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## **Request for Proposal (RFP) – Banking Services**

The Ottawa Valley Waste Recovery Centre (OVWRC) is requesting proposals to have day to day banking services provided for a five year period.

### **RFP Procedure:**

- Sealed proposals, plainly marked as to the contents, will be received by Mr. Daniel Burke, Finance & Support Services Supervisor, Ottawa Valley Waste Recovery Centre, 900 Woito Station Road, Pembroke, Ontario, K8A 6W5 until 1:00 pm, local time, Friday, June 15, 2018.
- There will be no public opening for this RFP.
- The lowest net costing or any proposal will not necessarily be accepted.
- The OVWRC will be the sole judge of what does and does not constitute grounds for rejecting an RFP.
- Any collusion between individuals or corporations in the preparing of this proposal will be sufficient grounds for rejecting all RFP's affected.
- A submitted RFP may be withdrawn at any point prior to 1:00pm local time, Friday June 15, 2018 by verbal or written notice to Mr. Daniel Burke, Finance & Support Services Supervisor, to that effect.
- The OVWRC reserves the right to request written clarification on any submission and provide the opportunity for any submission to be amended in response to requests for clarification, even beyond the submission deadline, provided such amendments do not materially change the nature of the submission or disadvantage other proposals.

### **Background on the OVWRC**

The OVWRC operates three bank accounts, a chequing account, a savings account, and a USD account

- Chequing account has an average balance of approximately \$500,000 and has approximately 115 debits and 100 credits a month, including a weekly deposit (15 – 30 cheques and \$2,000-\$8,000 in cash), weekly cheque runs, biweekly EFT payments, biweekly payroll EFT ( 30-60 employees), and a number of preauthorized withdraws and incoming EFT's.
- The savings account has an average balance of \$200,000 and has one to three transactions per year.
- The USD account has an average balance of \$500 and has approximately five transactions per year.

### **Core RFP specifications:**

- All accounts must be viewable online, have two authorization/signature controls over transactions, and produce monthly statements (preferably that can be downloaded online) with images of cleared cheques.

- The OVWRC requires a chequing account. It must earn interest, process EFT's (both incoming and outgoing) and accept EFT file uploads in most standard formats, allow for registered bill payments online, have the ability to transfer funds to and from it to other accounts online, have a system for processing government remittances online, be able to clear and put stop payments on cheques, and have a physical branch with standard business hours within 30km of the OVWRC (900 Woito Station Rd, Pembroke, ON, K8A 6W5) for the purpose of accepting deposits and making change. A proposal should explicitly state:
  - The interest rate to be earned and any minimum balances required to earn that rate.
  - Any monthly fees, fees for having online user accounts, per transaction fees, EFT file upload fees, fees for producing statements, and government remittance processing fees.
- The OVWRC requires a savings account. It must earn interest and have the ability to transfer funds to and from it to other accounts online. A proposal should explicitly state:
  - The interest rate to be earned and any minimum balances required to earn that rate.
  - Any monthly fees, per transaction fees, and fees for producing statements.
- The OVWRC requires a USD account. It must have the ability to be able to clear and put stop payments on cheques, receive incoming wire transfers, and the ability to transfer funds to and from it to other accounts online. A proposal should explicitly state:
  - Any monthly fees, per transaction fees, and fees for producing statements.
- Any institution submitting an RFP which is not listed as a schedule one bank in the Canada Bank Act is required to provide three references for commercial banking services provided. Local references are preferred.

#### Optional RFP specifications

- There are a number of optional services which can be included in an RFP, they will not be included in the evaluation of any proposal however they may or may not be included final services selected.
  - Credit cards – the OVWRC currently uses five corporate credit cards.
  - Short term borrowing/line of credit
  - Debit/credit card payment processing terminals.
  - Any other value added services you wish to offer.

Thank you for your interest. Please submit any questions you may have to:

Daniel Burke, CPA, CA  
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 Ottawa Valley Waste Recovery Centre  
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