

**AN INVITATION TO BID
AND
SPECIFICATIONS FOR SCHOOL DISTRICT BANK DEPOSITORY**

**PREPARED AND APPROVED
BY
STURGEON R-V BOARD OF EDUCATION
210 WEST PATTON STREET
STURGEON, MO 65284**

**BIDS ARE DUE BY 3:00 P.M.
FRIDAY, MARCH 22nd 2019**

**IN THE OFFICE OF THE
SUPERINTENDENT OF SCHOOLS
STURGEON R-V SCHOOL DISTRICT
210 WEST PATTON STREET
STURGEON, MO 65284**

I. NOTICE AND SPECIFICATIONS:

In accordance with 165.211, the Sturgeon R-V School District, Sturgeon, Missouri will accept sealed bids for the purpose of selecting a bank depository contract. The following specifications have been developed to allow the district to select a banking institution that will best fit its needs.

Bidders are asked to respond to all requested information. Any questions or clarification of the document should be directed to the superintendent.

Done by order of the board of education, this 14th February 2019

II. PROCEDURES FOR RECEIVING AND AWARDING DEPOSITORY CONTRACT

- A. Bids are to be submitted to the Superintendent's office of the Sturgeon R-V School District, 210 West Patton Street Sturgeon, MO 65284, on or before 3:00 p.m., Friday, March 22nd 2019. Bids will be opened at 3:00 p.m. that afternoon in the office of the Superintendent of Schools. They will be reviewed during the regular scheduled April board meeting. Envelopes containing bids are to be marked BID - BANK DEPOSITORY. The board of education reserves the right to reject any and all bids and to waive any irregularities.
- B. Once submitted the bids cannot be altered.
- C. After all bids are opened; the board of education will take each proposal under advisement.
- D. The district may choose to interview each of the bidders to obtain an accurate understanding of each bid.

III. GENERAL INFORMATION AND SPECIFICATIONS

- A. The depository will be selected to receive funds of the district for a period of two years, from July 2019 through June 2021 with the following required provisions and exclusions for maintaining school district funds:
 - 1. The depository will at all times maintain the security in an amount equal to at least 100% of the amount on deposit with the depository, less the amount, if any, which is an insured deposit pursuant to the Federal Deposit Insurance Act of November 27, 1974 heretofore or hereafter amended.

2. Any securities so deposited may from time to time be withdrawn and other bonds of securities of like kind and character may be submitted only upon written consent of the school district.
 3. Acceptable collateral to secure deposits is enumerated in Section 30.270 RSMo. (SEE ATTACHMENT A)
- B. All district funds will be included in the depository contact.
- C. It would be the intention of the school district to deposit all receipts into an operating checking/savings account or other accounts such as a money market account. From those accounts, funds would be transferred to other accounts (when needed to cover salary checks or accounts payable items) or funds would be removed from any checking/savings account to purchase certificates of deposit or other types of investments. Reserve funds may be invested with other institutions on a bid basis.
- D. A minimum of five separate checking/interest bearing accounts will be used through the bank depository:
1. Main Account
 2. Debt Service Account
 3. Money Market Account or Certificates of Deposit if requested.
- (Each account will issue checks and make deposits).
- E. The successful bidder will be willing to provide all accounts necessary to allow the district to best manage its funds. The bidder must also be willing to transfer funds among all accounts upon verbal communication from a school district official and notify the district of the transfer with credit or debit memorandum. These transfers must be unlimited and at no cost.
- F. Current financial records are available for examination by interested bidders in the Board of Education office, 210 West Patton Street Sturgeon, Missouri upon appointment between the hours of 8:00 A.M. and 3:00 P.M. weekdays.
- G. A requirement of the depository receiving the school district's funds will be the availability of normal banking services. During the 2017-18 school year the district:
1. Issued 1966 checks
 2. Made 917 deposits

3. Three year average 2019 Checks
4. Three year average 950 Deposits
5. Minimum of 28 Direct Deposits per year

- H. Should Sturgeon R-V Schools School District at some future date be forced into a situation whereby funds would be needed for current operations, please respond on the questionnaire indicating if your financial institution will grant short term loans against anticipated tax revenues. Maximum rate established by Section 165.131 RSMo.
- I. The board of education will reserve the right to invest excess funds in securities to its best advantage. Excess funds may be bid as needed with financial institutions within the community. A bid process will be developed so each institution will have an equal opportunity to acquire funds. (Via telephone followed with a letter or submitted by form, see Attachment B)
- J. The contract for depository is effective for two years beginning _____. Transfer of funds at the beginning and the end of the agreement will be made as promptly as is consistent with orderly business procedures.
- K. It will be the responsibility of the individual financial institution to adhere to all State of Missouri statutory provisions applicable to public school districts in addition to furnishing securities as stipulated.
- L. When investing, the school district will draw from its accounts and combine funds to invest in only one certificate of deposit or repurchase agreement when this is advantageous for the district.
- M. A monthly bank statement is to be provided by the first working day of each calendar month for previous months transactions.
- N. Bids submitted must carry the signature of the responsible party or parties.

IV. FINANCIAL BACKGROUND INFORMATION ABOUT THE DISTRICT

- A. The revenue for the 2017-2018 fiscal year were \$7,323,975.17
- B. The district receives State Aid payments via wire transfer each month. Major local revenue is received in January.

- C. Payroll checks are issued on the 15th of each month to approximately eighty five (85) employees. All but thirteen (13) payroll checks are direct deposit.
- D. Accounts payable checks are issued after they have been approved by the board of education the second Friday of each month.

BID SHEET

Responsibilities of the depository bank, aside from normal banking procedures are as follows. If there is a charge for these services, please indicate:

1. Serve as depository for federal withholding deposits. _____
2. Sort checks in numerical order for the purpose of reconciliation. _____
3. Furnish necessary coin bags. _____
4. Accept silver deposits in bulk. _____
5. Furnish one large safe deposit box. _____
6. Furnish all laser checks for payroll and accounts payable (compatible with bookkeeping software used by the district). As well serve as an ACH sending bank, for direct deposit payroll. _____
7. Permit and facilitate wire transfers of certain state funds coming to the school district for deposit into the school district account. (If requested) _____
8. Provide wire transfers to other local banking institutions for the purpose of purchasing certificates of deposit and other types of investments. (If requested) _____
9. Provide printed deposit slips. _____
10. Make available investment counseling. _____
11. Work with the district and provide a payroll direct deposit program. _____
12. Provide for a night depository. _____
13. Allow stop payment orders. _____
14. There will be no charge for overdrafts or if the activity accounts fall below the prescribed level if the amount is covered within 24 hours. _____
15. Provide endorsement rubber stamps (at least 4). _____
16. Monthly bank statement to be received by the district by 4 P.M. on the first day of the month. _____

Additional information:

1. Bidders are not limited to this minimum listing of services, but may offer additional services.
2. Each bid should stress simplicity and flexibility.
3. In order for the school district to compare bids, such bids must be specific enough for the school district to compute returns expected for the two-year depository contract period.

Proposal Questionnaire

- A. What type of securities will the institution provide as collateral? See listing enumerated in Section 30.270 RSMo.
- B. Will credits for all deposits be given on the day the deposit is made? ___ If yes, what is the latest time the deposit can be made to receive credit? _____
- C. Indicate the number of checking/savings accounts that will be made available?

- D. Does the bank agree to lend money to the district on tax anticipation notes in accordance with School Law 165.131 RSMo? _____

Explain how rates will be established on said loans.

- E. Will money market accounts be available? _____

If yes, indicate present interest rate, minimum balance, transfers allowed, etc. Can this also be used as a checking account? _____ if so, explain the mechanics, _____

- F. In the event of future changes in banking laws or regulations, will the bank make those available to the district? _____

G. Will all checks written be exempt from service charge? _____

H. Will the bank offer an open time deposit account? _____

I. Will the bank provide for personnel direct payroll deposit on district request? ____

What will be your requirement and how do you propose it be handled? How could this service best be implemented?

J. Indicate the configuration of district accounts to maximize earnings of interest and minimize transfers between accounts that the bank will propose.

K. Are there any other services available to enhance the bank's proposal? Indicate these on an addendum page.

We agree to the specifications presented in this document and to the replies made by the representative of our institution for the bank depository of the Sturgeon R-V School District. We will provide the services and charges which are indicated and hereby attached as an addendum.

Bank

Sturgeon R-V School District

Signature

Board President

Date

Date

ATTACHMENT A:

State of Missouri

Office of the State Treasurer

SECURITIES ACCEPTABLE AS COLLATERAL TO SECURE DEPOSITS

The following securities are hereby designated as acceptable collateral for state funds on deposit, as required by Section 30.270.1 RSMo 1978, as amended:

1. Marketable Treasury securities of the United States.
2. General obligation debt securities issued by the State of Missouri.
3. General obligation bonds of any city in this state having a population of not less than two thousand.
4. General obligation bonds of any county in this state.
5. General obligation bonds approved and registered of any school district situated in this state.
6. General obligation bonds approved and registered of any special road district situated in this state.
7. General obligation state bonds of any of the 50 states.
8. Debt securities of the Federal Farm Credit System or any of the Banks of Cooperative, Federal Intermediate Credit Banks or Federal Land Banks.
9. Debt securities of the Federal Home Loan Banks (FHLB).
10. Debt securities of the Federal National Mortgage Association (FNMA).
11. Debt securities of the Student Loan Marketing Association (SLMA).
12. Debt securities of the Government National Mortgage Association (GNMA).
13. Farmers Home Administration insured notes.
14. Bonds of any political subdivision established under the provisions of Section 30, Article VI of the Constitution of Missouri.
15. Tax anticipation notes issued by any county of class in Missouri.

16. Public housing notes and bonds ("project notes and bonds") issued by public housing agencies, guaranteed as to the payment of principal and interest by the government of the United States or any agency or instrumentality thereof.
17. Revenue bonds issued by the Missouri Board of Public Buildings or Department of Natural Resources.
18. Revenue bonds of the Missouri Housing Development Commission, Missouri Health and Education Facilities Authority, Missouri Higher Education Loan Authority, Missouri Environmental Improvement and Energy Resource Authorities, Missouri Agricultural and Small Business Development Authority, Missouri Industrial Development Board, or state-owned educational institutions, so long as any of the above are rated "A" or better by Moodys or Standard and Poors (M1' on notes), or are secured by a federal agency guarantee (directly or through guaranteed loans).

Note: No revenue bonds of any kind will be accepted under items 1-16.

The market value of collateral must total to an amount equal to 100% or greater of the amount of state time deposits plus demand deposits with the depository, less the amount, if any, which is an insured deposit pursuant to the Federal Deposit Insurance Act of 1950 (64 Stat. 873) as heretofore or hereafter amended.

All securities pledged as collateral by the depository will be held on behalf of the Missouri State Treasurer by an independent third party custodian designated by the State Treasurer in a segregated account. All collateral pledges must be delivered in bearer form, book entry form, or in the case of fully registered certificates, placed into the nominee name of the custodian.

ATTACHMENT B:

TO:
FROM:
DATE:
RE: Bid on Excess Funds

The Sturgeon R-V School District is requesting bids on excess funds as follows:

<u>TYPE</u>	<u>AMOUNT</u> \$100,000 or more	<u>INTEREST</u>	
		<u>THREE</u> <u>MONTHS</u>	<u>SIX</u> <u>MONTHS</u>
CD'S _____			
MONEY MARKET _____			
TREASURER BILLS _____			
OTHER _____			

It will be the responsibility of the individual financial institution to adhere to all State of Missouri statutory provisions applicable to public school districts in addition to furnishing securities as stipulated.

The financial institution will at all times maintain the security in an amount equal to at least 100% of the amount on deposit with the depository, less the amount, if any, which is an insured deposit pursuant to the Federal Deposit Insurance Act of November 27, 1974 heretofore or hereafter amended.

Any securities so deposited may from time to time be withdrawn and other bonds or securities of like kind and character may be substituted only upon written consent of the school district.

Acceptable collateral to secure deposits is enumerated in Section 30.270 RSMo.

The Sturgeon R-V School District reserves the right to reject any and all bids. If you have any questions concerning the bid request, please contact Geoff Neill, Superintendent.

FINANCIAL INSTITUTION

SIGNATURE