

**TOWNSHIP OF LOPATCONG
COUNTY OF WARREN
TWO COMPLETE PROPOSAL PACKAGES FOR FULL BANKING SERVICES**

The Township of Lopatcong is seeking sealed proposals for its Banking Services. Proposals are to be returned to Beth Dilts, Purchasing Agent, Township of Lopatcong, Lopatcong Township Municipal Building, 232 South Third Street, Phillipsburg, New Jersey 08865. Proposals sent by mail shall be addressed as indicated above and shall be clearly marked on the envelope: "RFP – Full Banking Services". All proposals are due on or before Wednesday, December 17, 2025 at 4:00 pm. The Township Council will be the sole discretionary body for consideration or rejection of the proposals. Lopatcong Township will award a contract for banking services based on the cost of proposed services and the results of the calculation of interest to be paid to the Township. The Township retains the right to decide what services are in its best interest. This service is exempt from formal bidding in accordance with N.J.S.A. 40A:11-5. See Appendix A Form to be submitted with proposal.

A. Background

Lopatcong Township maintains separate checking accounts for the following:

1. Current Account
2. General Capital Account
3. Animal Control Account
4. Payroll Account
5. Sewer Operating Account
6. Sewer Capital Account
7. Developer's Escrow
8. COAH Trust Account
9. Grant Fund Account
10. Unemployment Account
11. Developer's Trust
12. Regional/Municipal Special Trust Accounts
13. Trust Account

Lopatcong Township's 2025 budget is approximately \$11.6 million. The Township's Payroll functions are performed by Action Data Services at an annual cost of \$14,000. Annual salary cost for the Township is approximately \$4,060,000.00.

B. Required Services

The Township requires the following services on their accounts. Any variation from these requirements must be noted on the attached proposal form.

1. All monthly account statements must be mailed by the 5th business day of the month.
2. Interest on accounts.
3. Wiring services.
4. Monthly account analysis to include bank earnings credit, itemized fees, and interest earned to be credited to the Township.
5. A bank office, at which the Township can transact business, in a convenient location in the immediate area.
6. Processing and acceptance of Tax/Sewer payments at bank location.
7. Eligibility to act as depository for public funds under the Government Unit Deposit Protection Act (GUDPA)- N.J.S.A. 17:9-41.
8. Account information including statements on demand via web site.
9. Payroll services, including direct deposit of employee checks at the designated bank.
10. Reimbursement of payroll expenses.
11. Cash management service, including but not limited to, lockbox services, positive pay, night drop and credit card receipt merchant services.
12. Escrow account management services.
13. On-line banking services.

C. Evaluation Criteria

Proposals will be evaluated on the following criteria.

1. Financial strength and stability of the financial institution.
2. Reference responses, prior experience and ability to effectively service organizational needs.
3. New product or service proposals.
4. Experience and expertise level of key personnel in either the banking component or account representative.
5. The quality of services performed in the area of investment and maximization of earnings.
6. Geographic location and the ability to provide a convenient location at which the district can transact business.
7. The ability to meet the Township's banking needs as outlined in this proposal.
8. Interest rates on Township funds.
9. Fees for wires, transfers, e-checking, payroll services.
10. Fees for stop payments.
11. Fees for check stock/deposit slips.
12. Fees for merchant services for tax/sewer collection.
13. Monthly service/account maintenance fees.

Lopatcong Township Pay to Play Requirements

Entities submitting a proposal are required to comply with N.J.S.A. 19:44A-20.26 (P.L. 2005, c.271, s2).

If bidder is a corporation or partnership, there must accompany its bid, a statement setting forth the names and addresses of all stockholders in the corporation or partnership who own ten (10%) percent, or more of its stock, of any class, or of all individual partners in the partnership who own a ten (10%) percent or greater interest therein. If one or more stockholders or partnership, the stockholders holding ten (10%) percent or more of that corporation's stock, or the individual partner owning ten (10%) percent, or greater interest in that partnership, must be set forth as aforesaid.

Term of Contract

The term of this contract shall be one year from the date of January 1st through December 31, 2026. This contract is being issued pursuant to a fair and open process in accordance with N.J.S.A 19:44A-20.5 et seq.

Mandatory Affirmative Action Language P.L. 1975 c.127 (N.J.A.C.17:27)

During the performance of this contract, the contractor agrees to comply with all the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 17:27 in accordance with attached Exhibit A.

Each contractor shall submit to the Township after notification of award but prior to execution of contract, one of the following documents:

1. A photocopy of a valid letter that the contractor is operating under a Federally approved or sanctioned affirmative action program; or
2. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4.3; or
3. A photocopy of an Employee Report (Form AA302) completed by the contractor in accordance with N.J.A.C. 17:27-4.3 (goods service professional contracts).

New Jersey Business Registration Requirements

In accordance with P.L. 2004 c.57. bidder should provide with their signed contract, a Business Registration Certificate issued by the State of New Jersey.

Disclosure of Contributions

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

