



REQUEST FOR PROPOSAL

BANKING SERVICES

JUNE 4, 2021



**Monroe County Water Authority
475 Norris Drive
Rochester, New York 14610**

SECTION 1 – INVITATION TO PARTICIPATE

1.1 PURPOSE

The Monroe County Water Authority ("the Authority") is issuing this Request For Proposals ("RFP") to seek proposals from local qualified financial institutions to provide full, integrated banking services to the Authority. The Authority prefers to maintain all operating account banking services with one financial institution to maximize cash flow and minimize administration costs however the Authority reserves the right to award services to multiple financial institutions should it be deemed in the Authority's best interest. As such, banking services proposals must include services for the account system outlined.

Prospective Proposers must offer a proposal that will meet the scope of services identified in Section 2 of this document. If a service requested in Section 2 is not offered/provided by the Proposer, please clearly state in proposal and offer an alternative equivalent service if available.

In responding to this RFP, Proposers must follow the prescribed format as outlined in Section 2. By so doing, each Proposer will be providing the Authority with comparable data submitted by other Proposers and, thus, be assured of fair and objective treatment in the Authority review and evaluation process. Proposals should not exceed 75 pages.

1.2 PROCUREMENT OFFICER

The Procurement Officer identified below is the sole point of contact regarding this RFP from the date of issuance until the selection of the successful Proposer(s).

Amy A. Molinari
Director of Finance & Business Services
Monroe County Water Authority
475 Norris Drive
Rochester, NY 14610
E-mail: Amy.Molinari@mcwa.com

1.3 PRESENTATION AND CLARIFICATION OF THE AUTHORITY'S RIGHTS AND INTENTIONS

The Authority intends to enter into a contract with the selected Proposer(s) to supply the services described in Section 2. However, this intent does not commit the Authority to award a contract to any responding Proposer, or to pay any costs incurred in the preparation of the proposal or a cost proposal in response to this request, or to procure or contract for any services. The Authority reserves the right, in its sole discretion, to accept or reject in part or in its entirety any proposal received as a result of this RFP if it is in the best interest of the Authority to do so.

1.4 TENTATIVE SCHEDULE

June 4, 2021	RFP distributed; announced on the Authority website.
June 14, 2021	Pre-proposal questions due, in writing.
June 16, 2021	Addenda issued with answers to Proposer's questions (if necessary).
July 6, 2021	Proposals due.
August 13, 2021	Estimated award date.
January 1, 2022	Full implementation to new banking institution (if applicable)

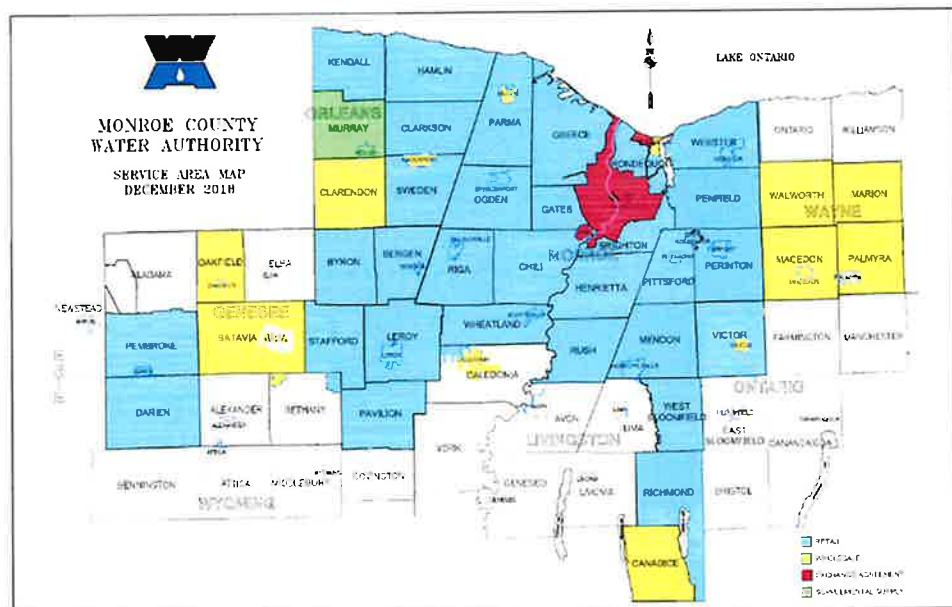
1.5 OVERVIEW OF ORGANIZATION

The Authority provides a high quality, safe, and reliable water supply in a financially-responsible manner.

The Authority was created by State legislation in 1950 to solve the water supply needs of this community. In 1959, the Authority took over the assets of the private New York Water Service Corporation and had 27,000 retail customers, serving just portions of the County's inner ring towns and portions of the City of Rochester. As surrounding towns and villages faced new water supply challenges, the the Authority service area has steadily grown. Today, the Authority serves over 187,000 customers in every town and village in Monroe County, plus towns, villages, and other water authorities in each of the five adjacent counties.

The Authority system infrastructure includes its main operations center, meter shop, three water treatment plants, 40 remote pumping stations, 53 tanks and 2 storage reservoirs, and over 3,300 miles of transmission and distribution water mains.

For additional information on the Authority, go to www.mcwa.com.



SECTION 2 – BANKING SERVICES PROPOSAL CONTENT AND FORMAT (SCOPE OF WORK)

In order for the Authority to be able to adequately compare and evaluate proposals, all proposals must be submitted in accordance with the format detailed below. Proposals should not exceed 75 pages. Each question in the RFP shall be repeated with the financial institution's response following. If a service requirement cannot be met, please indicate "No Proposal". An alternative equivalent service may be offered.

2.1 COVER LETTER

Amy A. Molinari
Director of Finance & Business Services
475 Norris Drive
Rochester, NY 14610

Ms. Molinari,

We have read the Authority's RFP for Banking Services and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to fulfill the requirement thereto. We understand that our ability to meet the criteria and provide the required services shall be evaluated solely by the Authority.

We have attached the following:

1. One (1) copy of our annual financial reports for the past three (3) years
2. All required information entailed in the RFP
3. Completed and signed procurement form (see Exhibit A)
4. Completed Exhibit C and Exhibit D
5. Signed Addenda acknowledgement(s), if applicable

It is understood that our financial institution will be required to adhere to the Authority's Statement of Investment Policy (see Exhibit B).

It is understood that prior to receiving the award for the contract our financial institution will be required to complete the Authority's "Financial Institution Request for Information" (see Exhibit E) and will be required to completed annually for every year of the contract, and that the information requested above will be used as evidence of our ability to meet the capital structure requirements necessary to service this account.

It is further understood that all information included in, attached to, or required by the RFP shall become public record upon delivery to the Procurement Officer.

Submitted by: _____
Financial Institution

Authorized Signature/Title

Date

2.2 TABLE OF CONTENTS

Table of Contents should follow the RFP format.

2.3 BANK PROFILE

Please provide the following information:

- A. *Bank Overview* – General overview of bank, certification of meeting required qualifications to propose as outlined in Section 2, customer service policy and identification of primary office or branch that the Authority will be assigned to and where the Authority will conduct its banking business.
- B. *Experience* – Bank's direct experience in servicing public sector clients. Please include the number of public agency clients and the dollar amount of public funds on deposit. Please include a list of at least three (3) public sector clients.
- C. *Relationship Management* – Identify bank officers responsible for the Authority's accounts, what each person's role and responsibilities will be, contact information, and the relevant credentials and experience of each person on the relationship management team. List the physical branch locations within a 10-mile radius of 475 Norris Drive.

2.4 DEMAND DEPOSIT ACCOUNTS

The Authority currently has three Investment/Money Market accounts:

- Main Water Revenue Account (required per indenture)
- Operating & Maintenance II
- Investment Account

The Authority currently has five checking accounts:

- Operating & Maintenance Account – Main operating account for the Authority and has five sub accounts. (Required per indenture)
- Payroll Account – The Authority pays employees weekly through either check or direct deposit. A manual transfer is made from the Operating & Maintenance Account to the Payroll Account.
- Controlled Disbursement Account – Acts as a pass through by withdrawing daily the total amount of ACH payments and disbursements cashed that day from the Operating & Maintenance Account. ACH & check presentment are settled through this account.
- Water Revenue Account for Lockbox – Revenue collected through the lockbox is transferred into the Water Revenue Account, then is transferred into the Main Water Revenue Account.

- Water Revenue Electronic Account – Receives customer bill payments collected either through the Authority's automatic bill pay option, or through various bank's bill pay services. Revenue collected is transferred to the Main Water Revenue Account two times per month.

Daily bank balances and activity are obtained online through an online bank portal for these accounts. Accounts Payable disbursements are currently made by computer-generated checks and ACH payments on a weekly basis. Authority employees are paid on a weekly basis through direct deposit or check. See Exhibit C for the banking activity for the months January 2021 through March 2021, and the ending balances for all accounts for the past 12 months.

Branch deposits are currently made daily during banking hours of operation. The Authority is potentially interested in adding the desktop deposit service.

Please provide answers to the following:

1. Please describe the bank's cash deposit requirements. How should the coin and currency deposits be bundled? Is there a fee for depositing loose or rolled coins?
2. Please provide examples of the reports for account analysis statement and the bank statement.
3. Please describe in detail the bank's procedures for handling deposit adjustments. What documentation on discrepancies does the bank provide? Is the documentation different for cash deposits and check deposits? What is the minimum adjustment amount? How soon would support documentation of a deposit discrepancy be provided to the Authority?
4. What are the cut-off times for deposits at the bank's local branch? If the bank has more than one branch, identify the time and branch(es) where a final daily deposit(s) will be accepted. Is pricing different for night drop services? How are deposit adjustment and related documentation and support documentation handled for night drop deposits?
5. Please describe the bank's return item handling and notification procedures. How long does it take returned items to be sent to the Authority? Can returned items be automatically redeposited? If so, how many times?
6. Can change orders for \$500 or less be made available to the Authority without advance notice?
7. The bank will be required to provide certain transaction confirmations and respond to other requests for data as needed from the Authority's auditors. Will the bank be able to comply with such requests?
8. How do you determine and calculate availability of deposited items? Do you give immediate availability for on-us items? Do you calculate availability by item or formula? Please provide a copy of the funds availability schedule you propose to use for the Authority. Describe one day, two availability and wire requirements.

2.5 ONLINE BANKING

Does the financial institution's online banking services include, at a minimum, the following capabilities:

- Secure, dual administration (separation of duties) for initiating and approving user access, permissions, wire transfers, ACH transfers, template setups, etc.
- Wire transfers and ACH transfers
- Ability to download electronic bank statements in an electronic file that can be imported to Excel
- Daily detailed account reporting showing beginning and end ledger balances, collected balances, and available balances. Please provide a sample of prior day and intra-day reports that would be the best example of the system's capabilities
- Image viewing of deposit tickets
- Image viewing of canceled checks, front and back
- Stop payments
- Fund transfers between operating accounts and investment accounts
- Viewing of float information on all deposited items
- Electronic notification of transactions
- Viewing information on refunds, voids or deletions of deposits or receipts
- Information to be available for a minimum of 365 days
- Status of prenote test transactions
- Real-time banking capability

2.6 ACH DEBIT SERVICES AND DIRECT DEPOSIT OF PAYROLL

The Authority processes direct deposits of payroll up to five (5) times a month. The payroll file is sent to the bank through the bank's online portal for paydays that occur every Friday. If payday is a holiday, payday will be the previous business day prior to the holiday. Other miscellaneous ACH transactions such as retirement fund transfers and state & federal tax payments flow through the Payroll account each week. Please provide the answers to the following:

1. Please describe the bank's ACH and Direct Deposit on-line banking service.
 - What are the different ACH file transmission options available to the Authority?
 - What are the transmission deadlines for ACH files? When (day and time) does the bank need the file from the Authority for a Friday payday?
 - What are the hours of operation for the ACH unit?
 - Is the ability to verify a file total available?
2. Please detail the bank's back-up plans for data transmissions. The Authority requires immediate notification of any changes or problems and the ability to re-send or delete a file.

3. What screening measures does the bank use to minimize duplication/errors on files sent to you?
4. How does the bank handle file, batch and item reversals and deletions?
5. Please describe the bank's process for prenote test transactions. The Authority prefers to receive electronic notification of a successful/unsuccessful prenote rather than through US postal mail. Please describe the Authority's options for obtaining prenote status notifications. How many business days does the prenote test transaction process take?

2.7 POSITIVE PAY/REVERSE POSITIVE PAY SERVICES

Describe the bank's ability to provide Positive Pay or Reverse Positive Pay services. What type of data transmission can the bank accept? What is the deadline for the transmission of check issuance files to the bank? How much time will the Authority have to review discrepancies and notify the bank to pay or reject? How is the Authority notified? How are single check issues handled?

2.8 LOCKBOX SERVICE REQUIREMENTS

Please describe the bank's ability to perform the following services:

1. Pick up mail from the Authority's post office box (currently in Buffalo, but could relocate).
2. Process all payments daily. If one check is received for a number of payment coupons, it must agree with the total of the payment coupons. If it does not, it should be returned as a reject. For an example of our coupon, please see Exhibit F.
3. Deposit funds into the Authority's account daily.
4. Send a daily transmission to the Authority of all items processed by 4:00 p.m.
5. Correspondence, payment rejects, and all agency documentation to the Monroe County Water Authority at its business office located at 475 Norris Drive, Rochester, New York 14610 by 10:00 a.m. of the day following receipt.
6. Any item that does not have a coupon must be sent to the Authority uncashed.
7. Selected Proposer shall be responsible from time of pickup from the post office box to the final crediting of the account.
8. An account would need to be established for the deposit of funds received by the lockbox. (Current account for this function is the Water Revenue Account for Lockbox)
9. Do you have a process through the weekend?
10. How many times per day will you pick up the mail from the PO box?
11. What are the transmission file requirements?

2.9 COLLATERALIZATION

Describe the bank's ability to adhere to the Authority's collateralization requirements stated in the Annual Statement of Investment Policy (see Exhibit B). The Authority only accepts US Government backed securities for collateralization.

2.10 CONVERSION

The Authority requires a smooth and low-cost transition to a new bank.

1. Please describe the bank's plan to implement the proposed services and to ensure a smooth, error-free conversion. Please detail all costs and the responsible party (bank or Authority) associated with the conversion of all new services.
2. Indicate your plans for educating and training Authority employees in the use of your system(s).
3. Describe in detail how the bank handles problem resolution, customer service, day-to-day contact, and ongoing maintenance for public sector clients. Please be specific about exactly who the Authority will be calling and working with for the above described situations.
4. Please provide a timeline for conversion starting from estimated award date of August 13, 2021 through fully conversion by January 1, 2022.

2.11 FEES FOR SERVICE AND COMPENSATING BALANCES

All proposed fees for the requested services should be listed on Exhibit C. Proposed fees for additional services not listed on Exhibit C should be listed on Exhibit D. If there are any services not listed on the proposal form for which the financial institution intends to charge, please list each item separately. Any service for which a proposing institution intends to charge must be listed along with the price per item on the proposal form. Any services not listed will be assumed free of charge. Exhibit C and Exhibit D will be considered all-inclusive and the prices shown on the list shall be incorporated into the agreement and be effective through the initial three-year contract with an option to renew for an additional two one-year periods.

Describe the bank's compensating balance and Earnings Credit Rate (ECR) process.

1. What is the bank's ECR based on, and how is it calculated? List the bank's actual ECR for the past twelve(12) months. Is the account analysis settlement period monthly or yearly?
2. Please detail exactly what types of items and services can be applied against the Authority's account analysis in addition to standard banking services.
3. Are the fees for service deducted from the account monthly or can we be issued an invoice which we will pay by check?
4. What procedure is used to make any adjustment to account analysis statements and how long does it take adjustments to take effect? How are adjustments handled if the analysis period has already ended?

2.12 DATA EQUIPMENT COMPATIBILITY

The Authority relies on online transactions and wishes to ensure equipment and data compatibility and therefore requests the specifications needed for an automated wire transfer, ACH debit and credit, balance reporting, and any other automated systems be included in this proposal. Any costs associated with automated data and equipment should be identified in Exhibit D if not already listed in Exhibit C.

1. Is your internet customer portal compatible with all internet browsers? If not, please provide a list of compatible browsers.

2.13 DISASTER RECOVERY

1. Describe your institution's formal disaster recovery plan.
2. How quickly will back-up facilities be activated.

2.14 EXHIBITS

The following exhibits must be included with the proposal:

Exhibit A – Please complete and sign the form entitled “Offerer/Bidder Disclosure of Prior Non-Responsibility Determination and Affirmation/Certification in Accordance with NYS Finance Law §139-J & 139-K”.

Exhibit C – Please complete and submit the form entitled “Bank Services Bid Form” which is included with the RFP. This is a list of services the Authority now uses as well as the monthly unit counts experienced from January 2021 through March 2021.

Exhibit D – If needed, please complete and submit form entitled “Banking Services Proposal – Additional Services and Costs” which is included in the RFP.

Exhibit C and Exhibit D will be considered all-inclusive and the prices shown on the list shall be incorporated into the agreement and be effective through the initial three-year contract with an option to renew for an additional two one-year periods.

SECTION 3 – PROPOSAL REQUIREMENTS

3.1 SUBMISSION OF PROPOSAL

- A. To be considered, six (6) copies of the proposal must be received by Amy Molinari, Director of Finance & Business Services, 475 Norris Drive, Rochester, New York 14610, by 12:00 p.m. EST on Tuesday, July 6, 2021.

The Authority reserves the right to reject any or all proposals submitted. **Requests for extension of the submission date will not be granted.**

- B. To be considered, Proposers must submit a complete response to this RFP. Proposers not responding to all information requested, or indicating exceptions to those items not responded to, may be rejected.
- C. All proposals must be submitted in a sealed envelope clearly labeled “RFP – Banking Services”. All proposals must be addressed to the Procurement Officer listed below and must be submitted via a delivery service, such as UPS or FedEx. Delivery service must also be instructed to “**Deliver to blue drop box located at Employee Entrance - Door 19**”. The Authority cannot accommodate deliveries requiring signatures to confirm receipt. Proposers shall have sole responsibility to contact the Procurement Officer to confirm receipt of proposal. Proposals hand delivered or submitted via US Postal Service will be returned unopened.

Amy A. Molinari, Director of Finance & Business Services
Proposal – Banking Services
Monroe County Water Authority
475 Norris Drive
Rochester, NY 14610
Deliver to blue drop box located at Employee Entrance - Door 19

3.2 CLARIFICATION OF RFP AND QUESTIONS

Questions that arise prior to or during preparation of the proposal must be submitted **in writing or via email** pursuant to instructions in Section 1 of this RFP. As per NYS Finance Law, no contact will be allowed between the Proposer and any other member of the Authority regarding this RFP during the procurement process, unless specifically authorized, in writing, by the Procurement Officer. Prohibited contact may be grounds for Proposer disqualification.

3.3 ADDENDA TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be issued by the Authority. An acknowledgement of such addenda, if any, must be submitted with the RFP response.

3.4 METHOD OF EVALUATION AND SELECTION

- A. RFP Evaluation Committee:** Selected personnel from the Authority will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate all properly prepared and submitted proposals for the RFP and make a recommendation for award.
- B. RFP Evaluation and Selection Criteria:** All properly prepared and submitted proposals shall be subject to evaluation deemed appropriate for the purpose of selecting the Proposer with whom a contract may be signed. Evaluation of the proposals will consider several factors, each of which has an impact on the relative success of the Proposer to provide the services as outlined in Section 2. Responses to this RFP will be evaluated according to the following criteria:
 - 1. Relevant Experience/Qualifications
 - 2. Ability to Provide Services Requested
 - 3. Proposed Fee for Services
 - 4. Local Office
- C. Contract Approval Process:** Proposers must be aware that any contract resulting from this request for proposals is subject to prior approval by the Authority Board.

EVALUATION CRITERIA AND PROPOSAL SCORING

Each Proposal has a total possible score of 100 points with the points assigned as follows:

CRITERIA	WEIGHT
Public Sector Experience/Resources The financial institution's experience in providing services to the Public Sector and quality of references and experience with public agencies.	10 Pts
Strength & Stability of Bank The financial institution's financial standing among peers and associated credit quality ratings and ability to meet collateral requirements.	10 Pts
Assigned Relationship Managers/Team The credentials and experience of the persons assigned to the Authority's relationship, dedicated resources & personnel, accessibility to personnel serving the Authority's account.	20 Pts
Bank Services The financial institution's efforts to understand and provide the Authority's basic services efficiently. Basic Services include, but not limited to, deposits, disbursement, accounts reconciliations, reports, etc.	20 Pts
Charges for Services The amount of proposed charges and pricing increases in future years, if any, including earnings credits.	25 Pts
Location and convenience of branch office(s)	5 Pts
Other Factors Any other factors that are in the Authority's best interest to consider, not currently described including conversion plan and service enhancement.	10 Pts

SECTION 4 – GENERAL INFORMATION FOR THE PROPOSER

4.1 RESERVATION OF RIGHTS

The Authority reserves the right to refuse any and all submittals in part, or in their entirety, or select certain products from various Proposer proposals, or to waive any informality or defect in any proposal should it be deemed to be in the best interest of the Authority. The Authority is not committed, by virtue of this RFP, to award a contract or to procure or contract for services. The proposals submitted in response to this request become the property of the Authority. If it is in its best interest to do so, the Authority reserves the right to:

- Make selections based solely on the proposals or negotiate further with one or more Proposers. The Proposer(s) selected will be chosen on the basis of greatest benefit to the Authority.
- Negotiate contracts with the selected Proposer(s).

4.2 INVESTIGATIONS

The Authority reserves the right to conduct any investigations necessary to verify information submitted by the Proposer and/or to determine the Proposer's capability to fulfill the terms and conditions of the bidding documents and the anticipated contract. The Authority will not consider Proposers that are in bankruptcy or in the hands of a receiver at this time of tendering a proposal or at the time of entering into a contract.

4.3 INCURRING COSTS

The Authority is not liable for any costs incurred by Proposer prior to the effective date of the contract.

4.4 MATERIAL SUBMITTED

All right, title and interest in the material submitted by the Proposer shall vest in the Authority upon submission to the Authority without any obligation or liability by the Authority to the Proposer. The Authority has the right to use any or all ideas presented by a proposer.

The Authority reserves the right to ownership, without limitation, of all materials submitted. However, because the Authority could be required to disclose documents received under the New York Freedom of Information Law, the Authority will, to the extent permitted by law, seek to protect the Proposer's interests with respect to any trade secret information submitted as follows:

Pursuant to Public Officers Law §87, MCWA will deny public access to Proposer's proposal to the extent the information constitutes a trade secret, which if disclosed, would cause substantial harm to the Proposer's competitive position, provided the Proposer identified the information it considers to be a trade secret and explains how disclosure would cause harm to the Proposer's competitive position.

4.5 PROCUREMENT POLICY

Pursuant to State Finance Law §139-j and 139-k, this Request for Proposal includes and imposes certain restrictions on communications between a Governmental Entity (including the Authority) and Bidder/Offerer during the Procurement Process. A Bidder/Offerer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of

the Procurement Process by the Authority to other than the Authority's Procurement Officer(s) unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a).

The Authority's Procurement Officer for this Governmental Procurement, as of the date hereof, is identified herein. The Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the Bidder/Offerer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award, and in the event of two findings within a four (4) year period, the Bidder/Offerer is debarred from obtaining government Procurement Contracts. Further information about these requirements may be obtained from the Procurement Officer.

The Authority reserves the right to terminate this contract in the event it is found that the certification filed by the Bidder/Offerer in accordance with State Finance Law §139-k(5) was intentionally false or intentionally incomplete. Upon such finding, the Authority may exercise its termination right by providing written notification to the Bidder/Offerer in accordance with the written notice terms of this contract.

Exhibit A

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY
DETERMINATION AND AFFIRMATION/CERTIFICATION IN ACCORDANCE
WITH NYS FINANCE LAW §§ 139-J & 139-**

**Request for Qualifications
Legislative & Regulatory Advocacy Services
Bidder/Officer Disclosure**

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION AND
AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-J & 139-K**

Date _____

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name & Title of Person Submitting this Form:

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

Check One: ☐ Yes ☐ No

If YES, answer Questions below. If NO, skip to Question 2.

- 1a. Was the basis for the finding of non-responsibility due to a violation of State Financial Law §139-j?

Check One: ☐ Yes ☐ No

- 1b. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

Check One: ☐ Yes ☐ No

- 1c. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

**Request for Qualifications
Legislative & Regulatory Advocacy Services
Bidder/Offerer Disclosure**

2. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information:

Check One: ☐ Yes ☐ No

- 2a. If you answered YES to the above question, provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the Monroe County Water Authority's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by State Finance Law §139-j(3) and §139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law §139-j and §139-k is complete, true, and accurate.

By: _____ Date: _____
(Signature of Person Certifying)

Print Name: _____

Print Title: _____

Bidder/Offerer Name: _____
(Company Name)

Bidder/Offerer Address: _____

Bidder/Offerer Phone Number: _____ E-mail: _____

Exhibit B

**MONROE COUNTY WATER AUTHORITY
ANNUAL STATEMENT OF INVESTMENT POLICY**

**MONROE COUNTY WATER AUTHORITY
ANNUAL STATEMENT OF INVESTMENT POLICY
(READOPTED APRIL 2021)**

**ARTICLE 1
INTRODUCTION**

Section 2925 of the New York Public Authorities Law requires the Authority to adopt investment guidelines on an annual basis. The purpose of these guidelines is to identify various policies and procedures that enhance opportunities for a prudent and systematic investment policy and to organize and formalize investment related activities. The ultimate goal is to enhance the economic status of the Authority while protecting its funds.

Certain of the Members of and the Director of Finance for the Authority are duly authorized to invest Authority monies pursuant to the New York Public Authorities Law and are trustees of Authority funds. Accordingly, such persons are acting as fiduciaries and will be subject to a prudent investor standard.

**ARTICLE 2
SCOPE**

This policy covers all moneys and other financial resources available for investment by the Authority on its own behalf or on behalf of any other entity or individual. It is intended that this policy cover all funds and investment activities under the direct control of the Authority, except for retirement or other employee benefit plans and deferred compensation funds.

**ARTICLE 3
OBJECTIVES**

1. The investment policies and practices of the Authority are based upon limitations set forth in the New York Public Authorities Law. These limitations seek to assure compliance with all laws governing the investment of monies under the control of the Authority. They also seek to protect the principal of funds entrusted to the Authority through the following objectives in order of importance.

- A. Safety: It is the primary duty and responsibility of the Director of Finance to protect, preserve and maintain cash and investments placed in his/her trust. Each investment transaction shall seek to ensure that capital losses are avoided, whether from institution default, broker-dealer default, or erosion of market value of securities. The Director of Finance shall evaluate or cause to have evaluated each potential investment, seeking both quality in issuer and in underlying security or collateral. Diversification of the portfolio will be used as much as practicable given the range of permitted investments in order to reduce exposure to principal loss.
- B. Liquidity: An adequate percentage of the portfolio will be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements. Since all cash requirements cannot be anticipated, investment in securities with active secondary markets will be utilized. These securities will have a low sensitivity to market risk.

- C. Yield: Yield should become a consideration only after the basic requirements of safety and liquidity have been met.
- D. Public Trust: All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust. In a diversified portfolio it must be recognized that occasional measured losses are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

ARTICLE 4

PERMITTED INVESTMENTS

Section 1097 of the New York Public Authorities Law permits the Authority to invest solely in bank account deposits, which can be secured by government obligations. Notwithstanding the foregoing, this Section permits the Authority to contract with the holders of any of its bonds as to the investment of available funds. The Authority has issued various bonds pursuant to that certain Trust Indenture, dated as of October 1, 1991 (the "Indenture"), by and between the Authority and Bank of New York Mellon, as successor to Chase Lincoln First Bank, N.A., as trustee (the "Trustee"), including all amendments and supplements thereto. Section 511 of the Indenture permits the Authority (or the Trustee on its behalf) to invest funds not required for immediate disbursement solely in Authorized Investments. Section 101 of the Indenture defines the term "Authorized Investments;" attached hereto as Exhibit A is a copy of such definition, with a summary of permitted investments for funds other than those deposited in the Bond Fund.

ARTICLE 5

SECURED INVESTMENTS

The following describes the Authority's procedures regarding securing certificated and uncertificated securities.

1. The Authority's security interest in certificated securities purchased outright or acquired by repurchase agreement or held as collateral shall be perfected by:
 - A. Certificated Securities securing or transferred by a repurchase agreement or used as collateral to secure any other investment or cash balance shall be physically delivered, as far as practicable, to the Authority or its custodian for safekeeping throughout the term of the investment agreement.
 - B. Payment of funds shall only be made against the delivery of physical securities when securities are purchased outright, or the delivery of collateral when a repurchase agreement or certificate of deposit is involved.
 - C. These securities and collateral shall be physically segregated by the custodian or the financial institution (in the event delivery of the collateral to the custodian or the Authority is not practical) into an account held on behalf of the Authority.

- D. The custodian shall release such securities or collateral upon the termination of the investment agreement as directed by the Custodial Agreement.

2. The Authority's security interest in uncertificated Treasury Securities (issued in book entry form) purchased outright shall be perfected by:

- A. A Reserve Bank making an appropriate entry in its records of the securities purchased.
- B. Transfer of such securities to the Reserve Bank account of the Authority's custodian or financial institution and held in the name of the Authority.
- C. Notification to the Authority, and the custodian when applicable, by the financial institution of the purchase of subject securities with specific identification of such securities, the Reserve Bank account numbers transferred from and to, and the terms of the agreement.
- D. As provided by Parts 306 and 350 of Title 31 of the Code of Federal Regulations, as amended from time to time, and/or by any method prescribed by Sections 8-313, 8-320 or 8-321 or other Sections of Article 8 of the Uniform Commercial Code of the State of New York, as amended from time to time.

3. The Authority's security interest in uncertificated Treasury Securities (issued in book entry form) held as collateral for repurchase agreements or other deposits shall be perfected by:

- A. A Reserve Bank making an appropriate entry in its records of the securities transferred or pledged.
- B. Transfer of such securities to the Reserve Bank account of the custodian and pledged to the Authority (or to the custodian acting for the Authority).
- C. Notification to the Authority and the custodian by the financial institution of the transfer and pledge of subject securities with specific identification of such securities, the Reserve Bank account numbers transferred from and to, and the terms of the agreement.
- D. As provided by Parts 306 and 350 of Title 31 of the Code of Federal Regulations, as amended from time to time, and/or by any method prescribed by Sections 8-313, 8-320 or 8-321 or other Sections of Article 8 of the Uniform Commercial Code of the State of New York, as amended from time to time.

ARTICLE 6

MONITORING

The following describes the Authority's procedures regarding monitoring of certain types of investments.

- 1. The Authority shall apply the following procedures for safekeeping:
 - A. Certificated securities and other collateral held by the Authority's Custodian or other financial intermediary for safekeeping shall be segregated or otherwise identified as pledged to the Authority.

- B. Book entry securities shall be secured as provided in Article 5, Sections 2 and 3 above.
- 2. The Authority shall apply the following procedures regarding audits:
 - A. An independent audit of the Authority's investments shall be conducted annually at the direction of the Director of Finance.
 - B. The audit report shall be incorporated into the annual investment report described in Article 14 hereof.
- 3. The Authority shall comply with the following collateral requirements:
 - A. Investments and cash balances shall be fully (100%) secured by collateral, except as provided in subsection C below.
 - B. Collateral may consist of obligations described in items (i), (ii) and (iii) of the definition of Authorized Investments in Section 101 of the Indenture.
 - C. FDIC, FSLIC, and SIPC insurance may be substituted for collateral as available and up to its limit.
- 4. The Authority shall monitor the foregoing through the following procedures:
 - A. The Authority shall monitor the recorded value of the collateral to make certain it is equal to the current market value, including accrued interest, of the collateral at the time of the initial investment, and thereafter monthly. For certain short-term investments the market value shall be monitored on a daily basis.
 - B. Substitutions of collateral shall be permitted in like-kind or upon written agreement subject to the approval of the Treasurer, the Executive Director, the Director of Finance or the lawful delegate of any of them.

ARTICLE 7

WRITTEN CONTRACTS

Pursuant to Section 2925 of the New York Public Authorities Law, any investments made by the Authority shall be evidenced by written contracts. All such contracts shall contain the provisions of the type described in Section 2925(3)(c) (i) – (iv). Notwithstanding the foregoing, the Authority may by resolution authorize certain investment transactions to be made by oral agreement where a written contract is not practical or there is not a regular business practice of written contracts; in such case, the Authority shall adopt procedures to govern such investment or transaction. In connection with any written contract, the Authority shall furnish a copy of these investment guidelines to each financial institution and obtain a written confirmation from such financial institution that it has reviewed and understands such guidelines.

ARTICLE 8

DELEGATION OF AUTHORITY

The investment, per this policy, of Authority idle monies is annually delegated to the Director of Finance by the Members who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires. The Director of Finance may delegate the day-to-day operations of investing to his/her designee(s), but not the responsibility

for the overall investment program. The Director of Finance will review all investment transactions on a regular basis to assure compliance with this Statement of Investment Policy.

ARTICLE 9

ETHICS AND CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such persons shall disclose any material financial interest in financial institutions that conduct business with this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Authority's portfolio. All officers and employees involved in the investment of public funds are required to comply with the Authority's Conflict of Interest Policy.

ARTICLE 10

INELIGIBLE INVESTMENTS

The Authority shall invest only in the types of investments specifically described herein. All other investments are prohibited from use in this portfolio, including but not limited to common stocks, futures and the writing of options. The use of short positions is also prohibited.

ARTICLE 11

DERIVATIVES

A derivative is defined as a financial instrument that derives its cash flows, and therefore its value, by reference to an underlying instrument, index or reference rate. The purchase of yield curve notes, interest only, principal only, range notes, and inverse floaters are prohibited (this list is not intended to cover all types of securities and is presented as an example of the types of securities that should be avoided). Callable bonds, step-up bonds, and floating rate securities (with a positive spread) are permitted investments. No security will be purchased that could result in a zero interest accrual if held to maturity.

ARTICLE 12

SWAPS

A swap is a shift of assets from one instrument to another and may be done for a variety of reasons, such as to increase yield, lengthen or shorten maturities, or to increase investment quality. In no instance shall a swap be used for speculative purposes. Any such swap shall be simultaneous (same day execution of sale and purchase), and requires the written approval of the Director of Finance.

ARTICLE 13

INTERNAL CONTROLS

Pursuant to other provisions of the New York Public Authorities Law, a system of internal controls shall be established and documented in writing. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation of third parties, unanticipated changes in financial markets or imprudent action by employees and officers of the Authority. Controls deemed most important include: control of collusion, separation of duties and administrative controls, separation of transaction authority from

accounting and recordkeeping, separation of custodial safekeeping from transaction authority, accounting, and recordkeeping, clear delegation of authority, management review and approval of investment transactions, specific limitations regarding securities losses and remedial action, written confirmation of telephone transactions, minimizing the number of authorized investment officials, documentation of transactions and strategies, and code of ethics standards. The Director of Finance will establish an annual process of independent review by an external audit firm. This review will provide assurances of strong internal controls by reviewing compliance with previously established policies and procedures.

ARTICLE 14 REPORTING

The Director of Finance will submit a quarterly investment report to the Members and the Executive Director. This report will include: a list of portfolio transactions, type of investment, issuer, date of maturity, amount of deposit/par amount, current market value of all securities (with the source of the market valuation), rate of interest, and a statement indicating compliance or noncompliance with this Statement of Investment Policy. As applicable and appropriate based on the type of investment, additional items listed will also include average weighted yield, average days to maturity, accrued interest earned during the period and fiscal year to date, percent distribution to each type of investment and any funds under management by contracted parties, including lending programs. The report will include a list of auditors, investment bankers, brokers, agents, dealers and advisers, as applicable.

The Director of Finance will submit an annual investment report to the Members and the Executive Director. In addition to the information set forth in the preceding paragraph, the annual report will contain a yearly update regarding the Authority's investment guidelines, amendments to such guidelines, if any, the results of the annual independent investment audit, the investment performance record of the Authority, and a list of the total fees, commissions and other charges paid to each investment banker, broker, agent, dealer and adviser rendering investment-related services to the Authority. The annual investment report shall be prepared in conformity with generally accepted accounting principles for governments (GAAP) and shall comply with Governmental Accounting Standards Board (GASB) Statement No. 3. In addition, GASB Statement No. 28 and GASB Statement No.31 shall be applied as appropriate.

The Authority shall submit its annual investment report to the Division of the Budget with copies to the chief executive officer and chief financial officer of the County of Monroe, the Department of Audit and Control of the State of New York, the Senate Finance Committee, and the Assembly Ways and Means Committee.

Copies of the Authority's annual investment report shall be made available to the public upon reasonable request therefor.

ARTICLE 15 QUALIFIED BANKS AND SECURITIES DEALERS

The Authority shall conduct business only with banks, agents and registered investment securities brokers and dealers. The Authority's staff will investigate all institutions that wish to conduct business with the Authority and evaluate their quality, reliability, experience, capitalization, size and any other relevant information. All institutions must sign an information request form, and agree to abide by the conditions set forth in this Investment Policy. The Director of Finance shall maintain a list of approved institutions and security broker/dealers.

This will be done annually by having the financial institutions complete and return an information request form, and an audited financial statement within 90 days of the institution's fiscal year-end. In the event the primary dealer rejects the language in the dealer information request form, the Director of Finance may return to the Authority's Board for approval of alternative language proposed by the primary dealer.

ARTICLE 16

RISK TOLERANCE

The Authority recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Portfolio diversification is employed as a way to control risk. The Director of Finance is expected to display prudence in the selection of securities, as a way to minimize default risk. No individual investment transaction shall be undertaken which jeopardizes the total capital position of the overall portfolio. The Director of Finance shall periodically establish guidelines and strategies to control risks of default, market price changes and illiquidity.

As described herein, the Indenture permits the use of various types of investments. Funds invested pursuant to the Indenture include short-term funds for operating needs as well as longer-term funds for capital needs. The Authority shall manage market and interest rate risk within each category of investments by investing to a shorter term. The Authority shall also seek to avoid trading losses (for speculative purposes) unless there is a sudden need for liquidity and the need cannot be satisfied on a more cost effective basis.

Controlling and managing risk is the foremost portfolio management objective. The Authority strives to maintain an efficient portfolio by providing for the lowest level of risk for a given level of return.

In addition to these general policy considerations, the following specific policies will be strictly observed:

- A. All transactions will be executed on a delivery-versus-payment basis.
- B. A competitive bid process, when practical, will be used to place all investment purchases and sell transactions.

ARTICLE 17

DIVERSIFICATION

In order to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions, the Director of Finance shall diversify the investment portfolio by security type, institution and maturity. In particular, the Authority shall limit its investments at any financial institution to 1% of such institution's assets.

ARTICLE 18

STATEMENT OF INVESTMENT POLICY

This Statement of Investment Policy shall be reviewed and submitted annually to the Members in order to incorporate any changes necessary to ensure consistency and its relevance to current law, and financial and economic trends. Such review and approval shall occur each year at the Authority's Annual Meeting.

Exhibit A

Included below is the definition of "Authorized Investments" and the list of permitted investments per section 101 of the Trust Indenture dated as of October 1, 1991.

Items (i)-(iii) below apply to the investment of funds held in the Bond Fund.

All other funds held under the Trust Indenture may be invested in any of the categories of authorized investments.

"Authorized Investments" means any of the following, if and to the extent that the same are legal for the investment of funds of the Authority or the Trustee, as applicable:

- (i) direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by, the United States of America;
- (ii) bonds, debentures, notes, participation certificates or other evidences of indebtedness issued or guaranteed by Bank for Cooperatives; Federal Intermediate Credit Bank; Federal Home Loan Bank System; Export-Import Bank of the United States; Federal Land Banks; Federal National Mortgage Association; United States Postal Service; Government National Mortgage Association, Federal Financing Bank, Farmers Home Administration, Federal Home Loan Mortgage Association or any agency or instrumentality of the United States of America or any other corporation wholly-owned by the United States of America;
- (iii) New Housing Authority Bonds issued by public agencies or municipalities and fully secured as to the payment of both principal and interest by a pledge of annual contributions under an annual contributions contract or contracts with the United States of America or any agency thereof; or notes issued by public agencies or municipalities and fully secured as to the payment of both principal and interest by a requisition, guarantee or payment agreement with the United States of America or any agency thereof;
- (iv) direct and general obligations, to the payment of the principal of and interest on which the full faith and credit of the issuer is pledged, of any of the following: any state of the United States, or any political subdivision of any such state; provided that (a) as to such obligations of a political subdivision, all the taxable real property within such political subdivision shall be subject to taxation thereby to pay such obligations and the interest thereon, without limitation as to rate or amount, or the revenues of such political subdivision shall be pledged to pay such obligations and the interest thereon and (b) at the time of their purchase under this Indenture, such obligations of any such state or political subdivision are rated in either of the two highest rating categories by two nationally recognized bond rating agencies;
- (v) bank time deposits evidenced by certificates of deposit and bankers acceptances issued by any bank or trust company (which may include the Trustee or any Construction Fund Custodian) which is a member of the Federal Deposit Insurance Corporation and which has capital stock, surplus and undivided profits aggregating in excess of fifty million dollars (\$50,000,000), provided that such time deposits and bankers' acceptances (a) do not exceed at any one time in the aggregate five percent (5%) of the

total of the capital and surplus of such bank or trust company, or (b) are secured by obligations described in items (i), (ii), or (iii) of this definition or are insured by a nationally recognized insurance company which has issued municipal bond insurance policies insuring the payment or which are rated, because of such insurance, in either of the two highest rating categories by two nationally recognized bond rating agencies, which such obligations at all time have a market value (exclusive of accrued interest) at least equal to such time deposits so secured;

- (vi) repurchase agreements collateralized by obligation described in items (i), (ii) or (iii) of this definition with any registered broker/dealer subject to Securities Investors' Protection Corporation jurisdiction, which has an uninsured, unsecured and unguaranteed obligation rated "Prime-1" or "A3" or better by Moody's Investors Services, Inc. and "A-1" or "A" or better by Standard & Poor's Corporation, or any commercial bank with the above ratings, provided
 - (a) a master repurchase agreement or specific written repurchase agreement governs the transaction,
 - (b) the securities are held free and clear of any lien by the Trustee or an independent third party acting solely as agent for the Trustee, and such third party is (i) a Federal Reserve Bank, or (ii) a bank which is a member of the Federal Deposit Insurance Corporation and which has combined capital, surplus and undivided profits of not less than \$25,000,000 and the Trustee shall have received written confirmation from such third party that it holds such securities, free and clear of any lien, as agent for the Trustee,
 - (c) a perfected first security interest under the Uniform Commercial Code, or book entry procedures prescribed as 31 CFR 306.1 et seq. or 31 CFR 350.0 et seq. (or similar successor provision of law) in such securities is created for the benefit of the Trustee,
 - (d) the repurchase agreement has a term of 30 days or less, or the Trustee will value the collateral securities no less frequently than monthly and will liquidate the collateral securities if any deficiency in the required collateral percentage is not restored within the two business days of such valuation,
 - (e) the repurchase agreement matures at least ten days (or other appropriate liquidation period) prior to the date when liquidation is required, and
 - (f) the fair market value of the securities in relation to the amount of the repurchase obligation is equal to at least 100%.
- (vii) obligations consisting of notes, bonds and debentures which are direct obligations of a solvent corporation existing under the laws of the United States or any state thereof, provided that such investments shall be rated in one of the two highest long-term rating categories established by at least two nationally recognized bond rating agencies;
- (viii) certificates or other obligations that evidence ownership of the right of payments of principal of or interest on obligations of the United States of America or any state of the United States of America or any political subdivision thereof or any agency or

instrumentality of the United States of America or any state or political subdivision provided that such obligations shall be held in trust by a bank or trust company or a national banking association meeting the requirements for a Trustee under Section 801 hereof, and provided further that, in the case of certificates or other obligations of a state or political subdivision, the payments of all principal of and interest on such certificates or such obligations shall be fully insured or unconditionally guaranteed by, or otherwise unconditionally payable pursuant to a credit support arrangement provided by, one or more financial institutions or insurance companies or associations which shall be rated in the highest rating category by Moody's Investors Service, Inc. and Standard & Poor's Corporation, or, in the case of an insurer providing municipal bond insurance policies insuring the payment, when due, of the principal of an interest on municipal bonds, such insurance policy shall result in such municipal bonds being rated in the highest rating category by Moody's Investors Service, Inc. and Standard & Poor's Corporation;

- (ix) investment agreements rated or the issuer of which is rated, in the highest short-term or one of the two highest long term rating categories by at least two nationally recognized rating agencies;
- (x) money market funds rated in the highest short term or long term rating category by at least one nationally recognized rating agency; and
- (xi) with respect to investments made by the Authority, and other investments which are permitted under the laws of the State of New York.

Exhibit C

**MONROE COUNTY WATER AUTHORITY
BANK SERVICES BID FORM**

Exhibit C
Monroe County Water Authority
Bank Services Bid Form

The following chart indicates the banking activity for for MCWA current services for January 2021 - March 2021.

If a service requirement cannot be met, please indicate "No Proposal". An alternative equivalent service may be offered.

If there are any services not listed on the proposal form for which the financial instiution intends to charge, please list each item seperately.

Any services for which a proposing instituion intends to charge must be listed along with the price per item on the propasal form.

Any services notlisted thereon will be assumed free of charge.

If there is a conflict between any written or numerical amount, the written amount shall supersede.

	Authority Activity			
	January 2021	February 2021	March 2021	Proposed Fee
GENERAL DEPOSIT SERVICES				
Deposit Services Fee	5,406	5,558	5,428	
Paper Statement for Delivery	3	3	3	
Account Maintenance	1	1	1	
Branch furnished currency	81	0	478	
Deposit Tickets	13	13	19	
Checks Deposited	54	48	103	
ACCOUNT RECON SERVICES				
Full Recon w/pos pay- monthly maint	2	2	2	
Stale Date Service-monthly maint	1	1	1	
Postive Pay /Payee Pay Suspects	19	0	0	
ARP/Positive Pay -Check Return- per item	0	1	0	
Recon or Pos Pay Truncated -Per item	395	387	447	
Electronic Chk issue input-per item	458	411	401	
ARP/Positive Pay Postage -US Mail	1	1	1	
ACH SERVICES				
ACH Orgination- monthly Maintenance	3	3	3	
ACH credits Received - per item	6	7	4	
ACH Same day ACH monthly Maint	0	0	0	
ACH PPD credits orginated- per item	1,343	1,341	1,681	
ACH Debits received -per item	54	53	61	
ACH NOC -Per Faxed Items	1	0	0	
ACH file handling -ach monitor totals	4	4	5	
ACH Monitor fraud review -mon maint	3	3	3	
ACH Monitor transmission mon maint	3	3	3	
CHECKS PAYMENT SERVICES				
Checks Paid - truncated	84	46	36	
CONTROLLED DISBURSEMENTS SERVICES				
Controlled disbur- monthly maint	1	1	1	
Controlled disbur checks paid-truncated	330	344	411	
Deferred item offset				
INFORMATION REPORTING SERVICES				
TC CB acct transfer -per item	22	29	31	
TC CB Stop payment svc per acct	1	1	1	
TC CB Stop payment -per item	1	1	0	
TC CB balancing reporting mo maint	1	1	1	
TC CB prv day summary -mo per acct	6	6	6	
TC CB prev day detail -mo per acct	6	6	6	
TC CB cash pos detail -mo per acct	1	1	1	
TC CB prv day detail-per item	368	303	364	

Exhibit C
Monroe County Water Authority
Bank Services Bid Form

	Authority Activity			Proposed Fee
	January 2021	February 2021	March 2021	
FUNDS TRANSFER SERVICES				
TC CB wire transfer svc mo maint	1	1	1	
Wire-out auto dom repetitive - per item	4	4	1	
Wire -incoming domestic per item	1	9	7	
TC CB wire template storage per item	3	3	4	
ZBA				
ZBA Masters- monthly maint	1	1	1	
ZBA transfers- debit -per item	19	19	23	
ZBA credit posting cntld -per tiem	19	19	23	
ELECTRONIC CONSOLIDATOR				
E-Lockbox Monthly Fee	1	1	1	
E-lockbox Per item fee	19,384	16,370	19,126	
ACH AUTOPAY SERVICES				
ACH Monthly Fee	1	1	1	
Org ACH DR VIA Direct Send	6,338	9,760	6,087	
Incoming ACH Credit Item	29	30	32	
ACH Received addenda	19	38	10	
ACH Returns Items	14	23	24	
ACH Data Transmission	4	4	4	
ACH Noc	2	8	1	
Reporting Via Banking Program	1	1	1	
General ACH Services				
ACH Monitor Fee	1	1	1	
Org ACH DR Via Direct Send	6,338	9,760	6,087	
Incoming ACH Credit per item	29	30	32	
ACH Recd Addenda	19	38	10	
ACH Returns items	14	23	24	
ACH Data Transmission	4	4	4	
ACH NOC	2	8	1	
EDI Payment Services				
	1	1	1	
Wire & Other Funds Xfer Services				
Wire Templates	2	2	2	
Wire Maintenance	1	1	1	
Information Services				
File Transfer Base Fee	1	1	1	
Previous Day Report	2	2	2	
Online Access	1	1	1	
Pre Day Detail Items	39	42	44	

Exhibit C
Monroe County Water Authority
Bank Services Bid Form

	Authority Activity			Proposed Fee
	January 2021	February 2021	March 2021	
LOCKBOX				
General Deposit Services				
Deposit Service Fee	341	262	258	
Paper Statement	1	1	1	
Account Maintenance	1	1	1	
Deposit tickets	50	48	62	
Branch Deposited Currency	490	222	66	
Encoded Checks Deposited	31	59	43	
Checks Deposited	1,605	1,224	1,403	
Encoded checks Dep 0th Dist	821	886	892	
Encoded checks Dep on US	3,076	2,888	3,183	
Encoded checks Dep 0th 5th dist	12	15	12	
Encoded checks Dep 2nd Dist	16,232	14,361	16,565	
Encoded checks Dep FED Govt	76	40	73	
Encoded checks Dep 3rd Dist	68	76	55	
Encoded checks Dep Canadian	1	2	1	
ACH Services				
ACH Credit Received - per item	60	58	70	
Lockbox Services				
Paper Monthly Maint	1	1	1	
Per item processed	21,819	19,138	21,570	
Correspondence Only per item	616	419	514	
Scanline Key Per item	238	158	399	
Paper Reports Mo Maint	1	1	1	
Per record Trans	21,819	19,138	21,570	
Data Trans - Monthly Maint	1	1	1	
Web Delivery -Monthly Main	1	1	1	
Encoding Rejects	272	149	144	
Extended Image retention	42,409	37,612	42,542	
Return Deposited Items Special Handling				
Deposited Items Returned per item	11	18	17	
Returns Special Handling	1	1	1	
Redeposited of returned items -per item	8	6	7	
Online Banking				
Secure, dual administration (separation of duties) for initiating and approving user access, permissions, wire transfers, ACH transfers, template setups, etc.				
Wire transfers and ACH transfers				
Ability to download electronic bank statements in an electronic file that can be imported to Excel				
File Transfer Base Fee				
Daily detailed account reporting showing beginning and end ledger balances, collected balances, and available balances. Please provide a sample of prior day and intra-day reports that would be the best example of the system's capabilities				
Image viewing of deposit tickets				
Image viewing of canceled checks, front and back				
Stop payments				
Fund transfers between operating accounts and investment accounts				
Viewing of float information on all deposited items				
Electronic notification of transactions				
Viewing information on refunds, voids or deletions of deposits or receipts				
Information to be available for a minimum of 365 days				
Status of prenote test transactions				
Real-time banking capability				

Exhibit C
Monroe County Water Authority
Bank Services Bid Form

The following chart indicates the ending balances in each account for the previous 12 months:

Account Name	Operating & Maintenance Account	Payroll Account	Controlled Disbursements Account	Water Revenue Account for Lockbox	Water Revenue Electronic Account	Operating & Maintenance II Account	Investment Account	Main Water Revenue Account
Account Type	Checking	Checking	Checking	Checking	Checking	Money Market	Money Market	Money Market
May 2020	\$ 2,947,533.39	\$ 102,932.22	\$ -	\$ 212,853.01	\$ 76,195.59	\$ 12,740,275.29	\$ 8,248,918.91	\$ 5,366,241.67
June 2020	2,542,171.03	126,374.39	-	146,959.11	820,023.37	3,741,051.24	2,691,241.18	4,929,209.01
July 2020	4,596,479.30	138,212.99	-	244,304.31	57,630.69	11,741,432.00	2,019,637.41	6,015,199.73
August 2020	4,753,452.79	176,953.47	-	290,883.51	667,158.70	7,742,352.54	9,509,049.34	7,994,328.24
September 2020	4,069,730.50	639,349.07	-	202,671.99	60,504.59	7,742,988.92	16,788,100.07	7,639,310.49
October 2020	4,065,660.17	165,137.70	-	149,672.37	107,291.19	7,743,646.57	22,008,576.61	7,858,275.19
November 2020	6,878,921.18	164,966.29	-	399,967.49	268,255.44	7,744,283.06	29,283,295.82	7,276,296.84
December 2020	3,884,145.11	173,979.49	-	122,387.80	376,491.59	11,744,903.46	36,928,711.65	6,792,530.04
January 2021	6,769,868.92	173,967.29	-	284,966.53	47,668.54	11,745,701.50	37,544,631.36	6,842,267.39
February 2021	4,179,191.79	161,476.33	-	212,425.00	48,673.91	9,246,389.48	47,150,233.41	6,851,189.42
March 2021	2,548,990.50	388,795.70	-	116,349.69	46,542.69	9,247,017.74	53,149,540.48	5,927,196.11
April 2021	1,610,998.11	43,516.78	-	294,208.49	44,382.67	9,347,455.97	60,965,510.99	5,708,093.32

Exhibit D

**MONROE COUNTY WATER AUTHORITY
BANKING SERVICES PROPOSAL – ADDITIONAL SERVICES AND COSTS**

Exhibit D

Monroe County Water Authority

Banking Services Proposal – Additional Services and Costs

[illegible]

Exhibit E

**MONROE COUNTY WATER AUTHORITY
FINANCIAL INSTITUTION REQUEST FOR INFORMATION**

MONROE COUNTY WATER AUTHORITY

FINANCIAL INSTITUTION REQUEST FOR INFORMATION

For Year 2021

**Amy A. Molinari
Director of Finance & Business Services
475 Norris Drive
PO Box 10999
Rochester, NY 14610-0999
(585) 442-2000 x240**

**MONROE COUNTY WATER AUTHORITY
FINANCIAL INSTITUTION REQUEST FOR INFORMATION**

SECTION 1

STATEMENT OF POSITION AND GENERAL REQUIREMENTS

Monroe County Water Authority (the "Authority") is a public benefit corporation operating under the laws of the State of New York. The Authority manages an investment portfolio, which is comprised of bank deposits, government obligations and certain other investment instruments. The Authority has adopted a written Investment Policy, which regulates the standards and procedures used in its cash management activities. A copy of the investment policy is attached as an Appendix to this document.

The Authority maintains relationships with qualified members of the financial community whom, in their opinion, understands the needs, constraints, and goals of the Authority.

The Authority will notify financial institutions not presently doing business with the Authority, in writing, of their approval. The banking relationship may be suspended or denied with the financial institution until all paperwork required by both parties has been executed and the Authority has notified the institution of its approval. Authority personnel will review and substantiate all information and references requested in this document; accordingly, please answer all questions as thoroughly as possible.

SECTION 2

**REQUEST FOR GENERAL INFORMATION
FROM FINANCIAL INSTITUTION CANDIDATES**

1. **NAME OF FIRM** _____

2. **ADDRESS** *(Please provide both street address and/or local PO Box No. if applicable.)*

Local: _____

Headquarters: _____

3. **TELEPHONE:**

Local: _____

Headquarters: _____

Toll Free: _____

4. **CONTACT PERSONNEL:** *(Provide an attachment if more space is required.)*

Name: _____

Title: _____

Telephone: _____

Name: _____

Title: _____

Telephone: _____

Name: _____

Title: _____

Telephone: _____

5. Please list the name of the immediate supervisor of the account representative(s) named in your response to No. 4 above.

6. Place an "X" by each regulatory agency that your firm is examined by and/or subject to its rules and regulations.

☐ FDIC ☐ SEC ☐ NYSE ☐ Comptroller of Currency ☐ Federal Reserve System

SECTION 3

REQUEST FOR FINANCIAL INSTITUTION CANDIDATE DISCLOSURE

7. To the best of your knowledge, have there been any "material" litigation, arbitration, or regulatory proceedings, either pending, adjudicated, or settled, that your firm has been subject to within the last five years that involved issues concerning the suitability of the sale or purchase of securities to institutional clients or fraudulent or unfair practices related to the sale of securities to an institutional client? If so, please describe each such matter briefly. For purposes of this section, proceedings are "material" if your independent accountant applying generally accepted accounting principles determines that such proceedings required disclosure on your financial statements.

8. Please provide certified audited financial statements or annual reports for the most recent fiscal year.
9. The representative(s) assigned to the Authority account are required to read the Authority's Investment Policy in the form attached hereto. Has this requirement been met by all applicable persons?

☐ Yes ☐ No

SECTION 4

CERTIFICATION

I hereby certify that the above is true and correct to the best of my knowledge and that I am authorized to execute this request for information on behalf of the above-named financial institution. Further, by my signature, my financial institution has read, and will abide by, the Monroe County Water Authority Annual Statement of Investment Policy.

Name of Firm : _____

By: _____

Title: _____

Date: _____

Exhibit F

**MONROE COUNTY WATER AUTHORITY
PAYMENT COUPON**

Detach this portion and return with your payment.



MONROE COUNTY WATER AUTHORITY
PO BOX 5158
BUFFALO, NY 14240

ACCOUNT # 165558

Pay By	06/21/2021	\$13.58
Pay After	06/21/2021	\$14.94

Enter Amount Enclosed: \$ _____

EBILLONLY

*** AUTO



Monroe County Water Authority
PO BOX 5158
BUFFALO NY 14240-5158

Please update us with your Email Address here:

Email: _____

01655588 00001358 00001494