

Purpose of Request

Banking Services And Coverage Of Payroll Expenses

The City of Linden is requesting offers from qualified individuals and firms to provide Financial Advisory Services (Banking Services And Coverage Of Payroll Expenses) of a specialized nature to the City. Offers will be evaluated in accordance with the criteria set forth in this RFQ. One or more individuals/firms may be selected to provide services.

The City maintains various accounts including but not limited to:

- Current Fund
- Payroll Account
- Capital Savings
- Builders/Developers Escrow
- Trust Account
- Security Escrow
- Sanitary Landfill Account
- Unemployment Account
- Claims Fund

The City presently uses ADP Payroll for its payroll function. We request the banking institution cover the full cost associated with the payroll function for the City of Linden; approximately \$75,000-\$100,000 payroll processing fees.

General Information & Summary

Organization Requesting Offer

City of Linden, 301 North Wood Avenue, Linden NJ 07036

Submission Deadline

Friday, November 6, 2026 at 10:00 A.M.

Electronic Submission Only

All offer submissions must be received by the City of Linden through the MuniVendor eProcurement platform. No physical/paper nor any other electronic response type will be accepted.

Contract Period

January 1, 2027 through December 31, 2027

Contract Form

The successful offeror shall be required to execute the City's form contract, which includes the indemnification, insurance, termination and licensing provisions. It is also agreed and understood that the acceptance of the final payment by the Offeror shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under any contract awarded.

City of Linden Facts & Figures

The City of Linden is a municipal government entity. The City was incorporated in 1925 and operates pursuant to N.J.S.A. 40A:61-1 et seq. The City's population is approximately 45,752 and it consists of approximately 11 square miles of area. The City employs approximately 671 people in about 25 departments and agencies. It owns various municipal buildings, parks and recreation facilities. The City's operating budget is approximately \$144,053,553.31. The City provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

Contact People

- With questions relating to this specific RFQ, contact Alexis Zack by email only at azack@linden-nj.gov.
- With questions related to procurement, contact Jessica Slawinski by email only at jslawinski@linden-nj.gov.
- All questions must be submitted by email only no later than Monday, October 26, 2026. Questions submitted in writing after Monday, October 26, 2026 will not be answered.

Nature & Scope of Services

The City will require the following services for all of their accounts. Any charges for these services, as well as balance requirements, are to be noted on the attached proposal form. Any variation from these requirements must be noted on the attached proposal form.

- All monthly account statements must be mailed by the 5th business day of the month.
- Account reconciliation for the above referenced accounts.
- Interest on accounts.
- Wiring services.
- Monthly account analysis to include banking earnings credit, itemized fees, and interest earned to be credited to the City.
- Ability to accept on line banking transactions from the City.
- A Bank office, at which the City can transact business, in a convenient location to the City.
- Eligibility to act as a depository for public funds under the Governmental Unit Deposit Act. Certificate should be submitted with your response to this RFQ.
- Ability to comply with all requirements and State statutes for developer escrow accounts.

- Additional Services provided to City Employees.

Technical Proposal Standard Requirements

Offerors should submit a technical section that contains, at minimum, the following:

- The name of the offeror, the principal place of business and, if different, the place where the services will be provided;
- Offeror must demonstrate extensive experience in the relevant subject matters.
- The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other City governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed;
- Please provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above;
- A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
- A statement that the offeror will comply with the General Terms and Conditions required by the City and enter into the City's standard Professional Services Contract;
- A copy of the offeror's Business Registration Certificate;
- Completion of all forms included in the MuniVendor eProcurement Portal on the Documents Section (Step 3 of your response).
 - Acknowledgement of Receipt of Addenda
 - Affirmative Action Compliance Notice
 - Americans with Disabilities Act of 1990
 - Bid Document Checklist
 - Non-Collusion Affidavit
 - Disclosure of Iran Investments
 - Disclosure of Prohibited Activities in Russia or Belarus
 - Mandatory Affirmative Action Language for Goods and Services - Professional Services Contracts
 - Non Collusion Affidavit (must be notarized - include a scanned copy of your notarized

document in your uploaded response)

- Ownership Disclosure Statement
- Stockholder Disclosure Certification (must be notarized - include a scanned copy of your notarized document in your uploaded response)

Note: N.J.S.A 52:32-44 provides that government agencies may not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its proposal. MuniVendor automatically inserts your business registration certificate from your MuniVendor vendor profile. If you plan to utilize subcontractors, then please include copies of those subcontractor's business registration certificates in your technical proposal upload. The contracting party must also collect the state use tax where applicable.

Technical Proposal Specialized Requirements

- An additional document specific to this solicitation titled "City of Linden Banking Proposal" must be filled out and uploaded as part of your offer (submission). This document is available on Step 3 (Documents) in this solicitation.
- "Appendix A": Please describe in detail products, services, facilities or ideas which may enhance the banking operations or management which are not deemed essential in providing the basic banking functions. For each item please address the following concerns:
 - Product/Service/Facility/Idea Description
 - Cost Savings (if applicable)
 - Additional Cost (if applicable)
 - Other Benefits to the City
- You may wish to consider the following topics as a part of this Supplement in addition to any other thoughts or ideas you may have.
 - Service Quality Measure/Assurance
 - Checking Safekeeping
 - Direct Payroll Deposits
 - Wire Transfer Security/Mechanisms
 - Investing Services
- Please include an "Appendix B" with a service/product history report that includes the month and year in which the corresponding service was or will be offered at your institution. Please respond with "N/A" if service/product is not offered or no definite date of implementation has been established at your institution. This document is available on Step 3 (Documents) in this solicitation.
 - Automated Balance Reporting

- Controlled Disbursement Accounts
- Money Market Rate Checking Accounts
- Check Safekeeping
- Terminal Initiated Wire Transfers
- Paid Checks and Account Reconciliation via Tape Transmission
- Lockbox Transactions via Tape Transmission
- Depository Transfer Check - Paper Items
- Depository Transfer Check - Paperless Items
- Intra Day Float Information

Cost Proposal

Offerors should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s). The City does not provide payment for or reimbursement for travel expenses.

Offer Evaluation

The City will select the most advantageous offer(s) based on all of the evaluation factors set forth at the end of this RFQ. The City will make the award(s) that is in the best interest of the City. Each offer must satisfy the objectives and requirements detailed in this RFQ. The successful offeror(s) shall be determined by an evaluation of the total content of the offer submitted. The City reserves the right to:

- Not select any of the offers;
- Select only portions of a particular offeror's offer for further consideration; (However, offerors may specify portions of the offer that they consider "bundled".)
- Award a contract for the requested services at any time within the calendar year after review of the offeror's qualifications and approval of same by the City; Every offer should be valid through this time period.
- The City shall not be obligated to explain the results of the evaluation process to any offeror.
- The City may require offerors to demonstrate any services described in their offer prior to award.
- The City reserves the right at the City's sole discretion to refuse any offer submitted.

Fair & Open Process Evaluation Criteria

Proposers will be evaluated on the following:

- Financial strength and stability of the financial institution.
- Reference responses and prior experience and ability to effectively service customer needs.
- The value of any new product or service suggestions or other new ideas and enhancements.
- The breadth of services which may be provided and the history of new product development.
- The quality of services to be performed and proposed approach to cost control, services for the public sector.
- Experience and expertise level of key personnel, the responsible banking component and the financial instruction in dealing with financial products and services for the public sector.
- Clarity, completeness, and timeliness of transaction documentation and reports or statements generated for the City use.
- Amount or level and method of compensation required for services performed or facilities provided.
- The quality of services performed in the area of investment and maximization of earnings.

RFQ Limitations

This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ.

Use of Information - Non Disclosure

Any specifications, drawings, sketches, models, samples, data, computer programs, documentation, technical or business information and the like ("Information") furnished or disclosed by the City to the offeror in connection with this RFQ shall remain the property of the City. When in tangible form, all copies of such information shall be returned to the City upon request. Unless such information was previously known to the offeror, free of any obligation to keep it confidential, or has been or is subsequently made public by the City or a third party, it shall be held in confidence by the offeror, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

General Terms & Conditions

- The City reserves the right to reject any or all offers, if necessary, or to waive any informalities in the offers, and, unless otherwise specified by the offeror, to accept any item, items or services in the offer(s) should it be deemed in the best interest of the City to do so.
- In case of failure by the successful offeror, the City of Linden may procure the articles or services from other sources, deduct the cost of the replacement from money due to the offeror under the contract and hold the offeror responsible for any excess cost occasioned thereby.
- The offeror shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.

- Each offer submitted must be submitted by the person authorized to do so (the "Organization's Authorized Official").
- The contract shall be in effect through December 31, 2027 unless otherwise stated.
- In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.
- By submission of the offer, the offeror certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful offeror shall, at its expense, defend any and all actions or suits charging such infringement, and will save the City harmless in any case of any such infringement.
- No offeror shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- No offeror shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the offeror or any other person.
- Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City's Law Department decision shall be final and conclusive.
- The City of Linden shall not be responsible for any expenditure of monies or other expenses incurred by the offeror in preparing or submitting its offer.

- The checklist, affidavits, notices and the like presented in this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of your offer.

Basis of Award

The City will award a contract for banking services based on the services provided by the financial institution and the anticipated interest income. It is anticipated that the City will select a financial institution at its reorg meeting in January 2027 and anticipates effecting a change (if any) in banking service within 90 days of the selection of the proposal. The award may result in multiple banks chosen for selective services. The contract award resulting from this process will be in conformance with the laws governing local government unit contract and local government depository regulations. The contract will be formally awarded for a one-year period, with an option to renew for two additional one-year periods, provided the selected financial institution performs all services in a satisfactory manner. The City will select the method and bank that best benefits the City.

The selected financial institution agrees to comply with all depository regulations and requirements as set forth in all applicable State and Federal laws and regulations. The City reserves the right to cancel any contract awarded pursuant to this RFQ at any time for non-performance; inadequate performance, reports or services; or if there is a change in the fees charged for banking services which is not acceptable to the City. The financial institution will be given written notice of the cancellation of service which will be delivered by registered mail. Cancellation of the contract will take in effect within 30 days after delivery of the notice of cancellation. Penalties will not be assessed upon the City due to the cancellation.