



**Beaufort County School District**

**Addendum 2**

Solicitation Number: 22-019  
Date Printed: March 4, 2022  
Date Released: March 11, 2022  
Procurement Officer: Kaylee Yinger, CPPB  
Phone: 843-322-2349  
Email: [Kaylee.Yinger@beaufort.k12.sc.us](mailto:Kaylee.Yinger@beaufort.k12.sc.us)

**Request for Proposals**

DESCRIPTION: **Banking Services**  
SUBMIT OFFER BY (Opening Date & Time): **April 8, 2022 @ 4:00 PM**  
QUESTIONS MUST BE RECEIVED BY: **April 1, 2022**  
NUMBER OF COPIES TO BE SUBMITTED: **Five Original Signed Copies and One Redacted Version on CD**

**Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.**

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:  
Beaufort County School District  
Procurement Office  
P.O. Drawer 309  
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:  
Beaufort County School District  
Procurement Office  
2900 Mink Point Blvd  
Beaufort, SC 29902

**AWARDS & AMENDMENTS:**

Award will be posted at the Physical Address stated above on or after April 8, 2022. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>

You must submit a signed copy of this form with your offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold your offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: \_\_\_\_\_ (Full legal name of business submitting the offer) ENTITY TYPE: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

\_\_\_\_\_  
PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

**PAGE TWO**  
**(Return Page Two with Your Offer)**

|   |  |
|---|--|
| <b>HOME OFFICE ADDRESS</b> (Address for Offeror's home office/<br>Principal place of business): | <b>NOTICE ADDRESS</b> (Address to which all procurement<br>and contract related notices should be sent): |
| <b>PHONE NUMBER:</b>  |  |
| <b>EMAIL ADDRESS:</b>   |  |

|  |   |
|--|---|
| <b>PAYMENT ADDRESS</b> (Address to which payments will be sent):                         | <b>ORDER ADDRESS</b> (Address to which all purchase orders<br>will be sent):        |
| <input type="checkbox"/> Payment Address Same as Home Office Address                     | <input type="checkbox"/> Payment Address Same as Home Office Address                |
| <input type="checkbox"/> Payment Address Same as Home Notice Address<br>(check one only) | <input type="checkbox"/> Payment Address Same as Notice Address<br>(check one only) |

|  |                         |                             |
|--|-------------------------|-----------------------------|
| <b>ACKNOWLEDGEMENT OF AMENDMENTS:</b>  | <u>Amendment Number</u> | <u>Amendment Issue Date</u> |
| Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue. |                         |                             |

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|---|
| <b>MINORITY PARTICIPATION-</b> Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, please include a copy of your certification. |
|---|

Questions and Answers:

- Does BCSD currently use an online portal to view daily account activity? If so, can you provide the details regarding the service you utilize online(i.e. current/previous day reporting etc..).  
We use all online portal utilities available to include Current/Previous Day and Custom Reporting.
- Are checks issued on the 22 school emergency accounts? If so, please provide estimated monthly volume.  
Included in the total figure given for Checks (Debits). 0-5 per school monthly average.
- Do the banking center deposits include both coin & currency? If so, please provide an average monthly amount for each.  
Yes, average for each not available. Total currency monthly average \$590.00
- Does the volume listed for “Currency Deposited” represent total cash per month? If not, please explain.  
Yes
- How many Remote Deposit scanners will BCSD require? How many accounts use the service?  
Each of the 31 school locations has an RID machine and each school has one bank account.
- Does BCSD utilize ACH Positive Pay?  
Yes
- Does the volume for “Deposit Bag Processed” represent the District deposits only? If so, what is the average monthly volume for the 22 school accounts?  
The figures provided were for the District as a whole to include small school accounts.
- Does “Deposit (Credits)” represent the number of checks being deposited?  
No