

NOTICE TO VENDORS

The Board of Education for the Canastota Central School District, Canastota New York, in accordance with Article 119-0 of the General Municipal Law, will receive Proposals for:

Banking Services RFP #2021-04-09

The Canastota Central School District. Proposals will be received until 11:00 AM on the 9th day of April 2021, at which time and place they will be opened. Proposals will be accepted at the Office of the Executive Director of Finance & Operations, Canastota Central School District, 120 Roberts Street, Canastota, New York 13032.

The Canastota Central School District reserves the right to reject any or all Proposals in whole or in part, and to waive any irregularities or informalities. Any Proposal submitted will be binding for 45 days subsequent to the date of the Proposal opening. Proposal forms and specifications are available at the Office of the Executive Director of Finance & Operations, Canastota Central School District, 120 Roberts Street, Canastota, New York, 13032 from 9:00 AM until 4:00 PM, Monday through Friday.

Canastota Central School District
120 Roberts Street
Canastota, New York 13032
Executive Director of Finance & Operations
Phone: (315) 697-2025
Email: npanuccio@canastotacsd.org

Date: March 5, 2021

Nicholas Panuccio, District Clerk

Bidder's Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ FAX: _____ e-mail: _____

Contact Person: _____

NON-VENDOR RESPONSE

PROPOSAL NAME: _____

PROPOSAL NUMBER: _____

The Canastota Central School District is interested in the reasons why prospective vendors choose not to submit proposals. If you are NOT submitting a proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

- _____ 1. Unable to submit proposal at this time, but would like to receive future proposals.
- _____ 2. Items or materials are not manufactured by us or not available to our company.
- _____ 3. Materials or items we have to offer do not fully meet all the requirements of standards specified.
- _____ 4. Multiplicity of delivery or service points.
- _____ 5. Delivery quantities are too small.
- _____ 6. We cannot meet the time of delivery of item or materials specified.
- _____ 7. Insufficient time allowed for preparation and submission of proposal.
- _____ 8. Specifications not clearly understood or applicable (too vague, too rigid, etc.)
- _____ 9. Other reasons:

10. You may remove our name from the vendor list for:

- _____ This commodity group
- _____ This item or material
- _____ All proposals

Company: _____

Address: _____

Authorized Signature: _____

Date: _____

CANASTOTA CENTRAL SCHOOL DISTRICT
120 Roberts Street
Canastota, New York 13032

TELEPHONE:
(315) 697-2025 Executive Director of Finance & Operations
(315) 697-6368 FAX

GENERAL CONDITIONS
(For the purchase of services)

All Requests for Proposals issued by the above-named School District will bind Vendors and Successful Vendors to the conditions and requirements set forth in these General Conditions, and such Conditions shall form an integral part of each Contract awarded by the School District.

It is the Vendors' responsibility to read the following General Conditions, and the attached Detailed Instructions, Specifications and Proposal, which outline the proposal rules of the Canastota Central School District.

DEFINITIONS

"School District"	The legal designation of the district.
"Request for Proposals"	A formal statement which, when issued by the School District, constitutes a Solicitation for Proposals on the services described by the Specifications.
"Board"	The Board of Education of the School District.
"Proposal"	An offer to furnish services in accordance with the Request for Proposals, the General Conditions, Detailed Instructions, Specifications, and Proposal.
"Offer"	The form on which the Vendor submits a Proposal.
"Vendor"	Any individual, company, or corporation submitting a Proposal.
"Contract"	A notice to the Successful Vendor by the issuance of a Purchase Order; also all documents relating to the transaction, including but not limited to: the Offer of the Successful Vendor, Notice of Request for Proposals, General Information, General Conditions, Detailed Instructions, Specifications, Notice Of Award, Proposal; also a formal document signed by the Successful Bidder and the School District representative.
"Successful Vendor"	Any Vendor to whom an Award is made by the School District.
"Contractor"	Any Vendor to whom a Contract is made by the Board of Education.
"Specification"	Description of services and the conditions for its purchase.

PROPOSALS

1. The date, time, and place of Proposal opening will be given in the Notice for Request for Proposals.
2. All Proposals must be submitted on Proposal offer forms and in accordance with instructions provided by the Board.
3. All Proposals received after the time stated in the Notice for Request for Proposals will not be considered and will be returned unopened to the Vendor. The Vendor assumes the risk of any delay in the mail or in the handling of the mail by employees of the School District. Whether sent by mail or by means of personal delivery, the Vendor assumes responsibility for having the Proposal deposited on time at the place specified.
4. All information required by the Notice for Request for Proposals, General Conditions, Detailed Instructions, Specifications, and Proposal, in connection with each item against which a Proposal is submitted, must be given to constitute a regular Proposal.
5. The submission of a Proposal will be construed to mean the Vendor is fully informed as to the extent and character of the services required and a representation that the Vendor can furnish the services satisfactorily in complete compliance with the Specifications.
6. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the Specifications must be set forth in space provided in the Proposal for this purpose.
7. Prices and information required should be typewritten for legibility. Illegible or vague Proposals may be rejected. All signatures must be written. Facsimile, printed, or typewritten signatures are not acceptable.
9. The quantities for each Proposal are indefinite, but estimates given in the Specifications reflect anticipated requirements. The Contract, however, shall be for the quantities actually ordered during the contract period. The Contractor must furnish all the quantities actually ordered.
10. Sales to School Districts are not affected by any fair trade agreements (General Business Law, sec. 369-a, sub. 3).
11. No charge will be allowed for Federal, State, or municipal sales and excise taxes since the School District is exempt from such taxes. The price shall be net and shall not include the amount of any such tax.
12. In all Specifications, the words "or equal" are understood after each article, or on any patented article. The decision of the School District as to whether an alternate or substitution is in fact "equal" shall be final. If proposals are submitted on items other than those specified, the Vendor must in every instance give the trade designation of the article, manufacturer's name, and detailed specifications of the item proposed to furnish. Otherwise, the Proposal will be construed as submitted on the identical item as specified.
13. When Proposals are requested on a lump sum basis, the Vendor must complete each item in the lump sum group. A Vendor desiring to submit a "no charge" on an item in a group must so indicate; otherwise the entire Proposal for the group may be rejected.
14. The Vendor must insert the price per unit and the extensions against each item in the Proposal. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.

15. All Proposals must be sealed. They must be submitted in envelopes furnished by the School District, if any. Otherwise, plain, opaque envelopes may be used, clearly marked "Proposal" with the corresponding Proposal number. Also the date and time of the Proposal opening as indicated on the Notice of Request for Proposals must appear on the envelope. Proposals must not be attached to or enclosed in packages containing Proposal samples. Faxed or telegraphed Proposals may be considered at the discretion of the School District.
16. No interpretation of the meaning of the Specifications or other Contract Document will be made to any Vendor orally. Every request for such interpretation should be in writing, addressed to the School District, not later than five (5) days prior to the date fixed for the opening of Proposals. Notice of any and all such interpretations and any supplemental instructions will be sent to all Vendors on record by the School District in the form of an Addendum To The Specifications. All Addenda so issued shall become part of the Contract Documents.

SAMPLES

17. The School District reserves the right to request a representative sample of the tax bill quoted upon either prior to the Award or before shipments are made. If the sample is not in accordance with the requirements of the Specification, the School District may reject the Proposal; or, if the Award has been made, cancel the Contract at the expense of the Successful Vendor.

AWARD

18. Awards will be made in accordance with Board of Education policies, and will consider the price quoted, any special knowledge or expertise of the service provider, the reliability of the Vendor, the quality of the services to be furnished, the staffing of the service, their conformity with Specifications, the purposes for which required, the terms of delivery, and the overall suitability for the District's needs.
19. The School District reserves the right to reject all Proposals. Also reserved is the right to reject, for cause, any Proposal in whole or in part; to waive technical defects; qualifications, irregularities; and omissions if in its judgment the best interests of the District will be served. Also reserved is the right to reject Proposals and to purchase items on State or County Contracts if such items can be obtained on the same terms, conditions, specifications, and at a lower price.
20. The School District reserves the right to reject any and all Proposals not deemed in the best interest of the School District. The School District also reserves the right to reject as informal such Proposals, as in the School District's opinion, are incomplete, conditional, obscure, or which contain irregularities of any kind including unbalanced Proposals. By an unbalanced Proposal, it is meant one in which the amount submitted for one or more separate items is substantially out of line with current market prices for the services, materials and/or work covered thereby.

The School District reserves the right to make Awards within 60 days after the date of the Proposal opening during which period Proposals may not be withdrawn unless the Vendor distinctly states in the Proposal that acceptance thereof must be made within a shorter specified time.

21. Each Proposal will be received with the understanding that the acceptance thereof in writing by the Board, to furnish any or all of the services described therein shall constitute a Contract between the Successful Vendor and the School District. This Contract shall bind the Successful Vendor to furnish and deliver at the prices and in accordance with the conditions of the Proposal. This Contract shall bind the School District to order from such Successful Vendor and to pay for at the Contract prices, all services ordered and delivered, within ten (10) percent over or under the award quantity, unless otherwise specified.

23. Vendors should ensure accuracy in figures **prior to** submission. If a Vendor discovers a mistake in an item in their Proposal award and wants that item award rescinded after it has been Awarded, the School District reserves the right to rescind the entire award and the Vendor's responsibility may be questioned for future Proposals.
24. The placing in the mail of a Notice Of Award or Purchase Order to a Successful Vendor, to the address given in the Proposal, will be considered sufficient notice of acceptance of Contract.
25. Any and all Awards resulting from this Proposal shall be final and shall be for the complete term of the Contract. No rescinding of Awards will be made because of Vendor error or inability to supply a service.
26. The Successful Vendor is responsible for reviewing the Notice of Award or Purchase Order for errors. Any clerical errors in the Award must be forwarded, in writing, to the Office of the Executive Director of Finance & Operations within five (5) working days of the Notification of Award. No corrections will be made beyond that date. If clerical errors are discovered too late to be corrected, a "no award" will be issued on those affected services. The services may be re-bid or quoted at a later date.
27. A Contract may be canceled at the Successful Vendor's expense upon non-performance of Contract.
28. Cancellation of Contract for any reason may result in removal of the Successful Vendor's name from mailing list for future proposals for an indefinite period.
29. It is mutually understood and agreed that the Successful Vendor shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or the right, title, or interest therein, or the power to execute such Contract, to any other person, company, or corporation, without the previous written consent of the School District.

GUARANTEES BY THE SUCCESSFUL VENDOR

30. The Successful Vendor guarantees to carry adequate insurance to protect the School District from loss in case of accident, fire, theft, etc.

PAYMENTS

31. Payment will be made only after correct presentation of claim forms or invoices as may be required.

SAVING CLAUSE

32. The Successful Vendor shall not be held responsible for any losses resulting if the fulfillment of the terms of the Contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the Successful Vendor and which by the exercise of reasonable diligence is unable to prevent.

Date of Adoption by Board of Education _____

Canastota Central School District

Request for Proposal – Banking Services

Purpose

This request for proposal is for the purpose of selecting a banking institution to provide banking services to the Canastota Central School District. The District currently maintains checking accounts with one bank while utilizing investment accounts at other institutions as well. Additionally, certificates of deposit are competitively awarded.

Brief Description of the District

- ❖ Enrollment – Pre-K through 12th grade: 1,325
- ❖ Number of Instructional Staff: 106
- ❖ Number of Support Staff: 180
- ❖ Number of Administrators: 13
- ❖ BOCES – Madison Oneida BOCES, Verona, NY
- ❖ Schools
 - Canastota Jr. – Sr. High School
 - Roberts Street Elementary School 4-6
 - Southside Elementary School 2-3
 - Peterboro Street Elementary School Pre-K-1

Board of Education

- ❖ Seven Member Board – Term of Office – 3 Years

Management and Operations carried out in compliance with local, state and federal laws.

- ❖ 16 employee contracts are in force
- ❖ School lunch and breakfast programs throughout
- ❖ Capital project – Building Excellence-Capital Outlays
- ❖ Extensive federal and state grant programs

Budget

- ❖ Total General Fund Budget for 2020-21 31,613,948

Scope

Banking Services shall be provided in accordance with General Municipal Law, the requirements of the New York State Comptroller and the New York State Education Department and any other applicable regulations.

Qualifications and Experience of the Banking Institution

Banking institutions submitting proposals should be of a sufficient size to ensure stability and responsiveness during the duration. Firms submitting proposals shall provide information about their size as well as their local government and school district experience. A listing of local school government and school district references is requested.

Supplies

Printed deposit slips and bank bags shall be furnished by the successful bank, at no cost to Canastota Central School District.

School District Process.

March 5, 2021 – Request for Proposals issue date

March 26, 2021 – Deadline for questions to be submitted and responses offered by Canastota Central School District

April 9, 2021 – Proposals due by 11:00 am

April 23, 2021 – Award Services

July 1, 2021 – Target Bank start date

Specifications

- I. It is the intent of the District to deposit most of its funds with one bank in order to maximize investment return. The District reserves the right to invest with other banks.

General:

- A. At what location will you provide services to the District?

- B. What are your banking hours?

- C. Where are your decisions made and by whom for unusual credit requirements of the District?

- D. Will night depository arrangements be provided?

Yes _____ No _____

If so, at what location? _____

E. Are drive through services available?

Yes _____ No _____

If so, what are the hours and branch location? _____

F. Name of Bank Representative(s) who will provide assistance regarding fiscal management of the accounts. Will direct access (not an 800 number) be available to contact Bank Representative(s)?

II. Checking and Savings Accounts:

- A. General Fund Checking
- B. General Fund Checking MM
- C. Trust & Agency Checking
- D. Payroll Checking – Zero Balance
- E. Commission
- F. Capital Fund Checking
- G. Capital Fund Savings
- H. Federal Checking
- I. School Lunch Checking
- J. Student Activity Checking & CD
- K. Tax
- L. Alumni Awards & CDs

III. Reconciliation Services

- A. General Fund Checking and Payroll Checking accounts require a fully automated system.
- B. A sample reconciliation format proposed should be included for review by the District.

These services should include:

1. A bank statement listing each paid check by number, the date and dollar amount as well as the item count of checks outstanding by the 12th day following the close of the month, with a month end closing date.
2. A summary page which lists the total number and dollar amount of checks paid and the total number of outstanding checks by number and amount

with the total amount of all checks outstanding, including those outstanding from prior periods.

3. All canceled checks will be printed upon request to the District at no charge.
4. The District is looking to discuss the transmission of the account data electronically.

C. All other accounts require standard monthly statements issued by the 10th day following the close of the month.

IV. Online Banking

Please provide information on any system you have that will allow the District access to their accounts via the Internet. Include a description and specifications of this system.

V. Investment Services

All investments will be transacted with whichever Bank provides the most favorable rates obtained through quotes at the time of investment.

A. Certificates of Deposit

Will your Bank be interested in handling our purchase of CD's?

Yes _____ No _____

What is the method of computing interest?

360 days _____ 365 days _____

B. Repurchase agreements of temporary investments

Will your Bank provide quotes of interest rates?

Yes _____ No _____

Will your Bank enter into third party collateral agreements for securing repurchase agreements?

Yes _____ No _____

Will there be a fee?

Yes _____ No _____

If yes, how much? _____

- C. The District wishes a General Fund Investment Account and a Capital Fund Investment Account whereby funds in depository accounts will be invested and backed by U.S. Treasury Notes or other legally approved collateral, with interest at the market rate, credited to the District's account. The District average daily balance in the General Fund is approximately \$350,000.

Does your Bank have the availability to do this?

Yes _____ No _____

- D. Money Market Accounts

Please describe all money market account investments available to the District, including rate, minimum balance and limitations on transactions.

Please provide the given rate for the following dates:

1/1/20 _____ **12/31/20** _____ **02/28/21** _____

- E. Checking Accounts

Please describe all checking accounts available to the District.

- F. Will the bank provide wire service for transfer of funds by the District, or by other institutions and without fees?

Yes _____ No _____

Will the bank provide verification of the above wire services without fees?

Yes _____ No _____

VI. Collateral

- A. A fully executed third party collateral agreement is required by the District covering 102% of all accounts and Certificates of Deposit in excess of FDIC coverage.
- B. The third party custodian will have the responsibility of confirming receipt of the collateral from the depository and ensuring that the depository only transfer collateral from the account under appropriate circumstances.
- C. Please state your policy regarding collateralization of public funds. Where will the collateral be maintained? How will the collateral be reported to the District? Who will the third party custodian of pledged securities be?

- D. The third party custodian will provide valuation of pledged securities, at least monthly, in accordance with General Municipal Law.

VII. R.A.N.'s, B.A.N.'s & T.A.N.'s

- A. It may become necessary for the District to borrow short-term money on Revenue, Bond or Tax Anticipation Notes. Will your Bank actively bid on these Notes, as they are required?

Yes _____ No _____

VIII. Payroll Direct Deposit

- A. The District must provide Direct Deposit services to its employees. Does your Bank offer this service?

Yes _____ No _____

- B. Does your Bank currently have an agreement with the Madison-Oneida BOCES/Mohawk Regional Information Center for distribution of direct deposits?

Yes _____ No _____

C. Please describe your Direct Deposit system, including specifications and the different mediums by which you will accept the data.

D. Describe any benefits that your Bank will provide to our employees who use the direct deposit services with your bank.

IX. Other Services

A. Are you willing to provide a banking courier service? (Service route will include 2 elementary schools, 1 high school and the Business Offices for an anticipated 180 school days annually.)

Yes _____ No _____

What is the cost of this service? _____

B. Do you provide a lockbox service?

Yes _____ No _____

What is the cost of this service? _____

C. Will your Bank provide assistance in future tax collection by the District?

Yes _____ No _____

If yes, describe your tax collection services, including the cost.

- D. How much is the charge for each stop payment? _____
- E. Will you accept in person payments? If so, will you accept cash payments? Do they have to be a member of your bank to pay cash? Is there limit on a cash payment?
- F. Describe other services that your Bank would provide the District. Please specify on a separate sheet(s) of paper.

X. Compensation

It is the desire of the District to avoid paying fees, either for services provided or for checks. Please provide the amount of required compensating balance to avoid such fees, plus the calculation by which it is determined. Please include a bid sheet, detailing the cost of each service, as well as the earnings credit that will be applied. Please advise the minimum balance required in an account and the rate of return on the minimum balance.

XI. References

Please provide on a separate sheet a list of other school districts for which your Bank is providing services. Included are to be the name of the district, contact person and telephone number.

Proposal Form

The Proposal must be fully and properly executed by an authorized person. By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Request For Proposals, and that all information provided is complete, true and accurate.

Legal Business Name of Company:		Vendor's Federal Tax Identification No.:	
D/B/A - Doing Business As (if applicable):			
Street	City	State	Zip
County			
Vendor's Signature:		Printed or Typed Name:	
Title:		Date:	
Phone : () - ext ()	Toll Free Phone: () - ext ()		
Fax : () - ext ()	Toll Free Fax : () - ext ()		
E-mail Address:		Company Web Site:	