal. The RFP process is for the City’s benefit and is intended to provide the City with competitive information to assist in the selection process. The City of West Liberty, population 3,800, is located 17 miles east of Iowa City and 45 miles west of the Quad Cities. The City of West Liberty provides utilities to include electric, water, sewer, storm water, garbage, and recycling. Because the City is a local government unit of the State, the City is exempt from federal excise taxes, state and local taxes and use taxes on the services requested within this RFP. The successful Financial Institution shall be responsible for paying any taxes incurred by the Financial Institution in connection with its performance should it be the selected Financial Institution.

Issuing Officer(s): The Issuing Officer(s), identified below, are the point(s) of contact regarding the RFP from the date of issuance until selection of the successful Financial Institution.

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City of West Liberty
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Shari Hoffert
City Clerk/Finance Officer
City of West Liberty
111 W 7th Street
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Restriction on Communication: From the issue date of this RFP until announcement of the successful Financial Institution, Financial Institutions shall not discuss the RFP with or contact any other representative of the City, except as expressly authorized by the Issuing Officer(s). Questions and communication should be directed solely towards the Issuing Officer(s) and will be provided to City Council on behalf of the Financial Institution.

Timetable: The following dates are set forth for informational and planning purposes; however, the City reserves the right to change the dates to meet the City’s needs.

Post Notice of RFP on City Website **May 4th, 2026**

Send RFP to Surround Financial Institutions **May 4th, 2026**
Closing Date for Receipt of Proposals **May 29th, 2026**
Council or Committee Review of Proposals **June 2nd, 2026**
Anticipated Date to Issue of Notice of Intent to **Award June 16th, 2026**
Anticipated Date to Begin Services **July 1st, 2026**

Questions and Requests for Clarification: Financial Institutions are invited to submit questions and requests for clarifications regarding the RFP. Questions or requests for clarification must be submitted prior to the closing date for receipt of proposals to the Issuing Officer(s)

Right to Reject or Disqualify: The City may reject or disqualify a proposal for any one of the following reasons:

1. The Financial Institution fails to deliver the proposal by the due date and time.
2. The Financial Institution states that a service requirement cannot be met.
3. The Financial Institution's response materially changes a service requirement.
4. The Financial Institution's response limits the rights of the City.
5. The Financial Institution fails to include information necessary to substantiate that it will be able to meet a service requirement.
6. The Financial Institution provides any misleading or inaccurate response.

The City reserves the right to waive or permit cure of nonmaterial variances in the proposal if, in the judgement of the City, it is in the City's best interest to do so. The determination of materiality is in the sole discretion of the City.

Reference Checks: The City reserves the right to contact any references to assist in the evaluation of the proposal, to verify information contained in the proposal, or to otherwise discuss the Financial Institution's qualifications.

Presentations: Financial Institutions may be asked to make a presentation on their proposal. The presentation, if necessary, will be held at the City Administration Building. The determination as to need for presentations, including order and schedule of presentation, shall be at the sole discretion of the City.

Contract: The Financial Institutions proposed contract for services must be included in the submittal. The City reserves the right to either award a contract without further negotiation with the successful Financial Institution or to negotiate contract terms with the selected Financial Institution, if the City determines, in the City's sole discretion, the best interests of the City would be served by doing so. The contract between the City and the Financial Institution shall be a combination of the specifications, terms, and conditions of this RFP, the Financial Institutions mutually agreed upon contract, the contents of the Financial Institution's proposal and any written changes or clarifications made in accordance with the provisions herein.

Format and Content of Proposals

- 1. Proposal Format:** The proposal shall be submitted as a pdf using a page size of 8.5" x 11".
- 2. Technical Proposal:** The following documents and responses shall be included in the proposal in the given order below:
- 3. Transmittal Letter-** An individual authorized to legally bind the Financial Institution shall sign the transmittal letter. The letter shall include the Financial Institution's mailing address, email address, and telephone number. Any request for confidential treatment of information shall be included in the transmittal letter, in addition to the specific statutory basis supporting the request and an explanation why disclosure of the information is not in the best interest of the public. The transmittal letter shall also contain the name, address, and telephone number of the individual authorized to respond to the City about the confidential nature of the information. The Financial Institution shall guarantee in writing the availability of services offered and that all proposal terms will remain firm, a minimum of one hundred eighty (180) days following the deadline for submitting proposals.
- 4. Table of Contents:** The Financial Institution shall include a table of contents of its proposal.
- 5. Responses to Mandatory Service Requirements:** The Financial Institution shall describe any order, judgement, or decree of any federal, state, tribal, local, or other governmental authority barring, suspending, or otherwise limiting the right of the Financial Institution to engage in any business, practice, or activity.
- 6. Fee Proposal:** The Financial Institution shall submit a fully detailed fee proposal. The fees within this proposal shall be fixed unless there is one hundred eighty (180) days' notice provided to the City. Fees may be increased by no more than 3% unless new fees are introduced and mutually agreed upon by the City and the Financial Institution. The City shall not be obligated to pay any other fee, charge, or other amount to the Financial Institution other than the fees set forth in the detailed fee proposal.
- 7. Interest Earnings Proposal:** The Financial Institution shall submit a fully detailed interest earnings proposal. The total Interest Earning for the month shall be provided to the City. The Financial Institution should describe the policy for crediting interest earned on demand deposit accounts as well as savings accounts. It is important to describe the types of accounts the Financial Institution is willing to provide (i.e. market-based interest checking accounts, no overdraft fee accounts, sweep accounts etc) and the calculation of interest rate as a percentage and note the current rate when the bid is submitted. Please describe how the fund rate is determined.
- 8. Insurance Requirements:** The Financial Institution will provide insurance which meets all the requirements for City Governments.

Banking Services

- 1. Current Accounts and Services:** The City maintains three (3) accounts including two (2) checking accounts and one (1) savings account. The average balance of the accounts is approximately ten million seven hundred fifty thousand (\$10,750,000). The primary checking account handles the expenses paid by the City claims, payroll, and ach and eft payments. The secondary checking account handles bond payments and credit card deposits and returns, along with Utility Billing payments. The savings account handles the daily deposits and the ach deposits from outside agencies. The savings account also transfers to the primary checking account throughout the month to cover the incoming expenses.

- 2. Mandatory Service/Proposal Requirements:** The Financial Institution must provide a dedicated relationship manager and staff capable of training and supporting all products. The dedicated relationship manager should have a strong understanding of the City's operations and sufficient decision-making authority within the Financial institution to resolve issues.

*Please provide a profile of the proposed assigned relationship manager and bios for all product specialists to be assigned to the City's account, including the implementation manager. Describe how staff is organized and how the Financial Institution will meet the City's customer service needs when it needs immediate assistance with wires or other account issues. *

- 3. General Banking Information:**
 - Federal Reserve- The Financial Institution must have direct access to the check clearing, collection, and wire transfer services of the Federal Reserve. Please affirm.
 - Community Engagement- Please provide information pertaining to the involvement of the Financial Institutions involvement in the West Liberty Community.
 - Public Depository- Provide proof of current standing as an eligible public depository.
 - Collateral Policy- Provide confirmation the Financial Institution will adhere to the State's public funds collateral requirements. Iowa Code Chapter 12c, "Deposit of Public Funds". Require institutions to pledge collateral to the State Treasurer when they accept public deposits. The amount of collateral must equal or exceed the difference between the institution's public funds deposits and its total capital. The institution must also pledge eligible collateral with a custodian approved by the State Treasurer. The institution must determine whether circumstances require it to pledge securities on a given day. The institution must also grant the State Treasurer a perfected security interest in the collateral to secure the repayment of uninsured public funds and any future assessments. The institution must ensure the State Treasurer has a valid, enforceable, first priority security interest in the collateral. The State Treasurer's Office can answer questions about Iowa's pledging process and instructions.

- 4. On-Line Platform Status and Future Upgrades:** Please describe the status of the on-line banking platform to be used in providing banking services for the City. Describe the frequency of updates and any future options that may become available to the City. The Financial Institution must provide a high level of on-line and cyber security. Please describe the security features of the Financial

Institution's on-line access and cyber security protocols. The City of West Liberty is seeking on-line user administration functions which allow for user set-ups to be cloned or modified instead of having to set up each user from scratch. (Users will be dependent on the banking resolution that will be provided to the Financial Institution)

Please provide a brief description of these capabilities:

- Same day reporting of ACH and wire receipts
- Date range/transaction type feature
- Access to images of cleared and deposited checks
- Detail of wire transfers and ACHs
- Access to on-line deposits and check images

5. On-Line Check Deposit Services: Please provide information pertaining to the Financial Institution's ability to provide the City with scanners or similar devices to deposit checks. Please describe the remote deposit process, including the deadline for same day credit deposit (if schedules are available, please provide documentation).

6. On-Line Automated Clearing Houser (ACH) Services: The Financial Institution must provide the capability for the City to originate and manage ACH debit and credit transactions individually and to upload multiple ACH transactions in batches. Briefly describe the Financial Institutions ACH processing windows and deadlines, ways to initiate ACH on the Financial Institution's online platform, security measures surrounding ACH transactions, and account verification services provided by the Financial Institution.

The Financial Institution must have the ability to set up either an ACH debit block or a debit filter on each account, as may be requested from time-to-time by the City and allow certain ACH company IDs to bypass the ACH debit blocks, if requested. Please affirm.

7. Positive Pay Services: The Financial Institution must provide for the daily, automated receipt of payment data, including check number, issue date, amount, and payee from the City, then only clear checks which match check number, issue date, amount, and payee. Please affirm.

8. Fraud Monitoring: Please describe in detail the Financial Institution's fraud monitoring capabilities and protocols to identify transactions which are out of the norm or suspicious, the software and other tools used to monitor transactions, expected customer notification timelines for potential issues, and the support provided to customers to investigate potential fraud and minimize loss.

9. Other Services and Strategies: Please describe in narrative form those services or strategies that are not covered in the items above which may benefit the City, such as process improvements and/or more efficient new technologies. Please keep this one page in length.

Evaluation of Bid Proposals

The evaluation process is designed to determine which bid proposal provides the greatest benefits to the City. The selected Financial Institution will be the best combination of attributes to best perform the required services at the greatest benefit to the City, not necessarily the bank in closest proximity.

Evaluation Committee: The City intends to conduct a comprehensive, fair, and impartial evaluation of bid proposals in response to this RFP. The Committee, whether this is Council as a whole or two (2) Council Members selected to review, will review the proposed RFPs with the City Manager, City Clerk, and Mayor.

Evaluation Criteria: All proposals will be evaluated on the same scale to include the items listed below:

1. Availability and Quality of Service- the ability to meet the City's current and projected service requirements, capacity to provide a wide range of on-line services, experience of assigned staff, and quality of references.
2. Fees- the ability to provide reasonable fees associated with the City accounts
3. Technology/Innovation- the manner in which the Financial Institution's proposal has addressed the required items included in this RFP, including conversion/implementation plans.
4. Financial Strength and Stability- the ability to demonstrate favorable capacity adequacy ratio (CAR), asset quality ratios, net interest margin (NIM), and return on assets (ROA).
5. Completeness and Conciseness of Response- the manner in which the Financial Institution's proposal has addressed the required items included in this RFP.

Any prospective proposer who disputes the reasonableness or appropriateness of any item within this RFP document, any notice of award, or any notice of rejection shall set forth the specific reason(s) and facts concerning the dispute, in writing, within five (5) business days of the receipt of the proposal document or notification from the City. The written dispute shall be sent via certified mail or delivered in person to the Issuing Officer(s) set forth in this RFP who shall review the written dispute and work with City Council to render a decision which shall be considered final.

The City of West Liberty looks forward to reviewing the service and products offered within this RFP. Please submit documentation for this RFP no later than **May 29th, 2026, by 12:00 p.m.** Please do not hesitate to reach out with any questions that may arise during the process. City Manager Lee Geertz and City Clerk Shari Hoffert will be available to answer any questions Financial Institutions may have.