

**RFP 23-1879 Banking Services**  
**Due on or Before: June 20, 2023, 1:00 PM (CT)**

**G A D S D E N   S T A T E**  
**C O M M U N I T Y   C O L L E G E**

P. O. Box 227 • Gadsden, Alabama 35902-0227 • [www.gadsdenstate.edu](http://www.gadsdenstate.edu)

**Purpose**

Gadsden State Community College (Gadsden State) is soliciting proposals from experienced and qualified banking institutions to provide banking services for Gadsden State's cash flow needs.

This is a Request for Proposals (RFP), not an Invitation for Bid: responses will be evaluated based on the merits of the proposals; there will be no public opening and reading of responses received by the Purchasing Department.

**Background**

Gadsden State is a comprehensive community college offering an array of associate degree and certificate programs. Students may enroll in classes at any of Gadsden State's five locations in Northeast Alabama. For more information about Gadsden State visit [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

**Scope of Work/Purpose**

Gadsden State is releasing this RFP with the intent to receive proposals from qualified banking institutions to provide Gadsden State professional banking services and cash management services in accordance with the terms, conditions and specifications contained in this RFP. Unless otherwise specified, Gadsden State intends to make the award to one vendor capable of satisfying all RFP requirements for reasons of

**Evaluation**

Offerers will be evaluated and selected based upon which proposed services are in the best interest of Gadsden State.

**Intent to Award**

Gadsden State will issue an "Intent to Award" before a final award is made. The "Intent to Award" will continue for a period of fourteen (14) calendar days, after which the award will be final provided there are no protests. A detailed explanation of this process may be reviewed in the Alabama Administrative Code, Chapter 355-4-6-.01. All protest communications filed via email must be sent to:

[purchasing@gadsdenstate.edu](mailto:purchasing@gadsdenstate.edu).

**Contract Period**

The contract period shall be seven years with the option to renew for an eighth, ninth or tenth year. Any extensions must have written approval by both parties. Proposed service adjustments may be considered during any contract period or extension.

**Delivery**

Proposals delivered by the **U. S. Postal Service** must be addressed to:

Gadsden State Community College  
ATTN: Purchasing Department  
P. O. Box 227  
Gadsden AL 35902-0227

Proposals delivered by **special courier service** (FedEx, UPS) must be addressed to:

Gadsden State Community College  
ATTN: Purchasing  
1001 George Wallace Drive  
Gadsden AL 35903

Proposals may be **hand-delivered** to:

Gadsden State Community College  
1001 Korner Street  
Joe Ford Center, Suite 113  
Gadsden AL 35903

Proposals delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery service must have the RFP number indicated on the envelope.

**Form of Proposal**

All proposals must be sealed when received. Electronic proposals will not be considered.

**Alternate Responses**

Gadsden State will not accept and evaluate alternate submittals to the RFP.

**Sales Tax Exemption**

Pursuant to the Code of Alabama, 1975, Title 40-23-4(A)(11), Gadsden State is exempt from paying sales tax. An exemption letter will be furnished upon request.

**Deliverables**

The offerer is expected to maintain services at locations in Gadsden, Alabama as well as Oxford or Anniston, Alabama. The offerer must be insured by FDIC/FSLIC and must be designated as a member of Qualified Public Depository (QPD) in the Security for Alabama Funds Enhancement (SAFE) program.

**Acceptance**

The responsibility of determining the acceptability of any products offered rests solely with Gadsden State.

**Amendments to RFP**

The receipt of all amendments must be acknowledged by offerers.

**Discussions**

Discussions may be conducted with offerers who submit proposals determined to be reasonably susceptible of being selected for award; but proposals may be accepted without such discussions.

**Modification or Withdrawal** prscus prsarear(t)3(h)-t(h)-t(h)-cing amtolmethilie amÍ•tl a(s)-1(2(e)4(nd)-10(m)

**Insurance**

The offerer shall purchase and maintain such insurance as will provide protection from claims for damages because of bodily injury, sickness, or disease, or death of any person including claims insured by standard personal injury liability policies, and from claims for injury to, loss or destruction of tangible property, including loss of use resulting there from, any or all of which may arise out of or result from offerers operations under the scope of work, whether such operations be by offerer or anyone directly or indirectly employed by offerer for whose acts offerer may be legally liable. This insurance shall include the types and specific coverage(s) and be written for not less than any limits of liability required by law. Insurance must include, but is not limited to:

Debarment and Suspension Certification:

- a. The vendor certifies to the best of their knowledge and belief, they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a covered transaction by any Federal department or agency;
- b. That the vendor has not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. The vendor is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local); and
- d. The vendor has not within a three-year period preceding this agreement had one or more public

***Proposal Form***  
**RFP 23-1879 Banking Services**

Company Name/Offerer: \_\_\_\_\_

Line	Service Description	Service Will be Provided	
	Provide magnetic encoded deposit slips at <b>no cost to Gadsden State.</b>	Yes	No
	Provide Gadsden State via email, web, or CD, a file reflecting all cleared checks for the preceding month, by the 10 <sup>th</sup> of each month, as well as provide a copy of the transactions with the bank statement.	Yes	No
	Return all original deposit tickets or provide electronic images of all deposit tickets.	Yes	No
	Provide complete night deposit service.	Yes	No
	Provide an unlimited supply of pre-numbered sealable disposable bags for daily deposits at <b>no cost to Gadsden State.</b>	Yes	No

***Proposal Form***  
RFP 23-1879 Banking Services

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***RFP Certification Form***  
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Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_