



TANEY COUNTY MISSOURI

Donna Neeley

Taney County Clerk

132 David Street/ P.O. 156 Forsyth, Missouri 65653

Bid # 201304-222

Commodity title: DEPOSITORY BANK SERVICES

The Taney County Commission will be accepting sealed bids from Taney County Banking Institutions which desire to be selected as the depository of Taney County Funds for the next four years, with an option to re-bid in each odd-numbered year. All banking institutions should comply with the provisions of Chapter 110 of the Revised Statutes of the State of Missouri.

BID Deadline and Location: Pursuant to 110.140.1. Any banking corporation or association in the county desiring to bid shall deliver a sealed bid to the clerk of the commission Donna Neeley, by or before the **13th day of May 2013**, 9:00am at the office of the County Clerk, 132 David Street, Forsyth, MO 65653.

Opening Date/ Time/Location: The Taney County Commission, in compliance with RSMo. 110.150.1, will publicly open the bids on the **13th day of May 2013** at 9:30am in the Commission Hearing Room on the main level of the administration building (old courthouse in Forsyth), and cause each bid to be entered upon the records of the commission pursuant to 110.150.1, but the commission may reject any and all bids.

Award Date/Location: The Taney County Commission will set a date to Award the Bid and an e-mail with the date and time will be sent to those who bid.

The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "no Bid." Please type or print the information below. Bidder is REQUIRED to complete, sign and return this form with their submittal of Bid. As well as all ages initialed * an authorized signature is **mandatory**; lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at: www.taneycounty.org.

Company Name

Authorized Person (Print)

Address

Signature

City/County/State/Zip

Title

Telephone # Fax #

Date Tax ID #

E-mail

Entity Type (Corporation, LLC, Sole Proprietor, Partnership)

Bids received after 9:00am on the 13th day of May 2013, will be considered untimely and will not be opened

THE FOLLOWING CONDITIONS AND GENERAL INFORMATION SHALL APPLY:

1. **Securities Deposit:** The value of the securities deposited and maintained by the depository/financial institute shall at all time be not less than one hundred and ten percent of the actual amount of the funds on deposit with the depository, less the amount, if any, insured by the Federal Deposit Insurance Corporation pursuant to 110.020.
2. **Length of Bid:** The bids may be reviewed every second year and must be re-bid every fourth year thereafter pursuant to 110.150.1.
3. **Depositories may bid on one or more accounts or all accounts:**
4. **Rate of interest bid/ and requirements per accounts shall be as follows:** Rate of interest bid shall remain in effect, or increase as per market changes for the term. Some accounts require a set rate of interest that does not increase. See below:
 - 4.1. **Treasurers Account: (1 account)**
 - 4.1.1. **Interest:** Interest bid shall remain in effect, or increase as per market changes for the term.
 - 4.1.2. **Bank Statements:** Treasurer shall receive a full copy of his/her Bank Statement (ending on the last day of the month, bank statements shall also be sent to the treasurer on CD Rom with viewing capability on computer software provided by the Financial Institution as well as online banking service. A copy of the bank statement will be sent to the County Auditor.
 - 4.2. **Collectors Accounts: (4 accounts)**
 - 4.2.1. Protest account shall have a set rate of interest
 - 4.2.2. Bankruptcy accounts shall have a set rate of interest
 - 4.2.3. Distribution and Installment accounts shall have a rate of interest bid to remain in effect, or increase as per market changes for the term.
 - 4.2.4. **Bank Statements:** Collector shall receive a CD Rom on his/her Distribution Account only showing checks and bank statement; all other accounts Bank Statements shall be furnished to the Collector electronically. A printed Bank Statement for each Collector account shall be sent to the County Auditor.
 - 4.3. **Recorders Accounts: (3 accounts)**
 - 4.3.1. **Recorders regular account**
 - 4.3.2. **Recorders Overpayment Account**
 - 4.3.3. **Recorders Electronic filing ACH Account**
 - 4.4. **Prosecutors Accounts:**
 - 4.5. **Sheriffs Accounts: (5 accounts)**
 - 4.6. **Juvenile Officer Account**
 - 4.7. **County Clerk: (1 account)**
 - 4.8. **Circuit Clerks Accounts**
5. **The interest upon each fund** shall be computed upon the daily balances with the depository or depositories for all accounts, and shall be payable to the county treasurer monthly pursuant to 110.150.2 unless otherwise specified.
6. **Bank Statement:** Full copies of monthly bank statements (ending on the last day of the month) for all accounts using the County's Federal Tax ID shall be sent to the Elected Officials and the County Auditor.
7. **Check signature requirements:** 2 signatures must be required on all checks and the financial institution shall not honor the check or consider it to be a valid document without two signatures. The signatures required to each account shall be presented to the Depository awarded the bid.
8. **Bank depository or depositories to provide the following services for all accounts at NO CHARGE:**
 - 8.1.1. Two (2) Safety Deposit boxes;
 - 8.1.2. Cashier's Checks for official county business;
 - 8.1.3. Night deposit bags and keys to depository shall be provided as needed
 - 8.1.4. Depository will run all insufficient checks through twice before returning to County.
 - 8.1.5. Stop payment orders, and Online Stop Payment Orders
 - 8.1.6. Investment counseling;
 - 8.1.7. Pre-printed checks and deposit slips for all accounts;
 - 8.1.8. Two (2) receipts are required for each deposit.

- 8.1.9. Direct Deposit - banking institution to provide the PC software to enable the creation of direct deposit of employee payroll checks to accounts and institutions of employee's choice if and when implemented by Taney County.
- 8.1.10. Desktop PC service which allows each Elected Official with an account to perform banking functions from their Office.
- 8.1.11. Facility who is awarded the bid for the Treasure's Account shall honor all county employee payroll checks at all facilities, including drive through and lobby services. This policy shall be extended to all county employees regardless of their personal banking center
- 8.1.12. Depositories outside of Forsyth, Missouri shall provide daily courier services at no charge.
- 8.1.13. **Internet Service:** Provide incoming/outgoing ach/wire transfer of funds as needed, with transaction(s) taking place by the next business day for accounts utilizing this service. Allow movement of funds between bank depositories for possible purchase of CD's, Automated Overnight Sweep Investments, Repurchase Agreements, Government Securities, or other investment options. In addition, service which would allow the county to send funds to other government entities via ach/wire transfer and have transaction occur within the next business day, Internet banking with the ability to print off daily activities and statements, for all accounts.
- 8.1.14. **Deposits and Checks:** Items deposited into account or checks written on account shall also be at no charge.
- 8.1.15. **Zero Balance Accounts:** There shall be no charge for accounts that are zeroed out at the end of the month and shall remain open until closed by the office holder.
9. **Certified Check:** Pursuant to RSMo. 110.140.2, each bid shall be accompanied by a certified check for not less than the one and one-half percent of the county general revenue of the preceding year (2012) as guaranty of good faith on the part of the bidder, that he or she will provide the security required by section 110.010. The certified check will be based on General County Revenue Fund balance of: **\$9,814,824.56**. Your Certified Check should be made out to Taney County Treasurer in the amount of (\$147,222.37). If your bid is accepted, upon his or her failure to give the security required by law, the amount of the certified check shall go to the county as liquidated damages, and the commission may order the county clerk to re-advertise for bids.
10. 110.150.3. The county clerk shall, in opening the bids, return the certified checks deposited with him or her to the banks whose bids are rejected, and on approval of the security of the successful bidders return the certified checks to the banks whose bids are accepted.
11. 110.170. 1. As soon as the required security is given and approved, the commission shall make an order designating the successful bidders as depositories of the funds until sixty-five days after the time fixed by sections 110.130 (the first Monday of July) and thereupon the county treasurer, shall immediately upon the making of the order, transfer to the depositories the part or parts of all funds respectively let to the depositories under the selection, and immediately upon the receipt of any money thereafter deposit it with the depositories to the credit of the county.
12. Each Depository shall be aware that no account shall be opened by any County office without the express written consent of the County Commission allowing the use of the County's Federal ID Number!

13. Account information for the various offices:

13.1. Treasurers Account:

Taney County Treasurer							
Monthly Averages on Checking Account							
February, 2012 thru January 31, 2013							
1 Account	Average Balance	Checks/Debits	Deposits/Credits	# Items Deposited	ACH Origination	Wire	
February-12	\$26,559,632.53	753	114	280	492	1	
March-12	\$22,462,374.07	641	133	326	488	4	
April-12	\$21,427,566.64	552	132	355	486	3	
May-12	\$22,540,496.29	553	139	356	481	2	
June-12	\$24,379,270.85	568	128	344	481	4	
July-12	\$26,814,926.99	592	159	336	710	1	
August-12	\$25,660,053.76	714	129	356	496	3	
September-12	\$27,947,576.09	572	125	303	487	2	
October-12	\$29,171,626.76	613	140	325	487	1	
November-12	\$29,671,259.51	674	126	306	488	1	
December-12	\$30,717,342.43	693	128	283	706	2	
January-13	\$31,798,513.13	573	131	329	487	1	
Monthly Average	\$26,595,886.59	625	132	325	524	2	

13.2. Collectors Accounts:

Taney County Collector							
Monthly Averages on Checking Accounts							
February, 2012 thru January 31, 2013							
4 Accounts	Average Balance	Checks/Debits	Deposits/Credits	# Items Deposited	ACH Origination	Wire	
February-12	\$1,738,979.53	55	139	1389	23	0	
March-12	\$2,013,850.44	46	144	975	20	0	
April-12	\$1,363,224.92	21	134	576	21	0	
May-12	\$1,276,934.06	24	127	447	21	0	
June-12	\$1,289,654.19	24	126	424	21	0	
July-12	\$1,375,701.04	29	135	356	20	0	
August-12	\$1,301,594.19	33	127	289	21	0	
September-12	\$1,283,855.79	39	105	211	20	0	
October-12	\$1,196,849.83	81	123	284	20	0	
November-12	\$3,382,528.93	49	188	8395	20	0	
December-12	\$13,818,032.94	57	211	12882	21	0	
January-13	\$21,082,894.85	97	222	6810	23	0	
Monthly Average	\$4,260,341.73	46	148	2753	21	0	

13.3. Sheriffs Accounts:

Taney County Sheriff							
Monthly Averages on Checking Accounts							
February, 2012 thru January 31, 2013							
5 Accounts	Average Balance	Checks/Debits	Deposits/Credits	# Items Deposited	ACH Origination	Wire	
February-12	\$77,009.70	51	40	290	0	0	
March-12	\$80,773.88	58	39	319	0	0	
April-12	\$79,562.94	54	45	346	0	0	
May-12	\$82,681.99	43	40	379	0	0	
June-12	\$103,854.43	59	39	283	0	0	
July-12	\$86,803.14	94	35	250	0	0	
August-12	\$91,933.53	41	39	390	0	0	
September-12	\$95,406.08	54	36	262	0	0	
October-12	\$94,398.19	46	37	304	0	0	
November-12	\$105,151.57	45	35	356	0	0	
December-12	\$100,582.73	44	29	230	0	0	
January-13	\$103,168.05	40	38	327	0	0	
Monthly Average	\$91,777.19	52	38	311	0	0	

13.4. Prosecuting Attorney Accounts:

Prosecuting Attorney-Account # 1						
Month	# of Paper Checks/Deposits	# of DR	#of CR	#of items in Deposits	Avg Ledger Balance	Avg Collected Balance
Feb. 2013	88	70	18	30	40086	38828
Jan 2013	94	79	16	17	36028	35518
Dec 2012	92	75	17	26	42370	41501
Nov 2012	113	96	17	30	29821	29574
Oct 2012	86	71	15	25	31588	31266
Sept 2012	117	98	19	15	42841	41752
Aug 2012	110	90	20	30	45401	44094
July 2012	123	104	19	31	37370	37175
Jun 2012	125	105	20	30	42494	41636
May 2012	116	97	19	30	39441	38471
Apr 2012	151	130	21	28	40357	39647
Mar 2012	120	100	20	35	46886	42753

Prosecuting Attorney-Account # 2						
Month	# of Paper Checks/Deposits	# of DR	#of CR	#of items in Deposits	Avg Ledger Balance	Avg Collected Balance
Feb. 2013	0	0	0	0	7862	7862
Jan 2013	1	1	0	0	7862	7862
Dec 2012	0	0	0	0	7935	7935
Nov 2012	0	0	0	0	8112	8112
Oct 2012	0	0	0	0	8112	8112
Sept 2012	1	1	0	0	8112	8112
Aug 2012	2	2	0	0	8123	8123
July 2012	0	0	0	0	8516	8516
Jun 2012	0	0	0	0	8552	8552
May 2012	1	1	0	0	8552	8744
Apr 2012	0	0	0	0	8744	8902
Mar 2012	0	0	0	0	8902	8902

Prosecuting Attorney-Account # 3						
Month	# of Paper Checks/Deposits	# of DR	#of CR	#of items in Deposits	Avg Ledger Balance	Avg Collected Balance
Feb. 2013	37	23	14	10	9169	8857
Jan 2013	42	29	14	11	9056	8843
Dec 2012	38	26	12	6	8053	7958
Nov 2012	50	35	15	9	10088	9963
Oct 2012	46	30	16	15	12222	11970
Sept 2012	36	24	12	5	8513	8276
Aug 2012	52	38	14	6	9306	9236
July 2012	47	30	17	15	11371	10915
Jun 2012	53	39	14	6	9871	9671
May 2012	48	33	15	20	10517	10259
Apr 2012	66	49	17	16	15761	15343
Mar 2012	55	41	14	17	14068	13630

13.5. Recorders Regular Account information:

13.5.1. Recorders Account has approximately 2.1 million dollars per year.

13.5.2. Overpayment account approximately \$2,500 per year.

13.5.3. ACH Account: You can expect 600,000 per year

13.5.4. All Funds are balanced and disbursed at the end of each month by statue which may result in a zero balance.

Response Presentation and Review:

In order to enable direct comparison of competing responses, please submit your response in strict conformity to the requirements stated here. Four copies of the bid shall be sealed and clearly marked "BANK BID", and may be mailed or delivered in person to: Donna Neeley, Taney County Clerk, 132 David Street, P.O. Box 156, Forsyth, MO 65653, NO FAX'S will be accepted. Often the Post Office leaves a "pick up slip" in our PO Box which may/may not allow us time to retrieve said item, it is the Bidder's responsibility, not the county, nor the Post Office – to ensure their sealed Bids are delivered in time.

Bids received after 9:00am on the 13th day of May 2013, will be considered untimely and will not be opened.