

BANKING SERVICES
REQUEST FOR PROPOSAL

Green Island Union Free School District
171 Hudson Avenue
Green Island, NY 12183

March 23, 2026

NOTE: PLEASE SUBMIT PROPOSAL IN A SEALED ENVELOPE WITH THE STATEMENT "BANKING SERVICES PROPOSAL" CLEARLY MARKED ON THE LOWER LEFT-HAND CORNER OF THE ENVELOPE.

Green Island Union Free School District
REQUEST FOR PROPOSAL - BANKING SERVICES

The Green Island Union Free School District “the District” will receive proposals at the District Office, 171 Hudson Avenue, Green Island, NY 12183 until **10:00 a.m. on April 20, 2026** for banking services to commence on or about July 1, 2026. The envelopes containing the proposals must be sealed and addressed to:

Christopher Karwiel
Green Island Union Free School District
171 Hudson Avenue
Green Island, NY 12183

Any bank wishing to submit a proposal for services to the Green Island Union Free School District must conform to General Municipal Law, Section 10

The attached specifications give a description of each account along with related financial data. Any question regarding this Request for Proposal may be addressed to Christopher Karwiel, Business Manager at the Green Island Union Free School District, telephone 518-273-1422. Any clarification made as a result of an inquiry, that may impact the submittal of the proposal, will be emailed to those financial institutions that have requested the attached specifications.

TIME LINE:

Release of RFP Specifications	March 23, 2026
RFP’s Due Back to District	April 20, 2026, by 10:00 a.m.
Notification of award	On or about May 1, 2026
Effective date of award	On or about May 7, 2026

TABLE OF CONTENTS

- I. CHECKING ACCOUNTS
- II. MONEY MARKET ACCOUNTS
- III. ELECTRONIC BANKING
- IV. RECONCILIATION SERVICES
- V. INVESTMENTS AND BORROWINGS
- VI. TAX COLLECTION
- VII. COLLATERAL
- VIII. PAYROLL DIRECT DEPOSIT
- IX. GENERAL
- X. REFERENCES
- XI. STANDARD TERMS

Exhibit A – Iran Divestment Certification

Bidder statement on Sexual Harassment in Accordance with State Finance Law §139-1
Non-Collusion Affidavit

Green Island Union Free School District
REQUEST FOR PROPOSAL - BANKING SERVICES

BANKING SPECIFICATIONS

I. CHECKING ACCOUNTS

General Fund Account - Multiple Funds

Budget for 2025-2026	\$8,642,483
Average bank balance of checking account	\$350,000
Estimated number of checks issued annually	850

These accounts include a high interest bearing money market account.

What interest rate will your bank offer on this account? _____

Payroll Fund

Personnel Budget for 2025-2026	\$3,319,326
Estimated number of ACH transactions per pay	80

The payroll fund operates on monies transferred by check or electronic transfer from other district funds on the day the payroll is distributed, which is every other Friday.

<u>Extracurricular Fund:</u> Average funding for 2025-2026	\$21,000
<u>Trust & Agency Flexible Spending:</u> Average Monthly Balance	\$30,000
<u>Tax Account:</u> Average Monthly Balance	\$1,000
<u>Expendable Trust Account:</u> Average Monthly Balance	\$11,000
What interest rate will your bank offer on this account?	_____
<u>Business Municipal Investment Account:</u> Average Monthly Balance	\$2,200,000
What interest rate will your bank offer on this account?	_____
<u>Capital Fund Money Market:</u> Average Monthly Balance	\$60,000
What interest rate will your bank offer on this account?	_____
<u>Capital Fund Checking:</u> Average Monthly Balance	\$1,000

II. MONEY MARKET ACCOUNTS

A. General Fund/Business Investment

Cash balances in excess of weekly needs in the General Fund checking account are maintained in these high yield money market savings accounts. Transfers of funds are made into and out of these accounts in order to maintain a minimum cash balance in the General Fund checking account.

What interest rate will your bank offer on this money market savings account? _____

Describe any limitations on transactions into or out of this account:

III. ELECTRONIC BANKING

The District currently accomplishes much of its cash management through a secure on-line portal with its current bank, including transferring money between its accounts, initiating ACH debits, wire transfers, stop payment, daily balance reviews, and other bank inquiries. Multiple district employees have varying access rights to the portal, with secure login, passwords, and security token protections. For high dollar wire transfers, our current bank requires a manual wire transfer form to be completed with dual signature approval. Please describe your banks on-line banking access portal, including security protections and access control. Please provide sample reports.

IV. RECONCILIATION SERVICES

Describe reconciliation services that are available to the district.:

V. INVESTMENTS AND BORROWINGS:

All investments will be transacted with the bank that provides the most favorable rates obtained through quotes at the time of investment. In addition, the successful bank must provide required pledge of collateral to back the investment in the form required by the district.

- A. Certificates Of Deposit:
 Would your bank be interested in District purchases of certificates of deposit? _____

 If yes, what is your method of computing interest?
 360 days _____
 365 days _____

- B. Treasury Bills And Notes:
 Should the District wish to invest in Treasuries:
 Will your bank handle these transactions for us? _____
 Will there be a fee? _____
 If yes, how much? _____

- C. Borrowing Funds:
 Periodically it may be necessary for the District to borrow short term funds on tax, revenue or bond anticipation notes. Will your bank actively bid on these notes as they are required? _____

VI. TAX COLLECTION

The District currently has all school tax payments received by their current bank. This process includes the District bringing deposits to the bank as well as taxpayers making in-person deposits at the bank, a bank employee being assigned the role of deputy tax collector, review both payment and tax bill for proper payment amount and date received. All deposits for the day will accumulated and deposited in the District's Tax Account, with receipts being collected and given to the District Treasurer. Any late or inaccurate payments will not be collected and either returned to the taxpayer or to the District.

Will your bank handle the school tax collection? _____
 Will there be a fee for this service? _____
 Please describe any limitations: _____

VII. COLLATERAL

The successful bidder will comply with New York State Comptroller's Guidelines regarding third party collateralization of all District bank balances and investments in excess of FDIC coverage. Collateral must be at least 102% of FDIC coverage. This collateral must be in a form designated by the District. It must be segregated and held in the District's name as specified in the collateral agreement to be established between the bank and the District. In

addition, we would require a monthly comparison of the market value of all collateral pledged.

VIII. PAYROLL DIRECT DEPOSIT- ALL EMPLOYEES ARE PAID VIA DIRECT DEPOSIT

- A. How many different direct deposits are allowed? _____
- B. What is the cut-off time? _____
- C. Describe briefly how this service would be administered for the District including when the funds will be in the employees accounts:

IX. GENERAL:

- A. Fees/Charges: Describe **any and all** fees for services or supplies that will be passed on to the district. List the service and the related fee. Include any required minimum balance requirements to avoid additional fees.

- B. At what office location will you service the District?

- C. If this location is not within our school district will you provide courier service? _____
Will there be a fee? _____
If yes, what amount? _____

- D. Will you accept telephone withdrawal orders or transfers? _____

- E. Will a minimum balance be required in any of the checking accounts? _____

- F. Will banking by mail be permitted? _____

- G. Will all bank statements be available to the District, by the second business day following close of the month? Will the last banking day of the month be the last entry on the bank statement? _____

- H. Credit Card: The district requires a credit card for some purchases. Please describe how this would work, the district likes to make payments with a check is that possible?

I Please list additional services that your bank could provide that would be beneficial to the District:

X. REFERENCES

Please list the names of other school districts, including individual contacts, for which you provide services:

Name of bank representative(s) who will provide assistance on school district financial management and provide us with the most up to date and beneficial services.

Name of Bank: _____

Name of Representative: _____

Address: _____

Telephone: _____

XI. Standard Terms

SECTION 1: CONTRACT/ AGREEMENT

1.1 The successful Proposer's proposal submission, when accepted by the District either by formal letter or acceptance of purchase order, shall legally constitute acceptance and therefore, be subject to all the terms and conditions of the proposal documents. Successful Proposers may also be required to sign a form of contract which includes the terms of this proposal, as well as the final terms and conditions that may result in the negotiation between the District and the respondent. Any and all ambiguities in RFP documents, RFP awards, contracts or related documents, including tariffs, shall be construed in favor of the District.

1.2 The District shall generate a purchase order(s) or award letter to the successful respondent. The successful respondent shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the District.

1.3 The District will designate a contract administrator with responsibility to ensure compliance with all the contractual term and conditions, including, but not limited to, the inspection and acceptance of the service(s) provided. The contract administrator will serve as liaison between the District and the successful Proposer.

SECTION 2: INDEMNIFICATION

2.1 To the fullest extent permitted by law, the Contractor agrees to hold harmless, indemnify and defend the Green Island Union Free School District, all its employees/representatives, and all participating school districts, from and against all claims, damages, losses and expenses (including, without limitations, legal expenses on a solicitor and client basis) arising out of, or in consequence of, any and all acts, omissions, or negligence of the Contractor. Further, the Contractor agrees to hold harmless, indemnify and defend the District, all its employees/representatives, and all participating school districts from and against all suits, actions and proceedings by whomsoever made, brought, or prosecuted, and in any manner based upon, arising out of, related to, occasioned by, or attributable to the infringement or contribution to the infringement of any intellectual or industrial property right, by the articles, methods, processes, or act employed by, or plans, drawings, specifications or other written data provided by the Contractor or its employees in concert with providing services.

SECTION 3: MODIFICATION AND WITHDRAWAL OF PROPOSALS

3.1 Proposals may be modified or withdrawn at any time prior to the opening of Proposals by an appropriate document duly executed (in the manner that a Proposal must be executed) and delivered to the place where Proposals are to be submitted.

3.2 If within twenty-four (24) hours after the Proposals are opened, any Proposer files a duly signed written notice with the District and promptly thereafter demonstrates to the reasonable satisfaction of the District that there was a material and substantial mistake in the preparation of its Proposal, that Proposer may withdraw its Proposal. Thereafter, that Proposer will be disqualified from making a further or additional proposal on the work contemplated by this RFP.

3.3 Each proposal shall state that it is an irrevocable offer for a period of ninety (90) days from the Proposal opening date. After expiration of the irrevocable offer period, if no contract award has been made, a Proposal may be withdrawn if the Proposer does so in writing directed to the District Purchasing Agent; otherwise, Proposals remain in effect consistent with the terms of this RFP.

SECTION 4: INSURANCE AND SECURITY REQUIREMENTS

15.1 The successful Proposer will be required to procure and maintain at its own expense, the following insurance coverage:

- (a) Worker's Compensation and Employer's Liability Insurance: A policy or policies providing protection for Employees in the event of job related injuries.
- (b) Commercial General Liability Insurance: A policy or policies providing commercial liability coverage including products/completed operations, and personal and advertising injury with limits of not less than:
- (c) Cybersecurity Insurance

Liability For: Limits

- Property Damage \$1,000,000 each Occurrence / \$2,000,000 Aggregate
- Bodily Injury \$1,000,000 each Occurrence / \$2,000,000 Aggregate
- Personal Injury \$1,000,000 each Occurrence / \$2,000,000 Aggregate
- Products/ Completed Operations \$1,000,000 each Occurrence / \$2,000,000 Aggregate
- Cybersecurity \$1,000,000 each Occurrence / \$2,000,000 Aggregate

4.2 The District shall be named as an additional insured on all liability policies. RFP number must appear on insurance certificate. The policy shall not be changed or canceled until the expiration of thirty (30) days after written notice to the District. It shall be automatically renewed upon expiration and continued in force unless the District is given at least thirty (30) days written notice to the contrary.

4.3 No work shall be commenced under the contract until the successful Proposer has delivered to the District Purchasing Agent, or her designee, proof of issuance of all policies of insurance required. If at any time, any of said policies shall expire or become unsatisfactory to the District, the successful Proposer shall promptly obtain a new policy and submit proof of insurance of the same to the District for approval. Upon failure of the successful Proposer to furnish, deliver and maintain such insurance as above provided, the contract may, at the election of the District, be forthwith declared suspended, discontinued or terminated. Failure of the successful Proposer to procure and maintain any required insurance, shall not relieve the successful Proposer from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the successful Proposer concerning indemnification.

SECTION 5: FREEDOM OF INFORMATION LAW

5.1 The New York State Freedom of Information Law (FOIL), as set forth in Public Officers Law, Article 6, mandates public access to certain government records. Generally, proposals submitted in response to this RFP may constitute government records subject to FOIL. Proposals may contain, among other things, certain technical, financial, or other data and information that constitute trade secrets, if publicly disclosed, could cause substantial injury to the commercial enterprise's competitive position. To protect this information from disclosure under FOIL, respondents should specifically identify the pages of the proposal that contain such information by properly marking the top of the applicable pages as "CONFIDENTIAL" and inserting the following statement in the front of its proposal:

The information of data on pages _____ of this proposal, identified on the top thereof as "CONFIDENTIAL," contain financial, technical or other information which constitute trade secrets or such, if publicly disclosed, would result in substantial injury to our competitive position. We request that the District use such information only for the evaluation of this proposal but we understand that the District must comply with the provisions of the New York State Freedom Of Information Law (FOIL) and that public disclosure of the information contained in this proposal whether or not marked as "CONFIDENTIAL," and to make no claim for any damages as a result of any such disclosure by the District pursuant to FOIL.

In the event the District receives a FOIL request for disclosure of information marked as “CONFIDENTIAL,” the respondent shall be notified of the request and may expeditiously submit a detailed statement and explanation indicating the reasons the respondent has for believing that the information requested is exempt from disclosure under the law. This detailed statement and explanation shall be used by the District in making its determination as to whether disclosure is required under the law.

SECTION 6: CONFLICT OF INTEREST

6.1 No public official from the State of New York, County of Albany, Village of Green Island or any local government unit located within the above county shall have interest in the agreement.

SECTION 7: VENUE

18.1 This RFP will be governed and construed according to the laws of the State of New York. By submission of a proposal, all respondents agree that the Supreme Court, State of New York, County of Albany, the United States District Court, Northern District of New York shall be the venue for any actions brought under this RFP.

SECTION 8: SILENCE OF REQUIREMENTS

8.1 The apparent silence of these terms and conditions as to any detail or to the apparent omission from it of the description concerning any point shall be regarded as meaning that only the best business practices are to prevail. All interpretations of these requirements shall be made on the basis of this statement.

SECTION 9: ADVERTISING

9.1 The successful respondent shall not advertise or publish, without the District written approval, the fact that the District has entered into a contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.

SECTION 10: INTERFERENCE

10.1 There shall be no interference with the District operations in the performance of the service(s) rendered under this contract.

SECTION 11: TERMINATION

11.1 Termination Rights by the District: the District may terminate the contract for without cause upon ninety (90) days written notice. In such instances, the respondent will be required to remove any/all equipment or supplies at its own expense in a timely manner

SECTION 12: REPRESENTATIONS

12.1 No information derived from inspection of the District records or reports of investigation concerning the agreement, will in any way relieve the successful respondent from its responsibility or from properly performing its obligations under the contract. the District may have provided information as a convenience to the respondent and did so without any warranty whatsoever by the District. The successful respondent is responsible for making its own conclusions and interpretations from the data supplied by the District and from information available from other sources.

SECTION 13: DEFAULT

13.1 If the successful respondent is in default, the District may, in its discretion, do all things necessary to affect compliance with the laws, regulation, by laws, directives, rules and conventions referred to herein, and the successful respondent shall, on demand by the District, reimburse the District for all costs incurred by the District for that purpose.

SECTION 14: ETHICS

14.1 The Proposer shall not accept or offer gifts or anything of value, nor enter any business arrangement with any employee, official or agent of the District. Any contract between or initiated by a respondent and a District employee, board member, other than with the purchasing office, shall be grounds for disqualification.

SECTION 15: COMPLIANCE

15.1 All product(s) used in providing service must comply with all federal, state, county and local laws concerning this type of product(s) and the fulfillment of all ADA (Americans with Disabilities Act) requirements if applicable.

SECTION 16: NON DISCRIMINATION REQUIREMENTS

16.1 In accordance with Article 5 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional, non-discrimination provisions, the respondent agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the agreement.

16.2 The Capital Region the District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups.

16.3 The following person has been designated to handle inquiries regarding the nondiscrimination policies: Nicole Uamin, compliance officer/coordinator, at carol.ratigan@neric.org (518) 862-4910 or 900 Watervliet-Shaker Road, Albany, NY, 12205.

Inquiries concerning the application of the Capital Region the District nondiscrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).

SECTION 17: APPROXIMATE SERVICE USAGE

17.1 Estimated service usage may be given. Approximate usage does not constitute a request, but only implies the probable services the District will require. Services will be utilized on an as-needed basis and it is understood that the estimated usage may be increased, decreased or omitted without any way invalidating proposed fees.

SECTION 18: EXECUTORY CLAUSE

18.1 This contract shall be deemed executory only to the extent of the monies appropriated and available for the purpose of the contract, and no liability on account thereof shall be incurred by the District beyond the amount of such monies. It is understood that neither this contract nor any representation by any public employee or officer, creates any legal obligation to request, appropriate or makes available, monies for the purpose of the contract.

SECTION 19: RIGHT TO PURCHASE

19.1 the District reserves the right to reject this proposal in part or its entirety and purchase services from state or county contracts should it be deemed in the best interest of the District.

The Iran Divestment Act of 2012 (Act), is codified in State Finance Law (section 165-a) and General Municipal Law (section 103-g). The Act prohibits political subdivisions, including school districts and BOCES, from considering any person or entity engaging in investment activities in the energy sector in Iran as a responsible bidder or proposer. Attached is the link to the Prohibited Entities list on the OGS website: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

A bid or proposal shall not be considered for award nor shall any award be made where the bidder or proposer fails to submit a signed and verified bidder’s certification.

Each bidder or proposer must certify that it is not on the list of entities engaged in investment activities in Iran created pursuant to State Finance Law (section 165-a). In any case where the bidder or proposer cannot certify that they are not on such list, the bidder or proposer shall so state and shall furnish with the bid or proposal a signed statement which sets forth in detail the reasons why such statement cannot be made.

The Board of Education may, but is not required to, award to a bidder or proposer who cannot make the certification if:

- a. The investment activities in Iran predate the effective date of this law (April 12, 2012), have not been expended or renewed since, and the bidder or proposer has adopted, publicized, and is implementing a formal plan to cease such activities and refrain from any new investments in Iran.
- b. The Board of Education determines that the goods or services provided by the bidder or proposer are necessary to its functions, and without an exemption it would be unable to obtain the goods or services.

By submission of this bid or proposal, the bidder or proposer and each person signing on behalf of any bidder or proposer certifies, under penalty of perjury, that to the best of its knowledge and belief, that the bidder or proposer is not on the list created pursuant to State Finance Law.

Company Name of Respondent: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Fax Number: _____

E-Mail: _____

EXHIBIT A-2 IRAN DIVESTMENT ACT OF 2012 CERTIFICATION (continued)

Authorized Agent:

Name: _____
(Printed)

Title: _____
(Printed)

By: _____
Signature

SUBSCRIBED AND SWORN to before me by the above name on this

Day of _____, 20____.

Notary Public in and for the
State of _____

EXHIBIT A-3 BIDDER'S STATEMENT ON SEXUAL HARASSMENT
IN ACCORDANCE WITH NEW YORK STATE FINANCE LAW §139-1

In accordance with State Finance Law §139-1, which generally prohibits the District from entering into contracts pursuant to the bid process with persons who fail to submit a certification affirming compliance with New York Labor Law §201-g, the bidder submits the following certification under the penalty of perjury:

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 the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Dated: _____, New York
_____, 20____

Name of Bidder

Signature of Authorized Official

Printed or Typed Name of Official and Title

Notary Public:

Sworn to before me this
_____ day of _____, 20_____

Notary Public in and for the

State of _____