

NOTICE TO BIDDERS

The City of Camdenton is accepting **sealed bid proposals** for its entire Banking Services. Bid specifications are available at City Hall, 437 W US Highway 54, Camdenton, MO or online at www.camdentoncity.com. All proposals are due by Tuesday, August 27, 2019 at 2:00 PM. The City reserves the right to reject any and all bids and to waive any irregularities.

**STANDARD INSTRUCTIONS TO PROPOSERS
AND CONDITIONS OF REQUEST FOR PROPOSAL**

1. PREPARATION OF PROPOSALS

- A. Proposers are expected to examine the scope of services, delivery schedule, requirements and all instructions of the Request for Proposal. Failure to do so will be at Proposer's risk. In case of a mistake in extension, the unit price(s) will govern.
- B. Unless otherwise indicated prices quoted shall be firm for acceptance for one hundred twenty (120) days from proposal opening and for the specified contract period.
- C. The City of Camdenton does not pay federal excise and sales tax on direct purchases of tangible personal property. Exemption number: 12487341

2. SUBMISSION OF PROPOSALS

- A. A proposal submitted by a Proposer must (1) be manually signed by the Proposer on the Pricing Page of the Request For Proposal; (2) contain all information required by the Request For Proposal; (3) be priced as required; (4) be sealed in an envelope or container; and (5) be delivered to the City Clerk, 437 West US Highway 54, Camdenton, MO 65020 and officially clocked in no later than the exact time and date specified on the Request for Proposal.
- B. The sealed envelope or container containing a proposal should be clearly marked on the outside with "BANKING BID PROPOSAL".
- C. Do not submit proposals in response to other solicitations in the same sealed envelope. If more than one proposal is submitted in the same container, your proposal may be rejected as non-responsive.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- A. Proposals may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. A proposal may also be withdrawn or modified in person by the Proposer or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.
- B. After the official closing date and time, no proposal may be modified or withdrawn.
- C. The proposal is firm for acceptance for one hundred twenty (120) days after proposal opening.

4. PROPOSAL OPENING

- A. Proposal openings shall be public on the date and at the time specified in the Notice to Bidders. It is the Proposer's responsibility to assure that this proposal is

delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered will not be considered. Offers by email, telephone, or facsimile will not be accepted, unless specifically authorized by the Request for Proposal. Proposal files may be examined during normal working hours by appointment.

5. AWARDS

- A. Unless otherwise stated in the Request for Proposal, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices, if part of the proposal. However, such discounts are encouraged to motivate prompt payment.
- B. As the best interest of the City may require, the right is reserved to make awards; to reject any and all proposals, modify the proposal, or waive any minor irregularity of technicality in proposals received.
- C. Awards will be made to the Proposer whose proposal (1) meets the specifications and all other requirements of the Request for Proposal and (2) is the best proposal, considering price, responsibility of the Proposer and all other relevant factors in the criteria for award, per the Camdenon Purchasing Policy.
- D. Each proposal is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies or services described therein shall constitute a contract between the Proposer and the City; and shall bind the Proposer to furnish and deliver at the price, and in accordance with the conditions of said accepted proposal and detailed specifications.

6. OPEN COMPETITION

It is the intent and purpose of the City of Camdenon that the Request for Proposal permits free and open competition. However, it shall be the Proposer's responsibility to advise the City Clerk if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a proposal. The notification should be received by the City Clerk at least ten days prior to the Request for Proposal closing date and time. The Proposer may submit a notification after the proposal closing provided sufficient time is permitted for a thorough review by the City Investment Committee and its decision will be final.

PROPOSAL REQUIREMENTS

- 1. **PROPOSAL TERMS AND CONDITIONS:** The following terms and conditions apply to submitting proposals in response to this Request for Proposal:
 - 1.1 **Incurred Expenses:** The City is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this Request for Proposals.

- 12 **Interviews:** The City reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 13 **Request for Additional Information:** The proposer shall furnish such additional information as the City of Camden may reasonably require. This includes information which indicates financial resources as well as ability to provide and maintain the system and/or services. The City reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.
- 14 **Acceptance/Rejection/Modification to Proposals:** The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.
- 15 **Proposals Binding:** All proposals submitted shall be binding for one hundred twenty (120) calendar days following the opening.
- 16 **Proprietary Information:** In accordance with Public Records Law, and except as may be provided by other applicable State and Federal law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All proposals received from proposers in response to this Request for Proposal will become the property of the City of Camden and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the City.

- 17 **Proposer's Certification:** By submitting a proposal, the proposer certifies that he/she has fully read and understands the proposal method and has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the City has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to City of Camden employees or their family members.
- 18 **Information required to be submitted by Offeror:** Each Offeror shall submit the information outlined in the Scope of Work for its proposal to be adequately evaluated and considered.
- 19 **Non-exclusive contract:** The agreement resulting from this RFP shall be a non-exclusive contract, and the City reserves the right to purchase same or like services from other sources the City deems necessary and appropriate.
- 1.10 **Exceptions:** If the Offeror desires to take exception to any terms, conditions and requirements of the RFP, the Offeror must clearly state those exceptions on the Affidavit of Compliance. Exceptions taken by the Offeror may be considered in

the evaluation of proposals.

- 1.11 **Late proposals:** Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals. The City of Camden is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a proposal can be considered. All proposals will be received at the time and place specified and made available for public inspection when an award decision is made.
- 1.12 **Completeness:** All information required by the Request for Proposal must be supplied to constitute a legitimate proposal. The City of Camden reserves the right to use any and all information presented in any response to the Request for Proposal. Acceptance or rejection of the RFP does not affect this right.

SCOPE OF WORK

1. Purpose: The City of Camdenon invites proposals for banking, safekeeping, and investment services from financial institutions who wish to serve as depository for the funds of the City in accordance with the requirements of all applicable federal and state statutes and the following specifications.
2. General Requirements: The services will be performed in accordance with the following:

2.1 Accounts (as of this date)

- **Interest Bearing Accounts**

- General Fund Account (Sweep Account)

- **Non-Interest Bearing Accounts**

- Court Bonds Account
- Cemetery Account
- Economic Development Account

Automatic deposits and withdrawals are processed through the General Fund Account. Approximately 300-350 accounts payable checks are written monthly and 200-250 payroll direct deposits are issued.

2.2 Repurchase Agreement

The City would like to utilize a “Repurchase Agreement” system for the short-term investment of various funds providing the amount of interest earned each month as described below:

- (1) The bank will “automatically” handle the overnight and weekend investment of the city’s excess cash through the use of “Repurchase Agreements”, as outlined in section (2) through (7).
- (2) All cash in the investment account will be invested daily in securities (defined as acceptable for pledging purposes under state law, including, but not limited to, Chapter 110 RSMo, Section 30.270 RSMo, and Section 95.355 RSMo) under an agreement with the financial institution to repurchase these securities from the City at a specified future date (generally one to three days). The interest rate to be paid on these repurchase agreements is to be specified by the bank per this RFP.
- (3) All hard-earned interest on Repurchase Agreements will be automatically credited to the account monthly.
- (4) A “Repurchase Agreement” (Sweep Account) form will be issued and delivered to the city reflecting daily repurchase agreement activity for the entire statement cycle. At a minimum, the report must show the following:

- securities will be priced to market daily
- the description of the securities purchased, including amount, interest rate, maturity, etc.
- the maturity date of the Repurchase Agreement (defined as the next banking day)
- the settlement date for the purchase
- the principal amount of city funds invested from each bank account, and the total investment amount
- safekeeping receipt information
- the city's name and address as buyers of the securities
- the Repurchase Agreement will evidence the purchase from the city and financial institution have agreed to the repurchase account including interest rate stated

(6) On the maturity date of the Agreement, the bank must repurchase the securities from the city for the amount originally invested by the city, plus interest earned for the period. Original investment amount must be credited to the account from which it originated, and interest must be credited to the same investment account.

Repurchase agreements must have segregated collateralization at a rate of 100%. Proposals should indicate the methodology for segregating said collateral.

2.3 Legal Requirements

All City funds that are deposited must be collateralized pursuant to Missouri Statute. The financial institution chosen by the City must be a member of the Federal Deposit Insurance Corporation (FDIC) and shall provide adequate collateral over the FDIC insurance limit, in the form of U.S. Treasuries and Agency Securities at a minimum of 102% of assets. All transactions between the City and its depository must be conducted in accordance with all applicable Federal, State and Local laws including, but not limited to, Chapter 110 RSMo, Section 30.270 RSMo, and Section 95.355 RSMo. and evidenced in writing a minimum of once a month.

Any breach of such statutory regulation will be grounds for immediate termination of the depository agreement.

2.4 Basic Services

The banking proposal should address/offer at a minimum the following:

- A. Money market/checking/savings accounts at a fixed or variable rate of interest
- B. Deposit slips
- C. Coin wrappers
- D. Designated bank officer for City business
- E. Monthly statements with canceled check copies/facsimiles listed in numerical order with online access and the capability of being downloaded

- F. Daily/Weekly/or Monthly reporting of all checks cleared against the accounts with online access and the capability of being downloaded
- G. Forms or online access appropriate for transferal of funds between accounts
- H. Stop payment orders
- I. Wire transfer of funds
- J. Overdrafts
- K. Direct deposit services
- L. Automatic Bank drafting services
- M. Credit card receipt processing
- N. Safe deposit boxes—Qty and Size
- O. Online banking capability
- P. Positive Pay capability
- Q. Purchase Card capability
- R. Fees – e.g. returns of deposited checks and bank drafts, wires, transfers, etc.
- S. Responsiveness – e.g., resolution of ABD / EFT issues (deposits into and payments from accounts), ability to effectively wire / transfer funds late in the business day, provide transactional information, general problem resolution, etc.
- T. Night depository services and include locked bank bags marked City of Camden.
- U. A quarterly report of collateral pledged and its market value at that time shall be furnished to the City within thirty (30) days of the close of the quarter.
- V. Availability of Funds—the City desires that deposits that get to the bank at or before 5:00 p.m. Central Standard Time will be credited on that day's business. Any cash or checks drawn on the Bank, which are deposited into the City's account prior to 5:00 p.m. Central Standard Time must show up as collected funds on that same day. If a situation occurs where the bank fails to give the City same day credit, the City expects to be compensated at a rate equal to that which the funds would have earned in the account.
- W. Coin Counting Services—The City desires that the financial institution accept coin deposits in bulk and count loose coins and credit them to the City's account.

- X. Account Reconciliation—It is preferred that cancelled checks be available online for download for storage and retrieval, however, if this is not available, checks shall be sorted by the bank in numerical order and returned to the City. Reporting shall be provided, listing all cleared items.
- Z. Imaging—The City would like to request information on the Financial Institution's current capabilities regarding imaging of paid items. Any additional information that the entity wishes to share regarding imaging capabilities and opportunities may be included in the proposal.
- AA. Optional Services—the City and the financial institution may agree to add services not covered above (as those services become available and are desired by the City), based upon a price to be negotiated between the two entities at the time of the addition of the service
- BB. Other Services—there may be other banking services; which the financial institution wishes to bring to the City's attention. These may be listed on a separate sheet with the fee, if any, for such services.

3. Qualifications of Proposers

The competence, responsiveness, and responsibility of proposers in addition to cost to the City will be considered in making the award. Proposers are requested to submit with their proposal, data regarding their qualifications as a service provider including experience, and list of current companies successfully being serviced that are comparable to this request; include names and telephone numbers of persons to contact.

4. Contract Renewal

The original contract period shall be three years, as stated in the Request for Proposal (RFP). The contract shall not bind, nor purport to bind, the City for any contractual commitment in excess of the original contract period. The City shall have the right, at its sole option, to renew the contract for three (3) additional three-year periods, or part thereof. In the event the contract is renewed, all terms, conditions, and provisions of the original contract shall remain the same and apply during the renewal period.

5. Termination of Contract.

A. Termination for Breach. Failure of the Service Provider to fulfill Service Provider's obligations under this contract in a timely and satisfactory manner in accordance with the schedule and description of work set forth in the Scope of Work shall constitute a breach of the contract, and the City shall thereupon have the right to immediately terminate the contract. The City shall give written notice of termination to the Service Provider by one of three different means: Facsimile Transmission ("FAX") if Service Provider has a FAX number; U.S. Postal Service Mails; or by hand delivering a copy of the same to the Service Provider; or may give notice by any combination of the above methods. The date of termination shall be the date upon which notice of termination is hand delivered to Service Provider or given by FAX, or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, all finished or unfinished documents, data, studies, reports or other materials prepared by the Service Provider under this contract shall at the option of the City become its property, and the Service Provider

shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials; provided, that the Service Provider shall not be relieved of liability to the City for damages sustained by the City by virtue of any such breach of the contract by the Service Provider.

6. City of Camden' Financial Information

Average Monthly Balance on Accounts (Last 6 months 1/1/19-6/30/19):

| | |
|-------------------------------------|--------------|
| • Repurchase Account | \$11,572,000 |
| • General Fund Account | \$ 528,400 |
| • Court Bond Account | \$ 3,535 |
| • Cemetery Fund Account | \$ 1,500 |
| • Economic Development Fund Account | \$ 2,115 |

BANKING SERVICE (Consolidated Analysis)

| General Account Services | <u>ESTIMATED NUMBER PER MONTH</u> |
|-------------------------------|---------------------------------------|
| Account Maintenance..... | 4-6 Accounts |
| FDIC Maintenance..... | 400,000 to 1,400,000 |
| Checks/Debits Posted..... | 550-850 |
| Deposits/Credits Posted..... | 150-200 Depository Services |
| | |
| Checks Deposited..... | 3,400-4,000 |
| Encoding Fee..... | 3,400-4,000 |
| Deposit Correction..... | 1-2 |
| Cash Deposits..... | 31,000-50,000 |
| Returned Deposited Items..... | 5-25 |
| Stop Payments..... | RARE |
| | |
| ACH Services | |
| ACH Debits Received..... | 10-21 |
| ACH Credits Received..... | 25-78 |
| ACH Return..... | 1-2 |
| ACH Files Originated..... | 10 |
| ACH Items Originated..... | 120-200 |
| Incoming Wire Transfer..... | 0-5 |
| Outgoing Wire Transfer..... | 0-5 |
| | |
| Reconciliation Services | |
| Check Sort..... | 450-700 |
| Check Sort Maintenance..... | 4 Checking Accts |
| | |
| Payroll Fees | |
| Direct Deposit employees..... | 45-60 Weekly Direct |
| Deposit Files..... | 4-5/month |
| Federal Tax Deposit..... | 4-5/month |
| State W/H Tax Deposit..... | 1/month |

Estimated Cash Deposited each month in 2019 in the General Fund Account:

| | |
|----------|----------|
| January | \$31,687 |
| February | \$13,203 |
| March | \$13,378 |
| April | \$15,760 |
| May | \$21,086 |
| June | \$31,687 |

7. Financial Data & Other Information

In order to establish the financial strength of the depository institution, the following information is required when submitting your proposal.

- Most recent published financial statement for bidding banking institution.
- List of references in the governmental or public sector.
- Schedule for lobby and drive-up hours including bank holidays.
- Schedule of Repurchase Agreement interest rates each business day for the month of June 2019.
- A statement describing the services the bank can be provided to assist the City in public funds cash management, including the investment of timed deposits and a schedule of rates for investments for 3 month, 6 month, 1 year, 2 year, and 3 year terms.
- List of the location(s) of your bank's branches that could provide immediate service to the City of Camden.

PRICING PAGE

The proposer must provide pricing information as specified below to provide Banking Services in accordance with the terms and conditions of this Request for Proposal. **This form must be submitted with pricing to be considered.**

- 0. Fixed or variable rate of interest _____%
- 1. Type of account offered
General Checking Account _____
Court Bond Account _____
Cemetery Fund Account _____
Economic Development Fund Account _____

GENERAL ACCOUNT SERVICES

- 2. Account Maintenance - Commercial Account Type \$ _____ per acct.
- 3. Account Maintenance – Business Account Type \$ _____ per acct.
- 4. Account Maintenance – Zero Balance Account \$ _____ per acct.
- 5. Additional Statements \$ _____ per stmt
- 6. Customer Statement Schedule (additional) \$ _____ per stmt
- 7. Hold Statements \$ _____ per stmt
- 8. Audit Confirmations \$ _____ per conf
- 9. FDIC Insurance \$ _____
- 10. Ledger Overdrafts \$ _____ per day
- 11. Ledger Overdrafts (non-sufficient funds) \$ _____ per occ
- 12. Negative Collected Balance \$ _____

DEPOSIT SERVICES

- 13. Credit Transactions Deposits – Commercial Account \$ _____ per dep.
- 14. Credit Transactions Deposits – Business Account \$ _____ per dep.
- 15. Checks Deposited – Encoded \$ _____ per item
- 16. Checks Deposited – Unencoded \$ _____ per item
- 17. All Deposited Items – Commercial Account Type \$ _____ per item
- 18. All Deposited Items – Business Account Type \$ _____ per item
- 19. Deposit Correction \$ _____ per Item
- 20. Cash Deposit Processing \$ _____ per \$100
- 21. Return Item Reclears \$ _____ per item
- 22. Return Item Charge-Backs \$ _____ per item
- 23. Return Item Telephone Notification \$ _____ per item
- 24. Return Item Faxes \$ _____ per item

DISBURSEMENT SERVICES

- 25. Controlled Disbursement \$ _____ per acct.
- 26. Commercial Account
1 – 5,000 \$ _____ per ck pd
5,001 – 20,000 \$ _____ per ck pd
Over 20,000 \$ _____ per ck pd
- 27. Business Account Type
1-125 \$ _____ per ck pd
Over 125 \$ _____ per ck pd
- 28. Stop Payments – Manual \$ _____ per stop
- 29. Stop Payments – Automated \$ _____ per stop
- 30. Controlled Disbursements Total – Email Notification
Monthly Maintenance \$ _____ per acct.
Per Email User Fee \$ _____ per user

ACH & ELECTRONIC BANKING SERVICES

| | | |
|------|--|------------------|
| 031. | Connections or On-Line ACH Origination | |
| | Monthly Maintenance | \$_____per acct. |
| | Transmission Fee | \$_____per tran. |
| | Per ACH Item | \$_____per item |
| | Book Transfer (per account per transfer) | \$_____per acct. |
| 032. | ACH Filter Service | \$_____per acct. |
| 033. | ACH Transmission (mainframe) | \$_____per trans |
| 034. | ACH Return Items | \$_____per item |
| 035. | ACH Automatic Re-clears | \$_____per item |
| 036. | ACH Return Item Manual Notification | \$_____per item |
| 037. | ACH Full Debit Block | \$_____per acct. |
| 038. | ACH Deletions/Reversals | \$_____per item |
| 039. | ACH On-Line Electronic Payment Authorization | \$_____per ID |

WIRE TRANSFER SERVICES

| | | |
|------|--|-----------------|
| 40. | Incoming Wires | \$_____per wire |
| 41. | PC Based Wire | |
| | Book Internal Transfer Repetitive | \$_____per wire |
| | Book Internal Transfer Non-Repetitive | \$_____per wire |
| | Outgoing Repetitive | \$_____per wire |
| | Outgoing Non-Repetitive | \$_____per wire |
| 42. | Telephone Wires (direct to wire operations) | |
| | Outgoing Repetitive | \$_____per wire |
| | Outgoing Non-Repetitive | \$_____per wire |
| | Book Internal Transfer Repetitive | \$_____per wire |
| | Book Internal Transfer Non-Repetitive | \$_____per wire |
| 043. | Branch Originated/Manual Wire Repetitive | \$_____per wire |
| 044. | Branch Originated/Manual Wire Non-Repetitive | \$_____per wire |
| 045. | Phone/Fax Advice | \$_____per adv. |
| 046. | Paper Advice | \$_____per adv. |
| 047. | Email or Text Advice | \$_____per adv. |

INFORMATION REPORTING SERVICES – ON-LINE CONNECTIONS

| | | |
|------|-----------------------------------|------------------|
| 048. | Base Charge | \$_____per acct. |
| 049. | Previous Day Balance Reporting | \$_____per acct. |
| 050. | Transaction Detail | \$_____per item |
| 051. | Current Day | \$_____per acct. |
| 052. | Cash Concentration (per location) | \$_____ |
| 053. | DDA Statements | \$_____per acct. |

REMOTE DEPOSIT SERVICES

| | | |
|------|----------------------------|------------------|
| 054. | Monthly Maintenance | \$_____per cust. |
| 055. | Additional Locations | \$_____per loc. |
| 056. | Per Item Deposited | \$_____per item |
| 057. | Remittance/Coupon Scanning | \$_____per item |

WHOLESALE LOCKBOX SERVICES

- 058. Monthly Minimum \$_____per box
- 059. Monthly Maintenance \$_____per box
- 060. Additional Boxes (Minimum & Maintenance) \$_____per box
- 061. Per Item \$_____per item
- 062. Photocopy (paper) \$_____per copy
- 063. Imaged Items (applies to all items processed) \$_____per image
- 064. Unprocessable Item \$_____per item
- 065. Encoding \$_____per item
- 066. Rough Sorting \$_____per item
- 067. Additional Payee Verification \$_____per item
- 068. Data Capture Monthly Minimum \$_____per box
- 069. Data Capture Per Character \$_____per char.
- 070. Data Transmission Maintenance \$_____per box
- 071. Lockbox Module \$_____1st Box
- 072. Lockbox Module (Additional) \$_____

RETAIL LOCKBOX SERVICES

- 073. Monthly Maintenance \$_____per box
- 074. Per Item \$_____per item
- 075. Unprocessable Item \$_____per item
- 076. Data Transmission Per Character \$_____per char.
- 077. Data Transmission Maintenance \$_____per box

OTHER COSTS OR INFORMATION

- 086. Deposit slips (box- carbon) \$_____per acct.
- 087. Coin Wrappers YES/NO
- 088. Monthly statements w/ checks listed in order or online access or capability to download YES/NO
- 089. Forms for transferring funds or online access YES/NO
- 090. Wire Transfer Capability YES/NO
- 091. Direct Deposit Services YES/NO
- 092. Automated Bank Drafting Services YES/NO
- 093. Credit Card Receipt Processing YES/NO
- 094. Safe Deposit Box Size _____ YES/NO
- 095. Online Banking Capability YES/NO
- 096. Positive Pay Capability YES/NO

- | | | |
|------|---|--|
| 097. | Night Depository Services Locked Bank Bags – Aquatic (3) Locked Bank Bags – Ball Park (1) | YES/NO \$_____per bag \$_____per bag |
| 098. | Coin Counting Services | YES/NO |
| 099. | Account Reconciliation | YES/NO |
| 100. | Availability of funds--after 5 p.m. Central Standard Time | YES/NO |
| 101. | Quarterly report of collateral pledged & its market value within 30 days of closing | YES/NO |
| 102. | Other services (please list along with associated cost(s)) | |

Designated bank officer Name _____
 Designated bank officer phone _____
 Designated bank officer email _____

The above pricing information is hereby provided in accordance with the terms and conditions of this Request for Bid.

SIGNATURE AND IDENTITY OF BIDDER: The undersigned states that the correct **LEGAL NAME** and ADDRESS of (1) the individual bidder, (2) each partner or joint venture (whether individuals or corporations, and whether doing business under a fictitious name), or (3) the corporation (with the state in which it is incorporated) are shown below; that (if not signing the intention of binding himself to become the responsible and sole contractor) he is the agent of, and duly authorized in writing to sign for the bidder or bidders; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a (check one):

sole individual partnership joint venture corporation, incorporated State of Missouri

Respectfully submitted,

Signed _____ Title _____ Date _____

CONTACT PERSON FOR BID:

Printed Name _____

Email _____ Phone (____) _____

Address _____

