



# COUNTY OF COLE JEFFERSON CITY, MISSOURI

REQUEST FOR BID

## 2019-28: BANKING SERVICES, COLE COUNTY COLLECTOR'S OFFICE

*SUBMISSIONS SHALL BE ACCEPTED UNTIL*

**August 14th at 2:00 p.m. CST**

*AND RECEIVED AT:*

**COLE COUNTY COMMISSION  
311 EAST HIGH STREET, ROOM 200  
JEFFERSON CITY, MO 65101**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Direct Contact Name (Typed/Printed)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Email

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-listed company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of the terms and conditions of this solicitation, all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name (Typed/Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# REQUEST FOR BID

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Sealed bids will be accepted by the Cole County Commission for consideration in provision of the following:

**2019-28      BANKING SERVICES, COLE COUNTY COLLECTOR'S OFFICE**

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 2:00 p.m. on Wednesday, August 14, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at [www.colecountypurchasing.org](http://www.colecountypurchasing.org) or by contacting Jessica Bryant at (573) 634-9168. EOE.

NEWS TRIBUNE: July 17, 24, & 31

Legal Notices  
Cole County Commission  
311 East High Street  
Jefferson City MO 65101

**BANKING SERVICES,  
COLE COUNTY COLLECTOR'S OFFICE**

COMMISSION  
(573) 634-9110

PURCHASING  
(573) 634-9168

**REQUEST FOR BID**

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**1.0 OVERVIEW**

- 1.1 NOTIFICATION.** This document constitutes a request for competitive, sealed offers for banking, payment collection, investment services, data transmission, and tax bill/assessment form printing and mailing services for the Cole County Collector of Revenue. Qualified organizations are invited to prepare an offer in response to the specifications outlined in this document.
- 1.2 CONTRACT.** It is the intent of Cole County to establish a four-year contract commencing September 1, 2019 with an expiration date of August 31, 2023.
- 1.3 QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

**[info@colecountypurchasing.org](mailto:info@colecountypurchasing.org)**

Contact with any other County employee regarding this solicitation is expressly prohibited without prior written consent. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.4 ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County's response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at [www.colecountypurchasing.org](http://www.colecountypurchasing.org). An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County. Interested parties may sign up, on a bid-by-bid basis, to be notified via email of issued addenda by going to the information page of any active bid at [www.colecountypurchasing.org](http://www.colecountypurchasing.org) and submitting a valid email address at the bottom of the page under the "Bid Specifications & Plans" section.

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum/amendment thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

- 1.5 RESPONSE PREPARATION.**
- Responses must be made upon prescribed forms attached to these Specifications;
  - Responses must be submitted in a **sealed box or envelope identified by bid number, bid title, and bid opening date/time**. Only sealed submissions will be considered, all bids otherwise submitted will be rejected as irregular;

- Responses shall be complete and signed by an official authorized to obligate the agency or company submitting the response;
- Submissions shall include **one (1) complete original and two (2) exact duplicates.**

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception.**

- 1.6 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Wednesday, August 14th at 2:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

## 2.0 TERMS AND CONDITIONS

- 2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.
- 2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.
- 2.3 **WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.
- 2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.
- 2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.
- 2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent. Any such exception shall be clearly identified and described in full detail in the respondent's submission. Exceptions will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.
- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to [info@colecounypurchasing.org](mailto:info@colecounypurchasing.org) and received at least five (5) business days prior to the date set for bid opening.

- 2.8 **INTERPRETATION.** If the bidder has any questions which arise concerning the true meaning or intent of the Plans, Specifications or any part thereof, which affect the cost, quality, quantity, or character of the project or service, he shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at [www.colecountypurchasing.org](http://www.colecountypurchasing.org). Failure to have requested an addendum covering any questions affecting the interpretations of the Plans and Specifications shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the Plans and Specifications. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular material or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **BID FORMS.** Bids made on other than the bid form furnished by Cole County will not be considered. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection.
- 2.11 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.12 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County.
- 2.13 **PRICES.** Prices must be stated in units of quantity specified and must be firm.
- 2.14 **FUNDS.** Financial obligations of Cole County payable after the first fiscal year the system is in place are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to Cole County.
- 2.15 **DEFAULT.** In case of default by the bidder or contractor, the County of Cole will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.16 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.17 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.

- 2.18 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.
- 2.19 **APPLICABLE LAW.** In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other governmental authority or agency in providing the product(s) or service(s) specified herein. Any contract resulting from this solicitation is to be interpreted by the laws of Missouri. The parties agree that the proper forum for litigation arising out of the contract resulting from this solicitation is Cole County, Missouri.
- 2.20 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an “as needed, if needed” basis for Cole County in accordance with the provisions and requirements stated herein. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.21 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.22 **INSURANCE REQUIREMENTS.**
- 2.22.1 **COMPREHENSIVE GENERAL LIABILITY INSURANCE.**  
The Vendor/Contractor shall maintain and keep in force of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 2.22.2 **PROFESSIONAL LIABILITY INSURANCE.**  
The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.
- 2.22.3 **WORKER’S COMPENSATION INSURANCE.**  
Per Missouri Revised Statutes Chapter 287: The Vendor/Contractor shall maintain and keep in force of this Contract such worker’s compensation insurance limits as required by the statutes of the State of Missouri and Employer’s Liability with limits no less than \$500,000.00.
- 2.23 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

## 2.24 CONTRACT TERMINATION.

2.24.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract. Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

2.24.2 **TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.
- Complete on schedule such part of the work as will not be terminated.

### 3.0 SCOPE OF WORK

The following outlines the service capabilities desired of prospective banking institutions. Respondents shall indicate their ability (or lack thereof) to fulfill these requirements; any exception must be clearly indicated and described in full detail in the respondent's submission. **Respondents should note that services are divided into three groups of which they may bid services for any or all. The County reserves the right to award service separately by group or to the lowest and best bid overall, whichever the County determines is in its best interest.**

***PLEASE INDICATE ABILITY TO MEET THE FOLLOWING DESIRED SERVICES:***

**YES   NO**

**GROUP ONE.**

**1. General Banking Services *(The Collector maintains five separate checking accounts)***

- |                                                                                                                                         |     |     |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| a. Process deposits, checks written, electronic banking services to include ACH origination capabilities and online statements/reports. | ___ | ___ |
| b. Remote deposit service capabilities to include scanner for scanning and balancing daily batches.                                     | ___ | ___ |
| c. Provide re-presented check entry program (RCK) for collection of returned deposited items processed through the Collector's Office.  | ___ | ___ |
| d. Supply all checks, deposit slips and cash-in/cash-out slips for both general funds and escrow fund accounts.                         | ___ | ___ |

**2. Tax Payment Collection Services**

***Lockbox Processing:***

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|
| a. Process and accept for deposit the tax collection funds collected for payment of Cole County personal and real property taxes on a daily basis. Processing includes the imaging and indexing of all checks and remittance documents from the Collector's office lockbox traffic. Items must be indexed by the County's customer ID # for ease of retrieval online or by CD ROM. The CD ROM viewing software should be provided at no additional charge to the County. | ___ | ___ |
| b. Responsible for daily pickup of mail (Jefferson City Post Office) from approximately 10 November until approximately 10 January. They will process the mail in their lockbox operation which must be physically located in Cole County. Lockbox process and the timeliness of processing is extremely important. Approximate annual volume of payments is 30,000 and occurs during the November-January window as stated above. (See Exhibit A)                       | ___ | ___ |
| c. Deposit funds into the Collector's account and begin the check collection process immediately. Daily, the successful institution shall deliver lockbox receipts, reject items (payments not balanced when received), deposit receipts, and other related items to the Collector's office.                                                                                                                                                                             | ___ | ___ |
| d. Provide daily electronic file of payments to the Collector during the designated lockbox period. File shall be in a format suitable to the County Collector. The County Collector will use this file to post collections to their system. A sample of the current format attached as Exhibit B.                                                                                                                                                                       | ___ | ___ |
| e. All lockbox items received must be processed and deposited the same day.                                                                                                                                                                                                                                                                                                                                                                                              | ___ | ___ |



**3. Investment Services**

- a. The Collector would like the option to invest funds in 28-day certificates of deposit to garner a better interest rate than simple interest. \_\_\_ \_\_\_

**4. Single Point of Contact**

- a. The County prefers one Contractor to provide all services described herein and one single point of contact within the successful bidder’s institution to address contract and customer service questions/issues. \_\_\_ \_\_\_

**GROUP TWO.**

**5. Tax Payment Collection Services- Credit Cards and Online Payments**

***Tax payments accepted over-the-counter:***

- a. Must process credit card/debit card payments (MasterCard, Visa and Discover) \_\_\_ \_\_\_
- b. Must process using Collector’s current terminals \_\_\_ \_\_\_
- c. Convenience fees must be passed on to the tax payer as the County does not have a budget item for this service \_\_\_ \_\_\_
- d. One merchant account identification number preferred for both Online/IVR and over-the-counter merchant card processing \_\_\_ \_\_\_
- e. Prefer financial institution that has its own merchant card processing in-house rather than a third party entity subcontractor \_\_\_ \_\_\_

***Tax payments accepted online and through IVR:***

- a. Must host payment site for Cole County Collector to accept tax payments via the web \_\_\_ \_\_\_
- b. Must host IVR and phone line for acceptance of tax payments by phone \_\_\_ \_\_\_
- c. Ability to accept both current and delinquent taxes \_\_\_ \_\_\_
- d. Must accept payment by credit card/debit card and eCheck \_\_\_ \_\_\_
- e. Must securely share files with Collector’s office daily including accepting a “taxes due” file from the County and providing a “taxes paid” file back to the county on a daily basis \_\_\_ \_\_\_
- f. Must email report totals to Collector’s office on a daily basis \_\_\_ \_\_\_
- g. Provide collection reports as requested \_\_\_ \_\_\_
- h. Provide technical support for both online and IVR payments \_\_\_ \_\_\_

**GROUP THREE.**

**6. Tax Bill and Assessment Form printing/processing/mailing**

- a. Responsible for all phases of receiving an electronic file from the County Collector, and printing/ mailing tax bills and assessment forms/envelopes per County specifications. Estimated volume, which cannot be guaranteed, is 67,000 mailings, 85,000 forms and 67,000 return envelopes. \_\_\_ \_\_\_
- b. Coordinate tax bill design and production to include changes required by the Collector due to legislation or other requirements \_\_\_ \_\_\_
- c. Coordinate tax bill and assessment form mailing and processing including combining real estate, personal property and assessment forms whenever possible \_\_\_ \_\_\_
- d. Verify mailing addresses through use of the NCOA process \_\_\_ \_\_\_

As public funds, the Institution is required to provide collateral to the Collectors account in accordance with Chapter 110 of the Rev. Statutes of Missouri. The monthly account statement shall show the daily balance, market value of specific collateral pledged, daily interest rate, and the weighted average interest rate paid.

The primary consideration is a competitive overnight investment rate, which can be independently verified. The Collector expects to bank his funds and begin the collection process on the deposited items as quickly as possible so that the local taxing jurisdictions receive the greatest benefit on funds collected by the County Collector.

The successful Institution will provide a monthly analysis showing transaction volume cost of service for the account.

The successful Institution will execute a written depository agreement affirming its board of Directors has provided the banking agreement to comply with the investment of public funds.

The account will require paid checks issued by the Collector to be imaged on CD and CD furnished to the Collector with appropriate software.

Except for December, January and February, the account balance is minimal. The highest account balance could reach approximately \$35,000,000 in the first week of January. By mid-January the Collector makes a partial distribution which reduces the balance by approximately two-thirds, with the remainder of the funds being distributed before mid-February.

#### 4.0 SUBMISSION & EVALUATION CRITERIA

4.1 **CONTENT.** To facilitate efficient evaluation, respondents must submit responses in a format that corresponds with the following sections. Submission should be prepared in a thorough but concise manner. **Brevity is appreciated.** In addition to a cover letter and the completed specification pages comprising this invitation, respondents must include the following in their bid response:

4.1.1 **COSTS, BY GROUP.** Respondents should CLEARLY indicate the group(s) for which they are offering a response. Proposals must describe any and all costs to be incurred, as indicated, in providing the services described herein including but not limited to the following:

##### GROUP ONE

- a. Account maintenance
- b. Deposits
- c. Checks processed
- d. Items deposited
- e. Return of deposited items
- f. FDIC insurance
- g. Stop payment processed (manual and online)
- h. Wire transfer out
- i. Positive pay services
- j. Sweep fee
- k. Two signatures required
- l. ACH origination
- m. Online banking system
- n. RCK processing
- o. Lockbox processing (seasonal)
- p. Printing of tax receipts
- q. Mail processing of tax receipts
- r. Checks printed
- s. Deposit slips printed
- t. Daily electronic file
- u. Seasonal courier service

##### GROUP TWO

- v. Tax Payment Collection Services- Credit Cards and Online Payments

##### GROUP THREE

- w. Printing of tax bills and assessment forms

- x. Mailing of tax bills and assessment forms

*The Collector requires the option to annually choose the method of compensation to the Bank to be paid by either compensating balance or a monthly statement. Annual cost adjustments will beat the prior year CPI rate.*

#### **4.1.2 EXPERIENCE AND RELIABILITY (ALL GROUPS).**

- a. The respondent should describe the history of the company to include the number of years in service
- b. The respondent should describe any previous contract experiences of a similar nature and complexity in scope, responsibility and technologies involved
- c. The respondent should provide a minimum of three (3) references with full contact information that the County may contact to verify quality of service.
- d. (Groups One and Two Only) The respondent should provide detailed information about the experience and qualifications of the key staff that would be assigned to this account. If requested by the County, meeting with key personnel must take place at a mutually agreed time and place and may include site visits as necessary.
- e. (Groups One and Two Only) The respondent should discuss its disaster recovery process and procedures.

#### **4.1.3 SUPPORTING DOCUMENTS (GROUP ONE ONLY).**

- a. Institutions are required to enclose a copy of their current schedule of availability for checks deposited.
- b. A copy of the most recent annual report should be submitted along with the bid proposals.
- c. Documentation of the Institution's community reinvestment for Cole County shall be submitted along with the bid proposals.
- d. The following items are of particular interest and should be addressed in the proposal as an addendum as to your capability and cost to provide these services:
  - Point of purchase electronic check conversion (POP)
  - Re-presented check entry program (RCK)
  - Accounts receivable check (ARC)

#### **4.1.4 TECHNOLOGIES (GROUP ONE ONLY).** The County may consider taking advantage of some available technologies that provide internal efficiencies and cost savings. Please indicate whether or not your institution offers the following services and explain the benefits if so.

- a. Positive pay/payee positive pay
- b. Check collection solution
- c. Transmission of check images
- d. Remote deposit
- e. Any other products or service enhancements that the bidder feels would benefit the County...

#### **4.1.5 EXCEPTIONS (ALL GROUPS).**

Respondents should address any points for which they indicated "NO" in a Group they are bidding on within Section Three. Exceptions will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.

## **4.2 EVALUATION CRITERIA.**

Proposals will be reviewed by individuals knowledgeable of the County's requirements and the services to be performed. Selection will be based upon the following factors:

Cost/Benefit to the County  
Experience  
Method of Performance  
Community Reinvestment  
Responsiveness

**Again, the County reserves the right to award service separately by group or to the lowest and best bid overall, whichever the County determines is in its best interest.**

**ANTI-COLLUSION STATEMENT**

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
\_\_\_\_\_ being first

duly sworn, deposes and says that he is \_\_\_\_\_  
(title of person signing)

of \_\_\_\_\_

\_\_\_\_\_  
(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.  
Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid .

(BY) \_\_\_\_\_

(BY) \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_