



Banking and ATM Services  
For the Charlottesville-Albemarle Airport  
RFP# 2022-03

RFP Pre-Proposal Meeting  
November 17,2021  
2:00 p.m.



## **Banking and ATM Services for Charlottesville Albemarle Airport**

The purpose of this RFP is to provide interested parties with information to enable them to prepare and submit a proposal for the selection of a financial institution to provide banking and ATM services to the Authority.

### **Deadline for Receipt of Proposals:**

**December 10, 2021 - 2:00 p.m. Eastern Time**

### ***Deliver Statements To:***

*Charlottesville Albemarle Airport Administration Office,  
100 Bowen Loop, Suite 200,  
Charlottesville, VA 22911  
Attention: Penny Shifflett*

**LATE FAXED, EMAILED OR UNSIGNED STATEMENTS WILL BE REJECTED**

# A little about CHO ....

- The Charlottesville-Albemarle Airport is owned and operated by the Charlottesville-Albemarle Airport Authority, a political subdivision of the Commonwealth of Virginia. All Airport Authority monies are required to be invested and reinvested in accordance with the provisions of the Virginia Security for Public Deposits Act (Chapter 44, Title 2.2, Code of Virginia of 1950, as amended), and the Investment of Public Funds Act (Chapter 45, Title 2.2, Code of Virginia of 1950, as amended) (the “Investment Act”), as presently in effect and as amended from time to time.



## PRE-PANDEMIC – CHO 2019

CHO'S PASSENGER TRAFFIC HAD GROWN 116% FROM 2009-2019  
CHO WAS SERVING 2,300 – 2,500 DAILY PASSENGERS

Airline	Market	Daily Peak Day	
		Dept's	Seats
American	Charlotte	8	481
	Chicago	2	100
	New York LGA	2	88
	Philadelphia	2	100
<b>Total</b>		<b>14</b>	<b>769</b>
Delta	Atlanta	5	310
	New York LGA	2	100
	<b>Total</b>	<b>7</b>	<b>410</b>
United	Washington Dulles	2	100
	Chicago	2	100
	<b>Total</b>	<b>4</b>	<b>200</b>
<b>Airport Total</b>		<b>25</b>	<b>1379</b>



## CHO JUNE 2020

DURING THE HEIGHT OF THE PANDEMIC  
CHO SERVED 40-200 DAILY PASSENGERS

Airline	Market	Daily Peak Day	
		Dept's	Seats
American	Charlotte	3	191
	<b>Total</b>	<b>3</b>	<b>191</b>
Delta	Atlanta	1	50
	<b>Total</b>	<b>1</b>	<b>50</b>
United	Washington Dulles	1	50
	<b>Total</b>	<b>1</b>	<b>50</b>
<b>Airport Total</b>		<b>5</b>	<b>291</b>



## CHO June 2021 –

TRAFFIC IS RETURNING & CHO IS SEEING MORE LEISURE TRAVELERS WHILE SERVING 1,200 -1,600 DAILY PASSENGERS

Airline	Market	Daily Peak Day	
		Dept's	Seats
American	Charlotte	6	323
	Chicago	0	0
	New York LGA	0	0
	Philadelphia	2	93
<b>Total</b>		<b>8</b>	<b>416</b>
Delta	Atlanta	3	218
	New York LGA	0	0
	<b>Total</b>	<b>3</b>	<b>218</b>
United	Washington Dulles	2	93
	Chicago	1	50
	<b>Total</b>	<b>3</b>	<b>143</b>
<b>Airport Total</b>		<b>14</b>	<b>777</b>





# Scope of Services:

## **Banking Services**

The Authority is seeking to procure the services of a financial institution to provide the most effective means of utilizing the Authority's cash flow to maximize interest income while at the same time providing the highest degree of protection for the Authority's financial assets.

## **ATM Services**

The successful offeror will also be required to install at least two ATMs on site at the Airport, with reasonable fees to provide secure, high-quality ATM services to the public. The Authority reserves the right to award two separate contracts: one for basic banking services and another for ATM services.

# Current Financial Structure:

Table 1	Balance at
	June 30, 2021
Revenue Fund	\$1,608,817.47
Capital Fund	\$408,996.82
Discretionary Fund	\$1,866,594.44
Coverage Fund	\$189,157.14
PFC Fund	\$636,995.63
Entitlement Fund	\$4,351,850.69
PFC St Entitlement Fund	\$5,488,644.30
CFC Revenue Fund	\$381,192.12
CFC General Fund	\$265,681.29
QTA Maintenance Fund	\$924,037.97
Business Center	\$21,740.78
Renewal and Replacement	\$155,575.08
CARES Fund	\$3,515,676.49
CRRSA Fund	\$0
ARP Fund	\$0
2021 Debt Reserve Fund	\$200,700.47
<b>Total Funds</b>	<b>\$20,045,660.69</b>

# Banking Activity FY21





# ACH Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Checks cleared	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH debits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$ Additions	\$887	\$756	\$649	\$553	\$477	\$448	\$449	\$400	\$439	\$425	\$440	\$422	\$6,347	\$6,347
\$Subtractions	\$6,840	\$727,074	\$259,326	\$12,719	\$376,057	\$0	\$0	\$47,357	\$0	\$0	\$0	\$172,445	\$1,601,818	\$0
<b>BUSINESS CENTER</b>														
# OTC/Remote Capture Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Checks cleared	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH debits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$ Additions	\$11	\$11	\$11	\$10	\$9	\$9	\$9	\$8	\$9	\$9	\$9	\$9	\$9	114.57
\$Subtractions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0
<b>CFC REVENUE FUND</b>														
# OTC/Remote Capture Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH Deposits	6	5	5	5	5	4	3	3	3	3	0	3	45	45
# Checks cleared	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH debits	1	1	1	1	1	0	0	0	0	0	3	0	8	8
\$ Additions	\$39,277	\$38,556	\$38,884	\$38,191	\$38,667	\$33,894	\$25,036	\$24,850	\$23,646	\$32,221	\$43,685	\$49,532	\$426,441	\$426,441
\$Subtractions	\$14,734	\$14,734	\$14,734	\$14,734	\$14,734	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$373,671	\$373,671
<b>CFC GENERAL FUND</b>														
# OTC/Remote Capture Deposits	1	0	1	2	1	0	0	0	0	0	0	0	5	5
# ACH Deposits	0	0	0	0	0	0	1	1	0	2	0	1	5	5
# Checks cleared	3	2	4	3	4	2	3	1	3	3	0	3	31	31
# ACH debits	1	1	1	0	1	1	1	1	1	1	1	1	10	10
\$ Additions	\$524	\$273	\$446	\$796	\$820	\$199	\$778	\$888	\$300,799	\$2,796	\$254	\$742	\$309,315	\$309,315
\$Subtractions	\$18,501	\$13,423	\$5,712	\$1,960	\$3,978	\$2,916	\$54,176	\$12,962	\$18,856	\$3,005	\$3,115	\$9,152	\$147,756	\$147,756
<b>OTA MAINTENANCE FUND</b>														
# OTC/Remote Capture Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Checks cleared	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH debits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$ Additions	\$3,933	\$3,934	\$243	\$219	\$202	\$209	\$11,262	\$192	\$212	\$206	\$212	\$206	\$21,030	\$21,030
\$Subtractions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CARES FUND</b>														
# OTC/Remote Capture Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH Deposits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# Checks cleared	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# ACH debits	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$ Additions	\$0	\$483,162	\$2,498,243	\$482,779	\$202,815	\$502,581	\$171,408	\$177,209	\$329,878	\$289	\$299	\$289	\$4,848,950	\$4,848,950
\$Subtractions	\$1,000,000	\$0	\$0	\$500,000	\$500,000	\$0	\$0	\$0	\$508,000	\$0	\$0	\$0	\$2,508,000	\$2,508,000
<b>2021 DEBT RESERVE FUND</b>														
Only interest earned activity	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16	\$16	\$16
<b>RENEWAL AND REPLACEMENT</b>														
Only interest earned activity	\$40	\$40	\$39	\$35	\$32	\$33	\$33	\$30	\$34	\$32	\$34	\$32	\$415	\$415

# Forms Required with Proposals:

- Attachment A-Proposal Form
  - Financial and Background Data
  - References
  - Offeror's Signature Page
    - *If Offeror is a Corporation, include corporate resolution indicating parties authorized to contract on behalf of the corporation, and corporate seal certified by the Secretary of the Corporation.*
  - Other Information as Requested
  
- Attachment B-Schedule of Interest Rates and Fees
  - *Based on information given in Exhibit A.*
  
- Attachment C-Certificate of No Collusion

# Evaluation Criteria:

<u>Description</u>	<u>Percent</u>
1. General Proposal Requirements	
a. Introduction (Section 4.1)	2
b. Proposal Form (Section 4.2, Attachment A & C)	10
c. Organizational Capabilities (Section 4.3)	10
d. Staff Qualifications (Section 4.4)	10
e. Facility Locations (Section 4.5)	5
2. Banking and ATM Services (Section 5) To include the evaluation of any alternatives, enhancements or improved methods as well as any products or services suggested by the offeror not specifically mentioned in the RFP	53
3. Evaluation of fees and interest rates and other various costs noted in the proposal (Section 7, Attachment B and other answers noted in Section 5)	10
TOTAL	100

The Authority reserves the right to cancel this RFP at any time and reject any proposal received in response to this RFP.

# Calendar of Events

DATE	EVENT
Nov 10, 2021	Date of issue of the RFP
Nov. 17, 2021	Meeting - Attendance is not mandatory - 2:00 p.m. Eastern Time in the Airport conference room. (Zoom information will be provided if requested)
Nov. 24, 2021	Deadline for submitting written inquiries - 2:00 p.m. Eastern Time. All inquires/questions must be submitted in writing to Penny Shifflett via email <a href="mailto:pshifflett@gocho.com">pshifflett@gocho.com</a>
Dec. 1, 2021	Date the Authority will Provide Response to RFP Questions
Dec. 10, 2021	Deadline for Submission of Proposals - 2:00 p.m. Eastern Time
Jan. 4-6, 2022	Interviews/ Negotiations
Jan 12, 2022	Notice of Intent to Award will be posted on Authority's website
Mar 1, 2022	Target Date for Commencement of Contract

## General Information for Preparing Proposals:

- ***Complete all the forms***
- ***Follow the submittal instructions***
- ***Organize the proposal in the order outlined in the RFP***
- ***Section 5 suggestion: Copy, paste and answer each question as presented***
- ***Attachment B: Evaluation of Fees and Interest Rates***



Deliver RFP #2022-03 to:

**Charlottesville Albemarle Airport Administration Office  
100 Bowen Loop, Suite 200  
Charlottesville, VA 22911  
Attention: Penny Shifflett**

All Proposals must be packaged, sealed and show the following information on the outside of the package:

- Offeror's name and address
- RFP Identification (lower-left corner of package):  
**RFP #2022-03 Banking and ATM Services for Charlottesville Albemarle Airport**
- Deadline (date and time) for Submission of Proposals



# Electronic Submission of Proposals

- Hard copies are still required. Provide a tracking number associated with the mailing of the required hard copies within the electronic submission.
- All bids received electronically are to be submitted by December 10, 2021 @ 2:00pm EST and sent to [pshifflett@gocho.com](mailto:pshifflett@gocho.com) .
- Regardless of electronic complications, if bids are received after 2:00 p.m. they will be rejected.
- **The subject line of the email must read: “RFP #2022-03 Banking and ATM Services.”**
- Bids submitted electronically will not be opened until the time specified in the Request for Proposals.



## Additional Questions and Comments, Please Submit in Writing:

- E-mail: Penny Shifflett, [pshifflett@gocho.com](mailto:pshifflett@gocho.com)
- FAX: (434) 974-7476

