



The City of Alexandria's banking services agreement will be up for renewal at the end of April 2018. This letter is to determine the level of interest by banks with locations in Alexandria in offering proposals on providing the City's banking services.

The services required are as follows:

1. Average current collected balance collateralized by the financial institution of \$135 million.
2. Lock box mail processing services for utility payments at a location in Louisiana. The payments are mailed directly to the lockbox and mail is opened, processed and deposited daily by the bank with a data file transmitted to the city for integration with the City Utility accounting software. (15 to 20 thousand payments per month)
3. Accept and process city utility customer payments at all local branches.
4. Remote deposit services with the bank providing scanners and related software at 6 locations.
5. ACH and wire services.
6. Processing deposits of significant amounts of coins from transit system. (average of \$2,000 per day in coins)
7. Remote account access for reconciliations, research of processed items, wire transfers, stop payments, etc. for all accounts.

Please direct inquiries to David Crutchfield, Director of Finance by Telephone (318) 449-5091 or email david.crutchfield@cityofalex.com

Jacques M. Roy
Mayor



David Crutchfield
Director of Finance
Post Office Box 71
Alexandria, LA 71309-0071
Tel (318) 449-5027 • Fax (318) 449-5231
email: david.crutchfield@cityofalex.com