

INVITATION FOR SEALED BIDS
RFP No. 20-16
Banking Services for the
Bibb County School District

The Bibb County School District is now accepting proposals for banking services for its bank accounts and related depository and cash management services.

Interested parties should submit **three (3) copies** of their proposal and bids by 10:00 a.m., February 14, 2020 to:

Bibb County School District
Procurement Department
Attn: Elaine Wilson
Procurement Director
4580 Cavalier Drive
Macon, Georgia 31221

Questions about this Request for Proposal should be directed to Elaine M. Wilson, Procurement Director, at elaine.wilson@bcsdk12.net. The subject line should include "Bid 20-16". Answers to all questions submitted will be posted on the District's website at <https://www.bcsdk12.net> under Purchasing and also on the Georgia Procurement Register (GPR) within seven (7) days of the close of the proposal.

It is the bidder's responsibility to ensure that proposals/bids are received prior to the 10:00 a.m. bid closing time, as late bids will not be accepted. The Bibb County School District reserves the right to award or reject bids in part or in whole and on any basis it deems in the best interest of the District.

Hard copies of the proposal should be prepared on standard 8 ½" x 11" letter size paper.

Schedule of Events

<u>RFP Released:</u>	January 16, 2020
<u>Mandatory Pre Bid Meeting:</u>	Friday, January 24, 2020, @ 10:00 a.m. Bibb County School District 484 Mulberry Street, Macon GA, 4th Floor – Board Room <i>All attendees must show a valid ID when entering the building.</i>
<u>Deadline for Questions:</u>	Tuesday, January 28, 2020 @ 4:00 p.m.
<u>Answers Posted on Website:</u>	Tuesday, February 4, 2020 by 4:00 p.m.
<u>Delivery of Bid:</u> (Hand or Special Delivery):	Friday, February 14, 2020 @ 10:00 a.m. Bibb County School District Procurement Department Attention: Elaine Wilson 4580 Cavalier Drive Macon, Georgia 31220
<u>Oral Presentations and Interviews:</u> (if applicable)	To Be Determined
<u>Board Request for Contract:</u>	No later than April 16, 2020

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SECTION I – General Information

A. Background:

The Bibb County School District (BCSD or the District) is currently seeking qualified Proposers to provide banking services for the District. The District has approximately 22,000 students attending 37 sites. Each of these sites have two depositing entities (i.e., School Nutrition Program and School Activity Fund). The District maintains its primary financial operations centrally at 484 Mulberry Street in downtown Macon, Georgia. As one of the largest employers in Bibb County, Georgia, the District employs approximately 4,800 employees. The annual budget for the fiscal year is in excess of \$300 million.

Idle cash not immediately required for current operations is invested in a variety of instruments including bank CD's, government securities, and the Georgia Fund 1 investment pool through the Office of Treasury and Fiscal Services of the state of Georgia. The terms of these investments range from one day to three years.

B. Invitation:

On behalf of the Bibb County School District, the Procurement Department would like to extend a formal offer to all qualified Proposers to bid for banking services according to the specifications indicated within this Request for Proposal (RFP). Please review carefully all sections of the RFP, including the mandatory pre-bid meeting, along with the closing date and time. All questions pertaining to this RFP should be emailed to the Procurement Director, Elaine M. Wilson, elaine.wilson@bcsdk12.net. Please make sure that you put the Bid Number in the subject line (20-16). All questions and answers will be posted under the purchasing menu, located on the Bibb County Board of Education webpage, as well as the GPR within seven (7) days of the closing date on this RFP.

C. Specifications: Scope of Banking Services - See Section II

D. Specific Requirements: Proposal Instructions and Evaluations- See Section II/III

E. Evaluation:

The contract will be awarded to the bidder evaluated as most responsive based on the scoring criteria listed below.

A maximum point system of 1,000 points will be utilized and will be weighted by the following schedule.

Bank Main Office Location and Branch Locations	100 Points Maximum
Experience with Similar Size Business and Locations	300 Points Maximum
Fees and Compensation Schedule	200 Points Maximum
Scope of Services Offered (Including Software Platform)	200 Points Maximum
Financial Strength of Proponent	200 Points Maximum

F. Interpretation/Addenda:

If any questions should arise pertaining to the RFP documents, the bidders may email the Director of Procurement, Elaine M. Wilson, elaine.wilson@bcsdk12.net. Please include the RFP number 20-16 in the subject line of the email. The questions should be received prior to the deadline within the specified schedule of events.

G. Additional Information:

Documentation to be reviewed for this request for proposal has been provided. If you have any other questions or concerns, please notify the Procurement Department utilizing the email elaine.wilson@bcsdk12.net. Make sure the RFP number 20-16 is included in the subject line.

H. "Responsive" Bidder Criteria

- Capability of providing bid packet as indicated
- Warranties /Guarantees
- Ability to meet specifications/bid documents as indicated
- Service and Support Capability
- Documented licensed as required by the State of Georgia
- Applicable Bond Information as needed if deemed necessary
- Responsible Award Amount for the Bibb County School District

I. Cancellation/Default of Contract

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the banking services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

J. Indemnity Provisions

Where the bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability. The Board will not be bound by any such agreement. Board Policy provides in part: No contract, provision, agreement or term of any procurement, contract or agreement with the Board shall obligate the Board or System to indemnify, save or hold harmless any vendor for any future claim, loss, expense or liability.

K. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to conditions, requirements, and specifications before submitting bid proposals. Failure to do so will be at the bidder's own risk. The bidder may withdraw a bid prior to the bid opening date and time by written request.

L. Standards of Acceptance of Bid Proposal for Contract Award

The Board reserves the right to reject any and all bids and to waive any irregularities or technicalities in proposals received whenever such rejection or waiver is in the best interest of the Board. The Board has the right to disqualify a bid of any bidder as being unresponsive when such bidder cannot document its ability to deliver requested services or when investigation shows it is not in a position to perform the contract.

M. Compliance with Laws

The bidder shall obtain and maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

All bids shall be:

- Typewritten and signed by an authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.** Printed, copied or typewritten signatures are not acceptable.
- Submitted on bid proposal forms as included in this RFP and in accordance with instructions stated above. Bids submitted by facsimile transmission will not be accepted.
- Mailed or delivered in sufficient time to ensure receipt by the Procurement Director prior to the Public Bid Opening date and time. Whether sent by mail or by means of personal delivery, the bidder assumes the risk for having the bid deposited on time and at the place specified on the first page of this RFP. Late bids will be marked late, and written as LATE on the bid file, with the time of receipt and will not be accepted.
- Considered an irrevocable offer for a period of sixty (60) days from the date of public bid opening.

BCSD NONDISCRIMINATION

The Proposer, by the submission of a proposal or the acceptance of a contract, does agree that he/she will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The proposer shall take appropriate action to ensure that applicants are employed, and that employees are treated fairly during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and training. In the event of the Proposer's noncompliance with the nondiscrimination policy of the BCSD, any contract or purchase order may be canceled, terminated or suspended in whole or in part and the proposer may be declared ineligible to transact further.

DRUG-FREE WORKPLACE

By submission of a proposal, the proposer certifies that he/she will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The proposer also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug free workplace requirements. False certification or violation by failing to carry out requirements of O.C.G.A. 50-24-3 may cause suspension, termination of contract, or debarment of such proposer.

CERTIFICATION OF NONCOLLUSION

By submitting a proposal, the proposer certifies: "that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. That collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

IMMIGRATION REFORM AND CONTROL ACT

Proposer must abide by all federally mandated laws enforced by United States Department of Homeland Security which are established to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603), in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

AUTHORIZED OFFICIAL

It is agreed that all conditions of the proposal shall be abided and that the person signing this proposal is authorized to sign the proposal for the proponent.

SOLICITATION TERMINATION

In any event in which this solicitation is terminated or cancelled, in whole or in part, or all proposals are rejected, there shall be no liability on the part of BCSD for any costs incurred by the proposer or potential proposer in relation to the solicitation.

RIGHTS AND REMEDIES

The rights and remedies of BCSD provided above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

INSURANCE

When the selected proposer has been identified, notification of the necessity to provide any required insurance will be made. Proof of insurance shall be provided within 15 days of the date of written notification to the proponent.

Worker's Compensation and Employer's Liability Insurance

The proposer shall procure and maintain Worker's Compensation and Employer's Liability Insurance in the following limits. Such insurance is to cover every employee who is or may be engaged in work under the contract.

Statutory Employer's Liability Limits:

Bodily Injury by Accident	\$ 100,000 each accident
Bodily Injury by Disease	\$ 100,000 each employee
Bodily Injury by Disease	\$ 100,000 policy limit

Proposer waives all rights against Owner and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the worker's compensation and employer's liability or commercial umbrella liability insurance obtained by the proposer pursuant to this agreement. The Waiver of Our Right to Recover from Others Endorsement, ISO Form SC 00 03 13 shall be attached to the policy showing the Owner listed in the Schedule.

Commercial General and Umbrella Liability Insurance

The proposer shall procure and shall maintain commercial general liability (CGL) and if necessary, commercial umbrella insurance with a limit of not less than \$250,000 each occurrence, as shall protect him/her and any Subcontractor performing Work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as from claims for property damages, which may arise from operations under the Contract Agreement, whether such operations are by himself/herself or by any Subcontractor or by anyone directly or indirectly employed by either of them.

- (1) Comprehensive Form
- (2) Contractual Insurance
- (3) Personal Injury
- (4) Broad Form Property Damage
- (5) Premises - Operations
- (6) Completed Operations

This coverage shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under the contract. Policy coverage must be on an occurrence basis.

*****Bidders shall provide three (3) copies of submitted bid proposals containing all pertinent documentation. The District assumes no responsibility or obligation to respondents and will make no payment for any costs associated with the preparation or submission of the bid proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid proposal constitutes an offer and may not be withdrawn except as provided herein. *****

END OF SECTION I

SECTION II: SCOPE OF BANKING SERVICES

A. Current Bibb County School District Bank Account Structure and Interaction

1. General Fund/Operating Account - This account will provide for the control of deposits, the funding of the all ZBA controlled disbursement accounts, and the investment of funds not needed for daily operations. Deposits from all sources, except those requiring legal separation, will be made to this account.
2. Payroll Clearing Account (ZBA or Controlled Disbursement) - This account will provide for the control and disbursement of funds for the school district's monthly and two semi-monthly payrolls as well as for any exceptions payrolls.
3. Accounts Payable Clearing Account (ZBA or Controlled Disbursement) - This account will provide for the control and disbursement of funds for the school district's bill paying function.
4. SPLOST Construction Account - This account will provide for the control and disbursement of funds for the school district's bill paying function for the projects included in the District's Bonds/SPLOST programs.
5. Debt Service Account- This account may be required and will provide for the control of deposits, the investment of idle cash, and the payment of interest and principal, with respect to funds designated for the retirement of bonded debt. Most payments from this account are made via wire transfer.
6. Flexible Spending Account (ZBA or Controlled Disbursement) - This account will provide for the control and disbursement of funds for the school district's flexible spending function of its benefits package.
7. School Activity Accounts - This account receives funds from each of the district's 37 schools and various departments. A unique location code must appear on each of the individual school's or department's deposit tickets to identify the location making the deposit.
8. School Nutrition Accounts - This account receives funding from the state and cash and/or checks from individuals. A unique location code must appear on each of the individual school's deposit tickets to identify the location making the deposit.
9. Contingency Fund - This account receives funding to be utilized at the Superintendent discretion.
10. Workers Compensation Fund (ZBA or Controlled Disbursement) - This account is used for worker's compensation claims.

Method of Compensation for Services Provided - It is the intent of the District to pay for specified banking services using a "fee based" or "direct charge" method. The bank will prepare a billing for services rendered on a monthly basis in a format similar to the proposal form included herein as Financial Proposal Form; Fees are to be offset by Interest Earnings).

B. Banking Services Required by the School District

The following services are expected to be performed by the bank in accordance with the banking structure described herein. The Financial Proposal Form is designed to allow banks to quote fees for these services.

1. Daily Transfer of Collected Balances - Each day the bank will be required to transfer collected balances in the appropriate amounts from the Operating Account to all ZBA Controlled

- Disbursement Accounts. The bank will notify BCSD, via on-line, of all Controlled Disbursement presentments prior to 10:30 a.m. each day.
2. Interest Earnings Accounts and Investments Activities - The bank is requested to pay a "market investment rate" on all accounts, except the controlled disbursement accounts.
 3. On-Line Banking System - The bank will be required to provide BCSD with access to an on-line banking system that will at a minimum, provide the following information and capabilities:
 - a. Current day balances
 - b. Previous day balances
 - c. Previous day and intra-day transactions
 - d. Notice of returned items
 - e. Controlled disbursement presentments
 - f. Initiation of money transfers
 - g. Initiation of stop payments
 - h. Inquiry on check cleared status
 - i. View and print copies of cashed check without the intervention of the bank
 - j. View and print copies of deposits, including backup, without intervention of the bank
 - k. Approve payment of checks (Positive Pay) with images
 - l. Display ACH files for accuracy
 - m. Toll free access
 - n. Initiation of wires
 - o. Remote electronic deposit of checks (RED)
 - p. Change passwords
 - q. Add or remove users
 - r. On-line statement and reporting capability
 - s. Ability to set up multipliable levels of security access and approvers
 4. Other Depository Services - The bank will be required to provide other normal depository services as listed on the proposal form. These include the processing of wire transfers, stop payments, returned items, and all debit and credit items, including ACH items.
 5. Monthly Record of Paid Items - The bank will provide via an electronic file or secure website no later than the tenth of each month, the previous month's paid items on each Controlled Disbursement account and the Operating account. The record provided will be in a format acceptable to BCSD and at a minimum must include serial numbers of all disbursements and deposits, indication of type of item, date of occurrence per item and individual amounts.
 6. Cancelled Checks - The bank will provide cancelled check information on an electronic file and/or a secured website which will, at a minimum, allow BCSD to retrieve, display, and print the front and back of cancelled checks. This should also allow the checks to be searched by check number, paid date, amount or any combination thereof.
 7. Deposit Reconciliation - The Bank will provide means to assign each depositing entity (BCSD location) a unique number that increases for each deposit slip, which appears in the serial number field of the deposit slip. Using this numbering system the bank will provide data sufficient to track and sub-total deposit data by location. The serial number shall also appear on the bank statement.
 8. Monthly Statements and Reports - Monthly statements on all accounts, including copies of all debit/credit memoranda will be provided by the bank no later than the tenth of the following month. Statements will include transactions through the last business day of the month.
 9. Investment Safekeeping - The bank will provide safekeeping services for securities purchased by BCSD.

10. Payroll and Accounts Payable Direct Deposit - The bank will be required to process ACH direct deposit using files transmitted via a secure web site. The bank will be required to enter into an agreement with BCSD that specifies the steps and timing involved in this process. The District currently employs approximately 4,800 individuals. Some are paid semi-monthly (twice a month) and the remainder are paid monthly (on the last business day of the month). The current ACH transmission on the 15th contains approximately 2,000 pay records. The ACH transmission on the last business day of the month contains approximately 4,800 pay records. The District's commitment is that our employees are able to access their funds by 9:00 a.m. on paydays.

The amount of the ACH file is transferred into the Payroll account on the effective date so as to be available when the ACH file total is charged to the account. The remaining non-ACH portion of the payroll is transferred to the Payroll account on the pay date.

Two accounts payable check runs are processed each week.

11. Corporate Credit Cards - The bank will furnish "corporate credit cards" as required by the school district to facilitate its operations. Annual fees, if any, for these cards will be included in the schedule of fees proposed by the bank.
12. Trust Funds - The bank will provide an account structure for any trust funds as follows: 1) no account maintenance fees; 2) no minimum balance requirements; 3) interest calculated on the entire balance; 4) Transfers among trust accounts and transfers between trust accounts and the operating account at no charge; and, 5) statements issued on a monthly or quarterly basis.
13. Positive Pay - The bank will provide the means for BCSD to transmit the check number, name, number of transaction and the amount paid for all accounts. The data will be compared with checks presented for payment. If the data matches (i.e. check number and amount), the check will be paid as written. If not, a list of discrepancy items will be posted daily to the on-line banking for BCSD to make a "pay or do not pay" decision. Only items identified as "pay" will be paid as written.
14. On Line Imaging -The bank will provide the means for BCSD to view and print copies of all transactions, along with any attachments, via an On-line Imaging service. This includes, but is not limited to, cashed checks, deposits, and credit and debit memos.
15. Other Services and Expenses - It is the intent of the school district to pay for all services specified in this Request for Proposal. Other banking supplies, forms, and/or services not detailed on the proposal form will be provided to BCSD at no additional charge. These include night deposit bags and keys, zipper bags, coin/bill wrappers, and coin envelopes.

BCSD will purchase checks, deposit slips, and endorsement stamps directly from vendors or the bank using bank specifications. The cost of these supplies will be borne by the school district and is not a part of the services requested herein. When new or additional services become necessary, BCSD will negotiate an acceptable fee with the bank.
16. Safe Deposit Box - BCSD will require a safe deposit box at a branch located closest to the BCSD Central Office located at 484 Mulberry Street, Macon, Georgia.
17. Employee payroll card program - BCSD wishes to offer a comprehensive semi-monthly and monthly employee payroll card program to eliminate the writing of payroll checks to employees who for some reason cannot obtain a bank account. The program must allow employees to withdraw cash from ATMs, make purchases and opt for cash back at merchants worldwide. The proposed solution must include FDIC protection, PIN and VISA and/or MasterCard capabilities. The optimum program should provide seamless integration, no employer fees, minimal employee fees,

and 24-hour a day customer service support. The employee's personal and account information must be internet website supported with secure browsers.

For this payroll card program, the proposer must describe their program to include client and customer benefits; how the direct pay program works; pay card funding process; security features; customer service and internet accessibility, security and support.

Proposer must provide information regarding the enrollment process, including detailed procedures for employer and employee. The proposer should describe how they will maximize employee participation and will provide communication tools to employees.

Proposer must propose an implementation schedule and timeline to include information seminars, sessions and enrollment forums leading up to date of implementation. Proposal must include responsibilities and requirements of BCSD and Customer (BCSD Payroll Card Users).

The Proposer must disclose a complete fee schedule for this service to the employee and/or BCSD.

18. Accounts Payable automated vendor invoice payment system (credit card vendor payments with revenue sharing, ACH vendor payments, etc.) - BCSD desires to reduce costs and inefficiencies associated with paper check production and handling. BCSD desires to enhance existing workflow processes by streamlining and maximizing electronic invoicing and payments in an internet based, real-time, safe, secure environment. Proposer must provide fraud protection, along with superior client and customer service quality, customized reporting as required by BCSD for management support, and a proven history of performance related to invoicing and accounts payable execution. Proponent's proposed solution is preferred to seamlessly integrate with BCSD's current enterprise wide financial software – Tyler's Munis System.
19. Employee Check Cashing - The bank will not charge a fee to cash an employee payroll check.
20. Detailed Information on Deposits - BCSD wishes to obtain deposit details on invoices being paid to them through CTX files.
21. Additional services - Items may be needed for the receipt of online payments and/or point of sale terminals.

END OF SECTION II

SECTION III: PROPOSAL INSTRUCTIONS AND EVALUATION

A. Schedule of Events

<u>RFP Released:</u>	January 16, 2020
<u>Mandatory Pre Bid Meeting:</u>	Friday, January 24, 2020, @ 10:00 a.m. Bibb County School District 484 Mulberry Street, Macon GA, 4th Floor – Board Room <i>All attendees must show a valid ID when entering the building.</i>
<u>Deadline for Questions:</u>	Tuesday, January 28, 2020 @ 4:00 p.m.
<u>Answers Posted on Website:</u>	Tuesday, February 4, 2020 by 4:00 p.m.
<u>Delivery of Bid:</u> (Hand or Special Delivery):	Friday, February 14, 2020 @ 10:00 a.m. Bibb County School District Procurement Department Attention: Elaine Wilson 4580 Cavalier Drive Macon, Georgia 31220
<u>Oral Presentations and Interviews:</u> (if applicable)	To Be Determined
<u>Board Request for Contract:</u>	No later than April 16, 2020

B. CANCELLATION, ADDENDA AND AMENDMENTS TO THE RFP

If it becomes necessary to review or amend any part of this RFP, notice of the revision will be posted online for all. Receipt of amendments must be acknowledged by vendors in writing.

C. COST OF PROPOSAL

The District is not responsible for any expenses incurred by any institutions in preparing and submitting their response.

D. PROPOSAL REJECTION

The District reserves the right to reject any and all proposals, to waive any informality in a proposal, and/or to accept that proposal which, in the judgment of the evaluation team, serves the best interest of the District.

E. PROPOSAL SUBMISSION AND DEADLINE

The responses will be evaluated for mathematical accuracy and questions answered/clarified prior to any announcement of bid results. Institutions are strongly urged to review all decimal placements and dollar value extensions prior to submission. Each institution shall submit only one proposal.

Three (3) original copies of the proposal and One (1) CD/USB device with the proposal in its entirety are to be mailed or hand delivered to the attention of:

**Bibb County School District
Procurement Department
Attention: Elaine Wilson
4580 Cavalier Drive
Macon, Georgia 31220**

ALL information will become the property of the District after the close of the bid and will be under the Open Records laws of Georgia.

An official authorized by the bank must sign all three (3) copies. "*Request for Proposals for Banking Services (RFP 20-16) due no later than 10:00 AM February 4, 2020*" is to be clearly marked on the outside of the sealed envelope. The bid opening will occur at that same time after which the responses will go to an evaluation team for review.

The proposal shall be prepared simply and economically, and shall be straightforward and concise in content. It should also adhere strictly to the proven capabilities of the institution to meet the requirements set forth in this RFP.

Requests for extension of time to submit will not be granted. Late proposals, late requests for modification or late requests for withdrawal will not be considered. E-mail or facsimile submission of proposals is not acceptable and any such proposals will not be considered.

Each proposal must use the Proposal Certification Form, the Financial Proposal Form and the Summary Cost Sheet for services listed.

It is the sole responsibility of the institution to ensure the proposal arrives on time and bears the handwritten signature of a bank officer duly authorized to sign the proposal on all copies. The name, office address and office telephone number of the person to contact must be clearly identified.

All proposals must be valid for at least 90 days after the proposal due date.

A submitted proposal may be withdrawn prior to the due date by a written request to the Director of Procurement. A request to withdraw a proposal must be signed by an authorized individual from the vendor's company.

The cost for developing and delivering the proposal is the sole responsibility of the proposer.

F. MINIMUM QUALIFICATION OF BIDDERS

1. Must maintain a full-service home office or branch within a five-mile radius of the BCSD Central Office or pick up deposits at BCSD's Accounting Department, 484 Mulberry Street, Macon, Georgia, each working day prior to 2:00 p.m. (Note: Deposits via this pickup service will be considered made at the time of the pickup.)
2. Must have a branch network in the Macon area for purposes of receiving and processing deposits of checks, cash and bulk coin from various sites within the District.

3. Must be a federally chartered bank qualified to do business and accept public deposits in the State of Georgia.
4. Must maintain a portfolio of investments, safely kept by a third party (i.e., the Federal Reserve Bank) and specifically pledged to the District, sufficient to collateralize all deposits of the District in excess of FDIC coverage. Such pledges must comply in all aspects with applicable state and federal law, and to FDIC and BCSD policy regarding the perfection of security interests of public depositors. These requirements are as stated in, but not limited to, Georgia Code Sections 45-8-11 through 45-8-15 and 50-17-59.
5. Must have expertise on its staff to provide investment advisory services for the school district as required.
6. Must disclose any operations through an intermediary bank for any of its services.
7. Must demonstrate experience servicing customers with similar account attributes and transactional volumes as described herein.
8. Must have experience serving customers whose payroll is generated by on-line data transmission, and is processed through ACH direct deposit.
9. Must submit detail conversion plan and timeline.

G. Evaluation and Award

The selection process used for determining the most favorable proposal is best described as a "Competitive Proposal" process in which pricing, or net cost to the District is one of the most important criteria but not the only criteria. Other factors in the evaluation process include staff assignments, past performance, approach, expertise, availability, financial stability and branch locations, etc.

The District will evaluate the proposals from the information at hand and may ask questions of a clarifying nature from the institution(s) and/or the references provided. Questions to institutions will be in writing and answers will become part of the official proposal(s).

When the District has tentatively selected an institution, it may request a conference to formulate plans in greater detail, to clarify any unclear areas, and to otherwise complete negotiations prior to the formal award. This will be considered an interview if deemed necessary during the evaluation period. The district will determine who or how many respondents to interview based off the submittals received.

Based upon the District's review and the results of any planning conferences, a proposed contract will be prepared.

H. Terms and Conditions

1. In the event that the institution to whom the contract is awarded does not execute a contract within thirty (30) days after such award, the Bibb County School District may give notice to such institution of intent to award the contract to the next most qualified institution, or to call for new proposals.
2. The Financial Proposal Form indicates the number of transactions anticipated. Such information has been accumulated from actual bank account analysis forms provided for June 2018 through October 2019. The District in no way guarantees these volumes and institutions should consider them best estimates.
3. By submitting a proposal, the institution certifies it has read and understands this RFP and has full knowledge of the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.

4. The term of the contract will be five years with an option to renew for two additional one year periods. After the contract period has been completed, the awarded bank agrees to maintain all terms of the contract during the transition period of at least 90 days while any accounts are closed. The contract shall automatically renew, unless positive action is taken by the District, and shall terminate at the end of the contract period. The length of this contract is due to the complexity of the services being provided.
5. It is the intent of the District to allow contract termination by either party by giving written notice to the other party no later than 120 days before the termination date. This provision can be exercised only after the contract has been in effect for two (2) calendar months. In this event, the awarded bank shall be entitled to just and equitable compensation for satisfactory work completed.
6. The Bibb County School District reserves the right to:
 - a. Waive formalities and technicalities in any proposal
 - b. Reject any and/or all proposals wherein its judgment, it will be in the best interest of the school district
 - c. Accept the proposal that in its judgment will be in its best interest
 - d. At its option, award on an individual component or on a lump sum basis
 - e. Award this contract to the vendor who in the school district's opinion is most responsive and responsible, and will perform in the best interest of the Bibb County School District. Price alone will not be the determining factor in the contract award
 - f. Cancel or amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Bibb County School District website at www.bcsdk12.net. Proposers are encouraged to check this website frequently.
 - g. Declarations within this document regarding the volume of banking transactions are BCSD's best estimate based on available information and are intended to provide information to aid proposers in evaluation of BCSD's account. The school district specifically does not represent that these estimates are minimum or maximum volumes. It is the responsibility of the proposer to carefully examine all information and specifications contained in this document. Neither inadequate review of this RFP, nor misinterpretation thereof, will relieve the proposer of any obligations under its proposal or contract with the school district resulting there from.
 - h. Determine whether or not a product is equal or equivalent to specification.
 - i. Retain proposals and all submitted documentation.

I. Submission Requirements

1. The proposer must submit a Technical Proposal organized according to the sequence defined in this RFP and detailing the proposed approach to performing all of the services requested.
2. The proposer must submit a completed financial proposal using the form provided.
3. The proposer must submit a sample contract.

J. Technical Proposal

This section identifies the information which must be submitted in the Technical Proposal. Proposer must demonstrate their ability to satisfy all aspects of the Scope of Work as well as detail their plan to perform the required services. The Technical Proposal must be structured in the following sequence and labeled with the corresponding titles stated below using the same outline numbers. Present factual assumptions used to develop the proposal. Offering to meet the requirements of the RFP or reference to the RFP will be considered incomplete. Each representation of fact or future performance will be incorporated into the contract as a warranty by the respondent.

1. Executive Summary

Include an abstract, stating the proposer's understanding of the nature and scope of the goods and services required and a brief demonstration of the capability to comply with all terms and conditions of this RFP. Include the company name and address and the name, address and telephone number of the person acting as the contact for matters concerning the proposal and the person who will be authorized to make legal representations. Indicate whether the proposer is an individual, partnership or corporation. The letter is to be signed by an officer or agent of the proposer who is authorized to legally bind the Vendor. It is necessary for each proposer to include a written statement that they understand and meet the mandatory minimum requirements as a part of the proposal, including specific information as necessary to demonstrate satisfaction of each requirement.

2. Table of Contents

The Table of Contents and proposal will conform to the order, headings and sub-headings of this RFP as appropriate.

3. Company Background and Experience

Proposer will describe their background, relevant experience, and qualifications. Include the following proposer Information:

- A. List your home office and full service branch office locations within Bibb County including:
 - 1. Address, city, state and zip code of business offices
 - 2. Type of ownership
 - 3. State of incorporation
 - 4. Account officer(s) who would be assigned to our account (name, title, location, phone number, and email address
 - 5. Federal Tax ID number
- B. Include the following descriptive information:
 - 1. State the nature and scope of the business
 - 2. Brief history of the business
 - 3. Length of time the company been licensed to do business
 - 4. Size of the organization
 - 5. A brief organizational chart showing the positions that will be involved with this project; detailed information of the background, certification, experience of these key personnel
- C. State the business philosophy and mission statement
- D. Briefly describe the three most similar contracts, preferably K-12 educational or other governmental agencies, or related engagements that proposer is currently engaged in or has completed within the past two years. Provide for each reference the customer name, contact name, title, telephone number and contract dates.

Describe other qualifications that may be used to assess proposer's capabilities. Please note the District recognizes the information requested may not apply in full to the services in this RFP, but the highest point levels will be awarded to those proposals where the respondent has clearly described additional reasons the District may consider in establishing an enhanced and more productive business partnership.

A. Financial Stability

The proposer will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm. The proposal should include the two most recent audited financial statements and any other information deemed useful.

B. Business Litigation

The proposer will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the status and/or disposition.

C. Conflicts of Interest

Address the potential, if any, for conflict of interest.

D. Exceptions to the RFP

Note any exceptions to the requirements and conditions in this RFP where applicable. If exceptions are not noted, the District assumes that the Proponent's proposals meet stated requirement and any discovered deviation will result in disqualification of the proposal.

E. Proposed Solutions

The evaluation process will award the highest point levels to responses that most definitively and completely describe the aspects of the proposed service delivery.

Include your responses to the following in your proposal:

- Describe your bank's data processing capability. Include pertinent information such as location, processing schedules, contingency/disaster plans, and ability to provide monthly statements and reports as specified in this RFP. Refer specifically to ACH direct deposit payroll processing schedules.
- Estimate the number of your local home office or local branch office customers using ACH direct deposit for payroll processing. Estimate the monthly volumes of the two largest of these accounts. Give references to these accounts.
- Can your bank provide integrated payables disbursement service that will allow BCSD to initiate ACH, check and/or wire transfer payments to pay its accounts payable items? If so, give a brief summary of the process to include file preparation and delivery requirements, payment initiation, vendor notification, bank reporting and funding notification, and basic commercial pricing for these services.
- Describe your bank's Controlled Disbursement process. Include items such as physical location of bank accounts, notification of daily presentments, and backup procedures for notification should problems occur.
- Describe your bank's ability to provide investment advisory services to BCSD.
- What is the basis for determining your bank's "market investment rate" that will be paid on BCSD accounts? Assuming an average collected balance of \$3,000,000.00 for all accounts, calculate monthly earnings on BCSD's accounts using December's rate. Include the bank's reserve requirements in the calculation.
- Describe your bank's method of calculating fees (if any) for safekeeping services.

- Will your bank be willing to honor, at all locations, any check drawn on BCSD's Payroll, Accounts Payable and any other accounts, assuming payee presents proper identification?
- Will your bank be willing to allow daylight overdrafts at no charge to BCSD? If so, what is the maximum amount allowed?
- What is the bank's policy regarding the cutoff time for entering deposits in a particular day's business? Is there a different cut off if a Remote Electronic Deposit (RED) is used for depositing checks?
- Will your bank be willing to add additional accounts as necessary at the per unit prices quoted in this proposal?
- Can the bank establish automated ACH transfers from BCSD accounts in outside banks to BCSD accounts in your bank?
- What is the bank's reserve requirement?
- Describe how much your financial institution will collateralize monies BCSD has on deposit.
- How would your financial institution credit deposits made to our account drawn on other local banks? Is there a float period? If so, detail how your banking software will inform us of this.
- Describe how interest will be calculated on any Trust Funds.
- Describe your bank's solution for remote electronic deposit (RED) of checks. Include a discussion of the process and any fees associated such as a per transaction fee, hardware and/or software cost.
- List any and all services or benefits you are willing to provide to the school district or its employees at no cost, or significantly reduced cost, as part of your proposal.
- List any terms or conditions of the Request for Proposal to which your bank will not agree. Explain in detail.
- List Conversion Plan and Timeline.

F. Financial Proposal

Complete the Financial Proposal Form. Complete the tables and provide additional supporting information as required to clarify pricing.

G. Proposal Certification Form

Indicate a willingness to enter into an agreement by signing the Proposal Certification Form. Failure to sign this form will result in disqualification.

END OF SECTION III

Appendix I
PROPOSAL CERTIFICATION/OFFEROR AFFIRMATION FORM:

Company Name: _____

RFP Name: _____

RFP Number: _____

After careful examination of the solicitation document in its entirety, _____ and any addendum(s) issued, the undersigned proposes to satisfy all requirements in accordance with said documents.

For Consideration of this proposal, the undersigned hereby affirms that:

1. He/She is a duly authorized official of the proposer.
2. NO changes were made to the original RFQ document,
3. The proposal is being submitted on behalf of the proposer in accordance with any terms and conditions set forth in this document.
4. The proposer will accept any awards made to it as a result of the proposal submitted here in for a minimum of one hundred and twenty (120) days following the date of submission.
5. The proposer will accept the terms and conditions set forth in the contract template attached here to.

If notified in writing by mail or delivery of the acceptance of the award, the undersigned agrees to furnish and deliver to the assigned procurement professional within five (5) days of the request, a certification of insurance indicating the coverage specified within this solicitation.

A contract shall be established which will set forth the terms of this agreement. The contract shall be interpreted, constructed, and give effect in all respects according to the laws of the State of Georgia.

Nondiscrimination in Employment: We, the supplier of goods, materials, equipment and services covered by this bid or contract, have not discriminated in the employment, in any way, against any person or person, or refused to continue the employment of any person or persons on account of their race, color, sex, religion, national origin, marital status, sexual orientation, age, or disability.

Respectfully Submitted,

Company Name

Authorized Official Name

Signature

Title:

Date:

E-mail Address:

The legal name of the bidder is:

PLEASE PRINT OR TYPE RESPONSE

**Appendix II
 FINANCIAL PROPOSAL FORM
 Service Description and Estimated Volume
 June 2018 – October 2019
 16 MONTH PERIOD**

Demand Deposit Services

Negative Collected Charge	7
Account Maintenance - Monthly	11
Check Research Copy	0
Stop Payments - Manual	0
Deposits Credited	682
Electronic Credits Posted	70
Items Deposited	745
Items Paid Not Enclosed	1,672
Items Paid Enclosed	2
Electronic Debits Posted	79
Other Miscellaneous Debits	0
Checks Paid Rejects 3 Months +	6

Zero Balance Services

ZBA Master Accounts	1
ZBA Sub Account	4

Online Check Deposit Services

Online Deposits Credited	13
Online Check Deposit - Monthly	1
Online Deposited Items - Early	459

Returned Check Services

Deposited Items Returned	8
Return Items - Faxed Copies	8

Branch/Night Deposit Services

Branch Cash-Night Bag/ATM Dep	9
Branch Cash OTC Deposit/\$1000	203
Branch Cash Order	1
Branch Curr Ord/Strap	1
Branch Curr Ord/Partial Strap	2
Branch Coin Order/Roll	7

ARP Services

Full Recon - Base Fee	8
Full Recon - Item Charge	1,635
Positive Pay - Base Fee	8
Positive Pay Mismatch Item	60
ARP POS Pay Returned Item	1
Deposit Recon - Base Fee	2
Deposit Recon - Item Charge	703
ARP Auto D/T to Bank/Tran	62
ARP Auto D/T to Bank/RCRD	1,827
ARP Auto D/T to Client/Tran	21
ARP Auto D/T to Client/RCRD	1,881
Basic Positive Pay - Base	1
Payee Name Verification Item	1,663

Image Delivery Services

CD-ROM Premium CD	
-------------------	--

	7
CD-ROM Images Per Item	2,322
IDS Recreate	0
 <u>ACH Services</u>	
ACH Monthly Maintenance	1
ACH File Transmissions, Self	7
Consumer PPD Debits Originated	1
Consumer PPD Credits Originated	5,879
ACH Deletions Batch or File	0
ACH Deletions - Item	1
ACH Reversals - Item	1
ACH Exception Processing	0
ACH Return Item	6
ACH NOC Item	1
 <u>ACH Fraud Control</u>	
ACH Fraud Control Monthly Maintenance	11
ACH Filter Setup/Chg By Client	1
 <u>Wire Transfer Services</u>	
Wire Transfer Monthly Maintenance	11
TM Domestic Non-Rep Wire	11
Internal Wire Transfer Credit	0
W/T Incoming	1
TM Internal Non-Rep Wire	1
 <u>Treasury Manager</u>	
OTM/OLC Maintenance Fee	1
OTM/OLC Prior Day Serv/Month	1
OTM/OLC Prior Day/Acct	11

OTM/OLC Prior Day/Detail Item	2,715
OTM/OLC Current Day Serv/Month	1
OTM/OLC Current Day/Acct	11
OTM/OLC Current Day/Item Detail	172
OTM/OLC Special Rpt mnth Main	1
OTM/OLC Return Item/Report	4
Stop Service/Per Month	1
Stop Payment/Per Stop	7
Acct Transfer/Per Transfer	14
Wire Service/Per Month	1
Image Item Retrieval/Per Image	154

Online Courier

OLC Wire Transfer Email Advice	13
OLC ACH Returns Report	4
OLC DDA Statement	11

**Appendix III -Summary Cost Sheet
Bid Tabulation Form**

Bibb County School District requests proposals with competitive price quotations for the following services in conjunction of the all other services being requested within the RFP

1. Employee Payroll Card Services _____(Total Annual Cost)

Proposer must provide a Complete Fee Schedule to implement and operate the Employee Payroll Card Program. Proposer must list any and all fees to the Client/Employer (BCSD) and fees to the Customer (Employee/Payroll Card User), to include but not be limited to:

- Training
- Cost to BCSD
- Cost to Card Holders
- ATM Withdrawal
- ATM Balance Inquiries
- International ATM Withdrawal
- Transaction Denial
- POS Signature Transactions
- POS PIN Transactions
- Account Inactivity
- Card Replacement
- ACH Debits for Bill Payments
- Live Customer Service Inquiry
- Duplicate Statement

2. Accounts Payable Automated Vendor Invoice Payment Systems

Proposer must provide a Complete Fee Schedule to implement and operate the Accounts Payable automated vendor invoice payment systems. Proposer must list any and all fees to include but not be limited to:

- Implementation
- Training
- User/Software Licenses
- Transaction Fee(s) for credit card vendor payments with rebates, ACH vendor payments, etc.
- Rebates for credit card vendor payments with rebates, ACH vendor payments, etc.
- Itemized list of any and all transactions and fee for each transaction

**BID TABULATION FORM
 Appendix III Continued
 COMPLETE YOUR FEE FOR EACH CHARGE**

<u>Demand Deposit Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	Negative Collected Charge		
	Account Maintenance - Monthly		
	Check Research Copy		
	Stop Payments - Manual		
	Deposits Credited		
	Electronic Credits Posted		
	Items Deposited		
	Items Paid Not Enclosed		
	Items Paid Enclosed		
	Electronic Debits Posted		
	Other Miscellaneous Debits		
	Checks Paid Rejects 3 Mths +		
<u>Zero Balance Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	ZBA Master Accounts		
	ZBA Sub Account		
<u>Online Check Deposit Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	Online Deposits Credited		
	Online Check Deposit - Monthly		
	Online Deposited Items - Early		
<u>Returned Check Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	Deposited Items Returned		
	Return Items - Faxed Copies		
<u>Other Fees Not Listed</u>			

<u>Branch/Night Deposit Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	Branch Cash-Night Bag/ATM Dep		
	Branch Cash OTC Deposit/\$1000		
	Branch Cash Order		
	Branch Curr Ord/Strap		
	Branch Curr Ord/Partial Strap		
	Branch Coin Order/Roll		
<u>ARP Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	Full Recon - Base Fee		
	Full Recon - Item Charge		
	Positive Pay - Base Fee		
	Positive Pay Mismatch Item		
	ARP POS Pay Returned Item		
	Deposit Recon - Base Fee		
	Deposit Recon - Item Charge		
	ARP Auto D/T to Bank/Tran		
	ARP Auto D/T to Bank/RCRD		
	ARP Auto D/T to Client/Tran		
	ARP Auto D/T to Client/RCRD		
	Basic Positive Pay - Base		
	Payee Name Verification Item		
<u>Image Delivery Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	CD-ROM Premium CD		
	CD-ROM Images Per Item		
	IDS Recreate		
<u>ACH Services</u>		Charge Per Service	Monthly Fee Per Item, Billing

			Statement
	ACH Monthly Maintenance		
	ACH File Transmissions, Self		
	Consumer PPD Debits Originated		
	Consumer PPD Credits Originated		
	ACH Deletions Batch or File		
	ACH Deletions - Item		
	ACH Reversals - Item		
	ACH Exception Processing		
	ACH Return Item		
	ACH NOC Item		
<u>ACH Fraud Control</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	ACH Fraud Control Monthly Maintenance		
	ACH Filter Setup/Chg By Client		
<u>Wire Transfer Services</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	Wire Transfer Monthly Maintenance		
	TM Domestic Non-Rep Wire		
	Internal Wire Transfer Credit		
	W/T Incoming		
	TM Internal Non-Rep Wire		
<u>Treasury Manager</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	OTM/OLC Maintenance Fee		
	OTM/OLC Prior Day Serv/Month		
	OTM/OLC Prior Day/Acct		
	OTM/OLC Prior Day/Detail Item		
	OTM/OLC Current Day Serv/Month		

	OTM/OLC Current Day/Acct		
	OTM/OLC Current Day/Item Detail		
	OTM/OLC Special Rpt month Main		
	OTM/OLC Return Item/Report		
	Stop Service/Per Month		
	Stop Payment/Per Stop		
	Acct Transfer/Per Transfer		
	Wire Service/Per Month		
	Image Item Retrieval/Per Image		
<u>Online Courier</u>		Charge Per Service	Monthly Fee Per Item, Billing Statement
	OLC Wire Transfer Email Advice		
	OLC ACH Returns Report		
	OLC DDA Statement		
Total Monthly Fee For Employee payroll card program		Annual Fee	
Total Monthly Fee For Accounts Payable automated vendor invoice payment systems.		Annual Fee	

**Appendix IV
 CERTIFICATE OF NON-COLLUSION**

By responding to this solicitation, the supplier understands and agrees to the following:
 That the submitted response constitutes an offer, which when accepted in writing by the State Entity, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the State Entity; and
 That the supplier has read the specifications and requirements shown or referenced in the solicitation and that the supplier's response is made in accordance with the provisions of such specifications and requirements except as expressly stated otherwise in the supplier's response; and
 That the supplier guarantees and certifies that all items included in the supplier's response meet or exceed any and all such stated specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
 That, if awarded a contract, the supplier will deliver goods and/or services that meet or exceed the specifications and requirements of the solicitation except as expressly stated otherwise in the supplier's response; and
 That the response submitted by the supplier shall be valid and held open for a period of **one hundred and twenty (120) days (or such other time period as identified in the solicitation)** from the final solicitation closing date and that the response may be held open for an additional period of time subject to the supplier's consent; and
 That the supplier's response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. The supplier understands and agrees that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards; and
 That the provisions of the Official Code of Georgia Annotated, Sections 45-10-20 et seq. have not been violated and will not be violated in any respect.

DO NOT MODIFY THE BID/PROPOSAL CERTIFICATION TERMS IN ANY WAY. THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH YOUR RESPONSE.

Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)	
Authorized Signature:	
Printed Name and Title of Person Signing:	
Date:	
Company Address:	
FAX Number:	
Email Address:	
*This table must be completed in its entirety by the supplier.	

Appendix V

**Bibb County Public School (SERVICES ONLY)
Contractor Affidavit of Compliance under O.C.G.A. § 13-10-91(b) (I)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bibb County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Bibb County School

Name of Public Entity

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____

in _____(city), _____(state).

Signature of Authorized Officer or Agent

Printed Name and Title of authorized Officer or Agent

Subscribed and Sworn Before Me
On This the _____ Day Of _____, 20____.

Notary Public

My Commission Expires: _____