



Request for Proposals

**Lockbox Collection of Water  
and Sewer payments for the  
Town of Wallkill**

Town of Wallkill  
99 Tower Drive, Building A  
Middletown, NY 10941

Dated: November 2, 2016

Return by: November 15, 2016

**11:00 AM**

# Town of Wallkill Request for Proposals Lockbox Collection of Water and Sewer Payments

November 2, 2016

The Town of Wallkill ("Town") hereby Requests proposals by interested vendors for the Lockbox Collection of Water and Sewer payments for

1. **SEALED PROPOSALS** – Notice is hereby given that the Town Clerk will receive proposals until 11:00 A.M., on November 15, 2016 for the services outlined in this RFP.
2. **SCOPE OF SERVICES** – The Town of Wallkill is requesting proposals for the collection and processing of Town water and sewer usage payments. The full scope of services is annexed hereto.
3. Proposals submitted in accordance with this RFP shall be reviewed by the Town Clerk, or her designee and if deemed to be in appropriate form forwarded to the Town Board of the Town of Wallkill for consideration and award to the lowest responsible bidder.
4. **DEADLINE AND ADDRESS TO SUBMIT A PROPOSAL** - Proposals shall be submitted no later than **11:00 AM on November 15, 2016** to the office of:

Louisa M. Ingrassia  
Town Clerk  
Town of Wallkill  
99 Tower Drive, Building A  
Middletown, NY 10941
5. **PROPOSAL SIGNATURE REQUIREMENTS** – Proposals must be signed by an officer of the Vendor authorized to bind said Vendor to the provisions of the submitted proposal for a period of at least 90 days. Failure of the successful Vendor to execute the project contract may result in the cancellation of any award.
6. **PACKAGING OF PROPOSAL** – The Proposal packages shall be enclosed in a sealed envelope plainly marked in the upper left-hand corner with the name and

address of the Vendor and bear the words **“Request for Proposal (RFP)**  
**‘Lockbox Collection of Water and Sewer payments for the Town of Wallkill.’**  
Any Proposal received after the due date and time **cannot be accepted and will**  
**not be considered.**

7. NUMBER OF PROPOSAL COPIES REQUIRED – The Vendor must submit an original and four (4) copies of the Proposal.
8. AMENDMENT OF REQUEST FOR PROPOSAL (RFP) – In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all interested Vendors. Deadlines for submission of the RFP may be adjusted to allow for revisions. For a revised proposal to be considered, **an original and two (2) copies must be submitted on or before the due date.**
9. QUESTIONS DURING THE PROPOSAL PREPARATION PROCESS – As of the issuance date of this Request for Proposals (RFP) and continuing until 48 hours prior to the time for submitting proposals has expired, the Town will provide relevant information as necessary for all Vendors to familiarize themselves with the requirements set forth in the Request for Proposals (RFP). Vendors are encouraged to submit any comments or questions in writing to: Lou Ingrassia, Jr., Commissioner, 99 Tower Drive, Bldg. A, Middletown, NY 10941, or by e-mail to [louingrassia@townofwallkill.com](mailto:louingrassia@townofwallkill.com). All questions must be submitted in writing.
10. INSURANCE - Vendor shall file and maintain with Town at all times during the term of the Contract, a surety with respect to monies handled in a form approved by, the Town Clerk, with minimum limits of One Million Dollars (\$1,000,000.00) combined single limit coverage against any injury, loss or damage as a result of wrongful or negligent acts or omissions by the Vendor. Such insurance shall not be canceled without thirty (30) days' prior written notice to Town, shall name the Town and its officers and employees as additional insured's, and shall be primary and not contributing with other insurance available to the Town.
11. RIGHT OF REJECTION BY THE TOWN - Notwithstanding any other provision of this Request for Proposals (RFP), the Town reserves the right to reject any and all proposals and to waive any informality in a proposal when to do so would be to the advantage of the Town or its taxpayers. Proposals that contain conditions or limitations to the requirements set forth in the RFP may be considered non-responsive and rejected.

12. AWARD OF CONTRACT - The Vendor to whom the contract is awarded shall be required to enter into a written contract with the Town of Wallkill in a form approved by the Town Clerk, the Town Comptroller the Town Board and Town Attorney. This Request for Proposals (RFP) and the Proposal, or any part thereof, may be incorporated into and made a part of the final contract. However, the Town reserves the right to further negotiate the terms and conditions of the contract with the selected Vendor. If applicable, the contract will include a maximum "fixed cost" to the Town of Wallkill and will include all permits, materials, and other costs.
  
13. CONTRACT TERM -: Contract period is three years from date of award. If mutually agreed between the Town and the Vendor, the contract may be renewed in one year increments, not to exceed a term of five (5) years.
  
14. DURATION OF PROPOSAL. Proposer agrees that his or her proposal will not be withdrawn within sixty (60) calendar days following opening of the proposals.
  
15. STATEMENT OF EXPERIENCE AND QUALIFICATIONS. Vendors submitting a proposal shall list all qualifications and experience pertaining to this type of service. The Proposer may be required, upon request, to provide additional information to the satisfaction of The Town of Wallkill that he/she has the skill and experience, the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If, at its sole discretion, The Town of Wallkill judges the available evidence of competency of any proposer is not satisfactory, the proposal of such proposer may be rejected. The successful proposer shall be required to comply with and abide by all applicable federal and state laws in effect at the time the contract is awarded.
  
16. NON-COLLUSION AFFIDAVIT. By submitting a proposal, the proposer represents and warrants that such proposal is genuine and not sham or collusive or made in the interest or in behalf of any person not therein named, and that the proposer has not directly or indirectly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from proposing and that the proposer has not in any manner sought by collusion to secure to that proposer any advantage over any other proposer.
  
17. NO FINANCIAL INTEREST. By submitting a proposal, the proposer represents and warrants that neither a Town Board Member, Elected Official Administrator, employee, nor any other person employed by The Town of Wallkill, has in any manner, any interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise therefrom.

18. DOCUMENTS DEEMED PART OF THE CONTRACT. The notice, invitation to proposers, general conditions and instructions for proposers, special conditions, specifications, bid, addenda, if any, will be deemed part of the contract.

19. VENDOR INFORMATION. Each proposal must contain the following:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Federal ID Number

\_\_\_\_\_  
Web Site

\_\_\_\_\_  
E-mail Address

**TOWN OF WALLKILL  
ORANGE COUNTY, NEW YORK**

The following Non-Collusive Bidding Certification as required by General Municipal Law Section 103-d must be signed and submitted with bid.

**NON COLLUSIVE BIDDING CERTIFICATION**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor;

2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Wherefore, this statement has been subscribed by the bidder and affirmed by the bidder as true under penalties of perjury.

Dated: \_\_\_\_\_ 20\_\_

Signature: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_

General Municipal Law Section 103-d

"The fact that a bidder (a) has published price lists, rates or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of sub-paragraph one (a)".



## Request for Proposals for Lockbox Collection of Water and Sewer payments for the Town of Wallkill.

The Town of Wallkill (the “Town”) currently sends out roughly 6,000 water and sewer bills quarterly. These bills are related to both commercial and residential accounts within the town’s water and sewer districts. The value of the water and sewer truncation currently processed annually is roughly \$4.5 million. The Town currently provides the processing bank with a web-based program that bank tellers can access at their location to update payments as they come in. The processing bank is required to update payments to the web-based system in a timely fashion and give daily reports to the Town via e-mail of all transactions processed in an up-loadable format compatible with the Town’s system. In addition to customers coming in to the processing bank to make payments, the bank is required to accept and process checks sent to the bank in aggregate or individually through the mail and by Town courier. The processing bank is not required to process credit card or debit payments as these payments are accepted through the Town’s website utility payment portal.

**Processing Bank requirements:** The processing bank must have a branch within the Town boundaries and have a minimum of five days each week in which customers can make payments in person. The processing bank must have the ability to update payments within three days of receipt and provide the Town with an electronic report which indicates transactions made, denoting check number or cash, amounts received and date of entry. **The processing bank must have the ability and authority to handle municipal funds as permitted by the State of New York and the United States government. A signed letter submitted by the authorized representative of the bank certifying the foregoing must be submitted. Each proposal must include the location of the branch(es) within the Town, the current Branch Manager’s name and contact information, the hours of operation for the branch, proof of municipal banking eligibility, a clear proposal of cost to Town for each transaction, if any, or a flat fee for service paid annually, if any. The processing bank must be able to commence receiving payments as of January 1, 2017. Each proposal must have a duration of at least three years, with service and commitments guaranteed. The Town’s intention is to provide a continued high level of customer service for water and sewer payment processing, with the least cost to the water and sewer districts. Proposals shall be rated based on these criteria.**

**Additional Contract Terms To Be Incorporated:**

1. The processing bank will provide written Lockbox processing instructions to the Town.
2. The processing bank will rent a P.O. Box for payments at their sole cost, receive and process payments from it and deposit funds into appropriate accounts.
3. All non-U.S. dollar payments shall be rejected by the processing bank and returned to the payee or the Town, depending on how said payment was delivered to the processing bank.
4. If a check is returned unpaid, it will be returned payee or the Town, depending on how said payment was delivered to the processing bank, and there will be no fee charged to the Town for such return. If the returned check fee is automatic, it will be credited back to the town.
5. **THE TOWN SHALL RETAIN THE RIGHT TO TERMINATE ANY AGREEMENT ENTERED INTO HEREUNDER IMMEDIATELY FOR CAUSE AND ON THIRTY (30) DAYS NOTICE WITHOUT CAUSE**

**Town commitment:** The Town will commit to keeping a balance up to \$4.5 million in deposits at the processing bank in exchange for this service. The Town will not prohibit the bank from approaching citizens or businesses making transactions for utility payments about opening accounts or doing private business with the bank. The Town will communicate on a regular basis to address any and all issues that may arise from time to time to effectuate a smooth and seamless process. The Town will provide the software and program maintenance necessary to implement the service to the processing bank.

**Proposals are due to the Town of Wallkill Town Hall at 99 Tower Drive, Building A, Middletown NY 10941 by 11:00 a.m. November 15, 2016 and given to the Town Clerk's office marked: Attention Louisa Ingrassia. Each proposal must be sealed and labeled on the exterior of the envelope "SEALED RFP" in bold black marker. Proposal must also include the attached non-collusion agreement, completed and signed, as well as answers to the requirements listed under the bank requirements section of this RFP.**

**It is also a requirement that all banks interested in providing this service send a representative to Town Hall, address above, on Thursday, November 10<sup>th</sup> at 10:30 am. This meeting will address questions and answers related to the town's software program, system for payments, and other related questions prior to proposal submission. For confirmation of meeting attendance please contact the Town of Wallkill Comptroller, Toni Tracy, at 845-692-7835 or email at [ttracy@townofwallkill.com](mailto:ttracy@townofwallkill.com).**

**The Town of Wallkill Town Board reserves the right to reject any and all bids for service based on reasonable standards, experience and in the interest of the rate payers of the town water and sewer district.**