



THREE RIVERS COLLEGE

Sealed Bid Request for Banking Services

PROJECT SUMMARY

Title: Banking Services

State: Missouri

Agency: Three Rivers College

Alias: Three Rivers or the College

Location: 2080 Three Rivers Blvd. Poplar Bluff, MO 63901

Posted Date: 5/16/24

Due Date: 5/30/24

Contract Term: July 1, 2024 through June 30, 2027

BID SUMMARY

Three Rivers College is seeking bids for banking services.

LEGAL NOTICE

BID ACCEPTANCE

The College reserves the right to accept or reject a bid in part or in its entirety. If a bid is to be accepted or rejected only in its entirety, notate the exclusion at the top right corner of the first page of the proposal. Any bid proposal not exclusively marked "entirety" will be accepted or rejected in part or entirety, at the College's discretion. Questions or concerns should be addressed to the College Purchasing Department prior to bid submission.

BID INSTRUCTIONS

A signed copy of the bid must be received in a sealed envelope plainly marked "Banking Services" with the date and time of the bid opening in the lower left corner of the envelope. A representative of the company/person submitting the bid must sign bids, in ink. Bids should be submitted to the Three Rivers College, Purchasing Department, 2080 Three Rivers Blvd., Poplar Bluff, MO 63901 prior to the bid opening. The use of email is also an acceptable means to send and receive bids. When using this method please send bid/proposals to: purchasing@trcc.edu

Bid opening will be in the Westover Administration Building, Room 109F at 2:00 pm on 5/30/24. Three Rivers reserves the rights to reject any and all bids that it feels are not in its best interest.

BID INQUIRIES

Inquiries about this request should be made to:

Purchasing Department
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901
Phone: (573)840-9658
Email: purchasing@trcc.edu

TERMS AND CONDITIONS

Three Rivers reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

The College will normally award contracts to the vendor submitting the lowest bid that meets all requirements of the bid specifications. In the event of like quotations, purchases shall be made from the vendor the College determines is likely to provide the best service to the College. Other factors being equal, preference will be given to vendors whose primary place of business is within the College's taxing district.

All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.

All delivery costs or charges shall be included in the F.O.B. destination bid price.

City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to Three Rivers and must be excluded.

The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The office of the Chief Financial Officer shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the office of the Chief Financial Officer governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.

Vendors are required to clearly identify any deviations from the specifications in this document.

An authorized officer of the company submitting the bid must sign all bids.

Vendors must submit two (2) copies of their bid; one is to be an original and so marked.

All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the bid.

Three Rivers will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the College.

Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as No Bid and Void and will not be opened.

The successful bidder is specifically denied the right of using in any form or medium the names of Three Rivers for public advertising unless express written permission is granted.

All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

The successful bidder will hold harmless the College from any claim or liability asserted against it by reason of the negligence of the successful bidder, its agents, servants and employees in the operation, maintenance and otherwise handling of the equipment and/or machines involved in this agreement.

Bidding and purchasing procedures are in accordance with the Missouri Statute 105.458.2, RSMo.

The Contract expresses the complete agreement of the parties. Any changes, additions, or modifications in any manner are not authorized by any other individual other than the Chief Financial Officer.

SCOPE OF SERVICE REQUESTED

1. It is expected that the following services are to be provided to the College without charge:

- A. Checks paid
- B. Deposits
- C. Deposited items returned
- D. Stop payment requests
- E. Wire transfers
- F. Cashier's checks
- G. Deposit slip printing and disposable bank bags
- H. Night depository access. If not located in Poplar Bluff, institution will make arrangements to provide services, (details must be included).
- I. Check sort and reconciliation
- J. Change and currency orders
- K. Account maintenance
- L. Safekeeping of investment securities
- M. All ACH deposits and withdrawals
- N. Foreign currency exchanges
- O. Customer service transactions
- P. All-inclusive online banking services
- Q. From time to time, the College may be in a negative position in a particular account due to any number of appropriate reasons. The College requests to be notified and all items are to be paid without a charge provided adequate amount of funds is transferred into the account to cover any such deficiencies on the same day of notification.
- R. Free checking for students & employees provided. (Please explain your program).
- S. Cash without charge all checks drawn on College accounts and pay with proper identification at all locations and drive-ups.

2. Account Reconciliation Services

The awarded bank will provide reconciliation services for the checking accounts as follows:

- A. An electronic file of the checks paid by the bank each month. This file will include at least the account number, check number, amount and date paid.
- B. Electronic copies of checks, sorted by check number, on a monthly basis.
- C. Electronic copies of all other items, such as debit and credit memos, and deposit tickets, in date order, on a monthly basis.

3. ACH Transactions

The College routinely processes transactions that use an automated clearinghouse. The bank awarded the account must have the capability to process the College's direct deposits to other financial institutions through an automated clearinghouse. The information is currently transmitted from the College to the service center electronically before the payment date and must be posted to the recipients account on the payment date. Explain your timeline and procedures.

4. Deposits

The College may deliver deposits and pick up cash orders on a daily basis. Deposits are to be made on the same day's business.

5. Returned Checks

Checks returned for uncollected funds and/or insufficient funds shall be presented twice before charging the College's account.

6. Credit Card Deposits

The College is requesting depository only services.

7. Account Statements

The bank shall supply the College with account statements as of the last day of each month by the 8th day of the following calendar month. The statement shall include a detailed listing of all debits and credits, including check numbers, transaction date, and daily balances. Check numbers shall be shown on the statement in serial number sequence. Include an example of your bank's account statement with your proposal.

8. Annual Report

An annual statement of condition of your institution must be provided by the College.

9. Relationships

The bank shall designate at least one (1) bank officer and another bank employee to act as liaison with the College. The CFO & Controller for the College will serve as the designated representatives for the College.

10. Interest

The College expects to earn interest on its accounts, except for the College's federal account which must be non-interest bearing. Please indicate the rate you would pay on each account. Base your rate plus or minus (+/-) on the Prime Rate at the first of each month. If you have any alternative option to determine the rate structure, please list your proposal.

11. Bank Branch – Optional

12. ATM – Optional

GENERAL REQUESTS

1. Please respond to each service requested above and provide a list of all charges, if any, that would be applicable to the College.
2. Please indicate the interest rate for the checking accounts and describe how the interest would be earned on the accounts.
3. Please furnish the locations(s), hours and days your bank is open for business:
 - A. Lobby
 - B. Drive-up

The College currently conducts banking business at locations including Poplar Bluff, Sikeston, Kennett and Dexter.

4. Please provide the most recent available rating from the appropriate financial institution rating service.
5. Please address the ability to provide online review of account balances and processing of transactions.
6. Please provide information for online transfers between funds, wire transfers, stop pays, statement access and image retrieval.
7. Please provide type of collateralization – securities, credit ratings, participation in CDARS program.
8. Please provide information concerning any additional services (and their costs) that you feel would be beneficial to the College.

QUOTE CRITERIA

The following criteria will be used by the College Administration to evaluate the proposals and to make a recommendation to the Board of Trustees.

1. Ability to meet the requirements of the requested RFQ.
2. Qualified depository for public funds in accordance with Missouri Law.
3. Lowest aggregate banking service cost, consistent with ability to provide an appropriate level and quality of service.
4. Additional services not specified in the RFQ which may provide a significant benefit to the College.
5. Proposals will be accepted only from financial institutions whose place of business is within the boundaries of Three Rivers College District due to the nature of the accounts and the frequency of transactions.

INFORMATION

1. Three Rivers College is a community college with an enrollment of over 3,000 students and an operating budget of approximately \$26,000,000.
2. The objective of this request for bid is to identify the banking institution that can offer the highest quality service at the lowest cost to the College.
3. Currently the College has the following bank accounts:

<u>Account</u>	<u>Average Monthly Balance</u>	<u>Average Deposits per Month</u>	<u>Average Transfers per Month</u>
General Fund	\$ 6,702,618.00	147	46
Federal Fund	\$ 42,573.00	15	15
Payroll	\$ 32,833.06	10	8
Plant Fund	\$ 7,123,471.00	1	-
Credit Card Clearing	\$ 131,464.00	66	1
Agency	\$ 547,909.23	15	1

BID EVALUATION

Three Rivers reserves the right, in its sole discretion, to determine the bidder that best suits the needs of the College.

FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

EXAMINATION OF RECORDS

The Contractor's records which shall include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the Chief Financial Officer of the college, or a duly authorized representative from the College, at the College's expense. The contractor shall preserve all such records for a period of three years, unless permission to destroy them is granted by the College, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations obtained during audits will be kept confidential.

The Contractor shall require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours _____

Phone: _____

Contact Person: _____

Authorized Signature: _____

(Indicates acceptance of all bid terms and conditions)