

**Yakima County Treasurer  
Banking Services Bid Form**

**Bank Name** \_\_\_\_\_

| <b>Bank General Account Services</b>              | <b>Estimated Annual Volume</b> | <b>Bid Charge Per Item</b> | <b>Annual Service Charges</b> |
|---|--------------------------------|----------------------------|-------------------------------|
| <b>General Account Services</b>                   |                                |                            |                               |
| Maintenance                                       | 301                            | _____                      | _____                         |
| ZBA Concentration Accounts                        | 22                             | _____                      | _____                         |
| ZBA Subsidiary Accounts                           | 276                            | _____                      | _____                         |
| Analysis Charge                                   | 12                             | _____                      | _____                         |
| <b>Paper Disbursement Services</b>                |                                |                            |                               |
| Checks Paid over 500                              | 45,874                         | _____                      | _____                         |
| Checks Paid to 500                                | 88,755                         | _____                      | _____                         |
| Stop Payments                                     | 153                            | _____                      | _____                         |
| Photocopy of Checks                               | 28                             | _____                      | _____                         |
| <b>Depository Services</b>                        |                                |                            |                               |
| Branch Deposited Cash                             | 5,730,019                      | _____                      | _____                         |
| Deposits  | 2,609                          | _____                      | _____                         |
| Non Local Items                                   | 39,067                         | _____                      | _____                         |
| Local items                                       | 168,135                        | _____                      | _____                         |
| Check Charge Backs                                | 154                            | _____                      | _____                         |
| Re-Deposited Returned                             | 328                            | _____                      | _____                         |
| <b>Paper Disbursement Reconciliation Services</b> |                                |                            |                               |
| Partial Reconciliation Maintenance                | 288                            | _____                      | _____                         |
| CD-ROM Item w/o Truncation                        | 5,746                          | _____                      | _____                         |
| CD-ROM Item w/ Truncation                         | 158,625                        | _____                      | _____                         |
| Disbursement/CDROM Creation                       | 40                             | _____                      | _____                         |
| Partial Reconciliation w/ Sort P/I                | 134,011                        | _____                      | _____                         |
| <b>General ACH Services</b>                       |                                |                            |                               |
| ACH Administrative Fee                            | 12                             | _____                      | _____                         |
| ACH Received Debit                                | 23                             | _____                      | _____                         |
| ACH Debits  | 64                             | _____                      | _____                         |
| ACH Credit Item                                   | 16,404                         | _____                      | _____                         |
| ACH Credits                                       | 363                            | _____                      | _____                         |
| ACH Minimum per File                              | 12                             | _____                      | _____                         |
| ACH Electronic Paid Checks                        | 403                            | _____                      | _____                         |
| ACH Received Credit                               | 233                            | _____                      | _____                         |
| ACH Return Items                                  | 23                             | _____                      | _____                         |
| ACH Data Transmission                             | 29                             | _____                      | _____                         |
| ACH NOC's   | 15                             | _____                      | _____                         |

**Wire & Other Funds Transfer Services**

|                           |     |       |       |
|---------------------------|-----|-------|-------|
| EWS Outgoing Repeat       | 219 | _____ | _____ |
| Wire Transfers – Incoming | 301 | _____ | _____ |
| Wire Transfers – Outgoing | 13  | _____ | _____ |
| Wire Mail Advice          | 226 | _____ | _____ |
| Internal Transfers        | 20  | _____ | _____ |

**Information Services**

|                            |         |       |       |
|----------------------------|---------|-------|-------|
| Balance Reporting Items    | 148,256 | _____ | _____ |
| Previous Day – per Account | 295     | _____ | _____ |
| EDI Bank Report            | 12      | _____ | _____ |
| Monthly Stop               | 3       | _____ | _____ |

**TOTAL General Account Services Charge per Annum** \$ \_\_\_\_\_

Note: Services represented within this listing and volume counts are based upon current banking services contract and reflect the current service provider's terminology. This is intended for use as a guide only. If you have other services and/or charges, which are a part of your bid proposal, please specify them and add them into your proposed services and annual service cost.

**OTHER BANKING SERVICES INFORMATION**

1. Time in the morning (PST/PDT) we can access account information for previous banking business day: \_\_\_\_\_
2. Latest time (PST/PDT) we can initiate electronic funds transfers or for current business day: \_\_\_\_\_
3. What is your current system failure rate (down-time): \_\_\_\_\_%
4. If your system is down and we cannot access our account information, please describe the back-up process or procedure whereby our staff may obtain account information in order to complete our daily cash and investment transactions, which must be completed by early morning each County business day.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. Registered Warrants. Registered warrants may be required from time to time for the County or its districts served by the Yakima County Treasurer pursuant to State law. Under current requirements, this Office is notified by the County department or district a minimum of two weeks in advance of the issue date. Information presented includes the date of issue, the total dollar amount to be registered and the length of time for which registered warrants will be outstanding. As well, we require the most recent audited financial statement, budget, and cash flow analysis prior to consideration of registering warrants.

Please specify any additional requirements that your financial institution will require:

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Bidder shall propose how the interest rate for registered warrants will be computed, including whether the rate will change monthly, quarterly, semi-annually or annually:

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6. Cost of Safekeeping Services.

| <u>Service</u>             | <u>Fee</u> | <u>Basis</u> |
|----------------------------|------------|--------------|
| Purchases                  |            |              |
| Physical                   | \$ _____   | _____        |
| Book Entry                 | _____      | _____        |
| Maturities                 |            |              |
| Physical                   | \$ _____   | _____        |
| Book Entry                 | _____      | _____        |
| Safekeeping Account Charge | \$ _____   | _____        |
| Other (please specify)     | \$ _____   | _____        |
| _____                      | _____      | _____        |
| _____                      | _____      | _____        |
| _____                      | _____      | _____        |
| _____                      | _____      | _____        |



**Back-Up Branch Operations Officer:**

\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Cash Management Officer:**

\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Back-Up Cash Management Officer:**

\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Safekeeping Officer:**

\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Back-Up Safekeeping Officer:**

\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**References**

Please list five governmental entities for which your financial institution provides, or has provided, banking services under contract. It would be especially helpful if these entities were of a size equal to or greater than the size of Yakima County in volume of services.

| <u>Government Entity</u> | <u>Officer and Title</u> | <u>Telephone Number</u> |
|--------------------------|--------------------------|-------------------------|
| _____                    | _____                    | _____                   |
| _____                    | _____                    | _____                   |

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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**BID ACKNOWLEDGEMENT**

The undersigned acknowledges that he/she has read and understands the provisions set forth in the Invitation for Proposal and agrees that he/she can furnish the specified services at the quoted prices. It is further acknowledged that the Yakima County Treasurer's proposal and the bank's bid response shall be incorporated into a contractual agreement between the Yakima County Treasurer and the undersigned.

**Name of Bank:** \_\_\_\_\_

**Signature of Authorized Official:** \_\_\_\_\_

**Title of Authorized Official:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number of Authorized Official:** \_\_\_\_\_

**Date of this Bid Proposal:** \_\_\_\_\_

Bids must be received by the Clerk of the Board not later than 10:30 a.m. (PDT) on Tuesday, July 3, 2001, at the following address:

Clerk of the Board  
Board of Yakima County Commissioners  
128 North Second Street – Room 416  
Yakima, WA 98901