

Tallahassee Community College

Request for Proposals
For
BANKING SERVICES

RFP 2012-03



Proposals Due – January 17, 2012 @ 1:45 p.m. EST

Proposals Opening – January 17, 2012 @ 2:00 p.m. EST

<http://www.tcc.fl.edu/purchasing>

1. Table of Contents

1. Table of Contents.....	2
2. Proposal and Contact Information	5
3. TCC's Purchasing Department's Website	6
4. Calendar of Events	7
5. Definitions.....	8
6. General Conditions, Instructions & Information for Proposers.....	10
1) Contact	10
2) Proposal Submission	10
3) Number of Copies	10
4) Due Date/Time.....	10
5) Proposer Email Registration.....	11
6) RFP Documents.....	11
7) Public Opening.....	11
8) No Bid/Proposal	12
9) Delays.....	12
10) Proposal Withdrawal.....	12
11) Additional Information	12
12) Inquires	12
13) Addendum	12
14) Posting of Award	13
15) Responses	13
16) Termination	13
a. Termination at Will	13
b. Termination for Cause.....	13
c. Termination for Unauthorized Employment.....	14
17) Minority and Women Owned Businesses	14
18) Proposal Preparation Costs.....	14
19) Accuracy of Proposal Information	14
20) Disqualification.....	15
21) Attorney's Fee	15
22) Public Entity Crimes.....	15
23) Public Records	16

24)	Acceptance/Rejection	16
25)	Protests	16
26)	Compliance	17
27)	EEO Statement.....	17
28)	Conflict of Interest.....	17
29)	Affirmation	17
30)	Request for Proposal Terms.....	17
31)	Licenses	18
32)	Federal and State Taxes	18
33)	Mandatory Responsiveness Requirements/Fatal Criteria	18
34)	Right to Reject Proposal Submissions and Waiver of Minor Irregularities	18
35)	Site Visit and Proposers' Conference	18
36)	Intent to Propose.....	19
37)	College Required Scope Changes	19
38)	Other Requested Changes.....	19
39)	Debts and Encumbrances	20
40)	Credits	20
41)	Administrative Purposes	20
7.	Scope of Services Sought.....	20
1)	Overview.....	20
2)	Existing Conditions	21
3)	Scope of Service.....	21
4)	Specific Services.....	22
5)	Compensation.....	28
6)	Optional Services.....	28
7)	Statement of Purpose	29
8)	Service Start Date	30
8.	Instructions for Preparing Proposals	30
1)	Proposal Format	31
2)	Proposal Submission Requirements - Mandatory.....	32
a.	Tab 1 – Transmittal Letter with Executive Summary	32
b.	Tab 2 – Proposer's Business/Corporate Background - Mandatory	33
c.	Tab 3 – Attachment B – Questionnaire	34
d.	Tab 4 – Attachment C - Drug-Free Work Place Form - Mandatory	34

e.	Tab 5 – Attachment D - Minority & Women Owned Business Declaration Form - Mandatory	34
f.	Tab 6 - Attachment E – W-9, Request for Taxpayer Identification Number and Certification Form - Mandatory	34
g.	Tab 7 - Other Required Forms – Attachments F & G - Mandatory	35
h.	Tab 8 - Proposer’s Financial Statement - Mandatory	35
i.	Tab 9 – Staffing and Personnel - Mandatory	36
j.	Tab 10 – Attachment A - Price Proposal Sheet - Mandatory	36
k.	Tab 11 – Attachment H - Addendum Acknowledge Form - Mandatory	36
9.	Evaluation of Proposals	37
1)	Evaluation Method	37
2)	Proposal Criteria	37
a.	Evaluation Criteria / References	37
b.	Identical or Tie Scores	37
c.	Evaluation Criteria for Written Proposals	38
10.	Attachments	39
1)	Attachment A - Price Proposal Sheet - Tab 10	422
2)	Attachment B - Questionnaire - Tab 3	45
3)	Attachment C - Drug-Free Work Place Form – Tab 4	46
4)	Attachment D - Minority and Woman Owned Business Declaration- Tab 5	47
5)	Attachment E – W9, Request for Taxpayer Identification Number & Certification – Tab 6	49
6)	Attachment F – TCC’s Vendor Application Form – Tab 7	50
7)	Attachment G – Vendor Signature Sheet – Tab 7	51
8)	Attachment H – Addendum Acknowledgement Form –Tab 11	52
9)	Attachment I – Statement of No Proposal Submittal	53
10)	Attachment J –Main Campus Map	54
11)	Attachment K – TCC Site Locations	55

2. Proposal and Contact Information

Submit Proposals To:

Tallahassee Community College
Purchasing Department
Hinson Administration Building, Room 113
444 Appleyard Drive
Tallahassee, FL 32304-2895

Contact Information:

Bobby Hinson
Purchasing Manager
Phone: 850-201-6071
E-mail: hinsonb@tcc.fl.edu

Jenny Shuler
Purchasing Technician
Phone: 850-201-6069
E-mail: shulerj@tcc.fl.edu

Location:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, FL 32304-2895
Phone: 850-201-8520
Fax: 850-201-8506

General Information:

RFP Title:	Banking Services
RFP Number:	RFP 2012-03
Commodity Code:	973-120
Proposal Due Date and Time:	January 17, 2012 @ 1:45 p.m. EST
Proposal Opening Date and Time:	January 17, 2012 @ 2:00 p.m. EST
Issue Date:	December 13, 2011

3. TCC's Purchasing Department's Website

<http://www.tcc.fl.edu/purchasing>



TALLAHASSEE COMMUNITY COLLEGE

[FUTURE STUDENTS](#) [STUDENTS](#) [FACULTY & STAFF](#) [ALUMNI](#) [WORKFORCE/PUBLIC SAFETY](#) [COMMUNITY](#)

[About TCC](#) [Areas of Study](#) [Board of Trustees](#) [Employment](#) [Giving to TCC](#) [Online Access](#)

SEARCH TCC

QUICK LINKS

[Login](#) | [Site Map](#) | [Search FAQs](#)

ADMINISTRATIVE SERVICES

- Business Office
- Cashier's Office
- Copy Center
- Facilities Planning
- Financial Aid & Scholarship Office
- Mail And Courier Service
- Plant Operations
- Police Department
- Purchasing Department**
 - Contact Us
 - Employee Forms & Training Information
 - State Contracts Listing
 - Current Bid Information
 - Current Bid Awards
 - Vendor Information

ADMINISTRATION
OUR CAMPUS & SERVICE CENTERS
DISTRICT BOARD OF TRUSTEES
STRATEGIC PLAN

TCC Home :: About TCC :: Administrative Services :: Purchasing Department

PURCHASING DEPARTMENT

Welcome to the Tallahassee Community College Purchasing Department

The Purchasing Department at Tallahassee Community College (TCC) is charged with managing the acquisition of commodities and services necessary to meet the College's requirements. All of the staff members in the Purchasing Department are devoted to fostering a mutually beneficial and cooperative relationship between TCC staff and our suppliers.

The Purchasing Department's main purpose is to assure that the College's expenditures relating to the acquisition of commodities and services are in compliance with TCC's policies, state requirements and sound business practices. While accomplishing our purpose the department is focused on obtaining quality commodities and services, and in making sure they are delivered in a timely manner.

Department staff is committed to maintaining an effective partnership among TCC staff, our suppliers and our department.





TALLAHASSEE COMMUNITY COLLEGE

[FUTURE STUDENTS](#) [STUDENTS](#) [FACULTY & STAFF](#) [ALUMNI](#) [WORKFORCE/PUBLIC SAFETY](#) [COMMUNITY](#)

[About TCC](#) [Areas of Study](#) [Board of Trustees](#) [Employment](#) [Giving to TCC](#) [Online Access](#)

SEARCH TCC

QUICK LINKS

[Login](#) | [Site Map](#) | [Search FAQs](#)

ADMINISTRATIVE SERVICES

- Business Office
- Cashier's Office
- Copy Center
- Facilities Planning
- Financial Aid & Scholarship Office
- Mail And Courier Service
- Plant Operations
- Police Department
- Purchasing Department**
 - Contact Us
 - Employee Forms & Training Information
 - State Contracts Listing
 - Current Bid Information**
 - Current Bid Awards
 - Vendor Information

ADMINISTRATION
OUR CAMPUS & SERVICE CENTERS
DISTRICT BOARD OF TRUSTEES
STRATEGIC PLAN
ACADEMIC AFFAIRS
ATHLETICS
DATA DIGEST
FACULTY & STAFF RESOURCES
GRANTS OFFICE
HELP DESK AND WEB SUPPORT

TCC Home :: About TCC :: Administrative Services :: Purchasing Department :: Current Bid Information

CURRENT BID INFORMATION

The following Bids are advertised on this site and the State of Florida's Vendor Bid System (VBS)
http://vbs.dms.state.fl.us/vbs/main_menu

To obtain the solicitation documents in order to respond to any of these solicitations, you must contact the TCC Purchasing Department at (850) 201-8520 or download the files listed below.

Failure to file a protest within the time prescribed in 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

*****OPEN BIDS*****

None at this time.

****CLOSED BIDS****

ITB 2011-13 – Pat Thomas Boulevard Outdoor Lighting Improvements (CLOSED-See Bid Awards)

ITB-Invitation to Bid (pdf 1.14 MB)
VBS Advertisement (pdf 400.53 kB)
List of Pre-Qualified Contractors (pdf 25.83 kB)
Addendum 1 Acknowledgement Form (pdf 303.40 kB)
Addendum 2 Acknowledgement Form (pdf 250.73 kB)
Bid Due – Monday, July 25, 2011 @ 1:45 p.m. EDST
Bid Opening – Monday, July 25, 2011 @ 2:00 p.m. EDST

4. Calendar of Events

Listed below are the important actions and dates/times by which the actions shall be taken or completed. If the College finds it necessary to change any of these dates/times, it will be accomplished by an addendum. All listed times are local Eastern Standard Time.

Calendar of Events

Date	Time	Action
December 13, 2011		Release of RFP to Public, Posted on VBS
December 21, 2011 - January 2, 2012	N/A	College will be closed for Winter Break and will re-open on Tuesday, January 3, 2012.
N/A	N/A	Non-Mandatory Site Visit
January 3, 2012	5:00 p.m.	Last Day for Written Inquiries and Notice of Intent to Propose
January 9, 2012		Anticipated Date that answers to Written Inquiries will be posted on TCC's Website
January 17, 2012	1:45 p.m.	Proposals Due
January 17, 2012	2:00 p.m.	Proposal Opening, includes Review of Mandatory Responsiveness Requirements (Fatal Criteria)
January 18, 2012		Anticipated Commencement of Proposal Evaluations
March 2012		Anticipated Recommendation to the Board of Trustees for Approval
May 1, 2012		Anticipated Commencement of Contract

5. Definitions

- a. **Automated Clearing House (ACH)**: The ACH Network is a highly reliable and efficient nationwide batch-oriented electronic funds transfer system governed by the NACHA OPERATING RULES which provide for the interbank clearing of electronic payments for participating depository financial institutions. The Federal Reserve and Electronic Payments Network act as ACH Operators, central clearing facilities through which financial institutions transmit or receive ACH entries.
- b. **Breach of Contract**: The condition of the relationship between the College and the Contractor which exists when the Contractor fails to perform under the terms and conditions of the Contract which may result from this RFP.
- c. **CD/CD-R**: A recordable compact disc format.
- d. **Contract Non-Compliance**: Failure to meet or comply with any requirement or term of the Contract.
- e. **Contract Services**: Where used herein, refers to those services provided by a private contractor to the College, as described in this RFP document and pursuant to an executed contract.
- f. **Contract**: The agreement resulting from this RFP between the Successful Proposer and the College.
- g. **Contractor**: The organizational entity serving as the primary Contractor with whom a contract will be executed. The term Contractor shall include all employees, subcontractors, if applicable, agents, volunteers, and anyone acting on behalf of, in the interest of, or for, the Contractor.
- h. **College**: Tallahassee Community College referred to in this RFP document as “TCC”, “College” or “the College.”
- i. **Desirable Conditions**: The use of the words “should” or “may” in this RFP indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a Proposal.
- j. **Evaluation Team**: Identified by the Vice President of Administrative Services and Chief Financial Officer to evaluate the responses and make a recommendation for award in the best interest of the College.
- k. **Mandatory Responsiveness Requirements/Fatal Criteria**: Terms, conditions or requirements that shall be met by the Proposer to be responsive to this RFP. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of a proposal. Any proposal rejected for failure to meet mandatory responsiveness requirements will not be further evaluated.
- l. **Minor Irregularity**: A variation from the RFP terms and conditions which does not affect the price proposed or gives the proposer an advantage or benefit not enjoyed by the other proposers or does not adversely impact the interests of the College.
- m. **PDF**: Portable Document Format (PDF) is a file format created by Adobe Systems.
- n. **Proposals**: An offer in response to a RFP.
- o. **Proposer**: Company/person, which submits a proposal. An Offeror.
- p. **RFP**: Request for Proposal. A formal request soliciting proposals. Includes specifications or Scope of Work and all contractual terms and conditions.

- q. **Subcontract**: An agreement entered into by the Contractor with any other person or organization that agrees to perform any performance obligation for the Contractor specifically related to securing or fulfilling the Contractor's obligations to the College under the terms of the Contract resulting from this RFP.
- r. **Successful Proposer/Contractor**: The entity that will be performing as the contractor under any contract resulting from this RFP.
- s. **Vendor, Offeror, Proposer or Contractor**: A legally qualified corporation, partnership or other entity submitting a proposal to the College pursuant to this RFP that will be performing as the Contractor under any resultant contract.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

6. **General Conditions, Instructions & Information for Proposers**

1) **Contact**

Any questions concerning this RFP shall be directed to Jenny Shuler or Bobby Hinson at the Purchasing Department as indicated in Section 2 - Proposal and Contact Information page. To ensure prospective proposers are presented the same information, all proposers are hereby instructed to contact only the staff members designated as resources for this RFP in Section 2 – Proposal and Contact Information. Any other staff contact could create confusion or misinformation and may be cause for disqualification.

Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFP. The College will not be bound by oral responses to inquiries or written responses other than by addenda.

2) **Proposal Submission**

The College will receive proposals at the address listed in Section 2 - Proposal and Contact Information page. The outside of the sealed envelope/container **must** be identified as follows:

- ✓ Proposer's name
- ✓ Return address
- ✓ RFP number and title
- ✓ Due date and time

All documentation produced as part of this solicitation shall become the exclusive property of the College and may not be removed by the Proposer or returned to its agents. The College shall have the right to use any or all ideas or adaptations of the ideas presented in any proposal. Selection or rejection of a proposal shall not affect this right.

3) **Number of Copies**

Proposers shall submit **one (1) original hardcopy, five (5) additional copies** and **one (1) Compact Disc (CD) in PDF format** of the complete proposal, with all supporting documentation in a sealed envelope/container marked as noted above. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the Evaluation Team.

4) **Due Date/Time**

The time and date will be scrupulously observed. Proposals must be received in the TCC Purchasing Department by the deadline. **Proposals and unsolicited amendments to proposals received after the specified time and date shall not be evaluated.** The College will not be responsible for late deliveries or delayed mail. The time clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday,

Eastern Standard Time. The proposer may submit the proposal in person or by mail/courier service. Faxed or electronically sent proposals will not be accepted. **Proposers are cautioned that all incoming mail to the College is received by the College's Central Mail Department prior to its distribution to the individual departments. Therefore, at least a 24-hour distribution delay should be considered when mailing the proposals. The College cautions proposers to assure actual delivery of mail or hand-delivered proposals prior to the deadline set for receiving proposals.** Telephone confirmation of timely receipt of the proposal may be made by calling The Purchasing Department at (850) 201-8520

5) Proposer Email Registration

Proposers who desire to obtain electronic documents regarding the College's RFP's must officially register their email address with the Purchasing Department in order to be placed on an email mailing list for any forthcoming addenda or official communications. **An email sent to the names listed in Section 2 - Proposal and Contact Information referencing this proposal will serve as officially registering.** The College shall not be responsible for providing addendum to proposers who receive RFP documents from other sources. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have submitted a Proposal without an addendum acknowledgement form (see Attachment G, Addendum Acknowledgement Form) for the most current addendum.

6) RFP Documents

To obtain the RFP documents in order to respond to this RFP, contact Jenny Shuler shulerj@tcc.fl.edu; by phone at (850) 201-6069; online at <http://www.tcc.fl.edu/purchasing>. If you download the proposal from the Purchasing website, please contact the Purchasing Department at (850) 201-8520 and provide your contact information. This information will become a part of our vendor list.

7) Public Opening

Proposals shall be received by the Purchasing Department by the specified time and date. Proposals will be reviewed by College staff to determine if they comply with the mandatory responsiveness requirements/fatal criteria listed in this RFP. This will be a yes/no review and costs recording, conducted by the College staff, to determine if all requirements have been met. Failure to meet any of these mandatory responsiveness requirements will render a response non-responsive and result in rejection of the entire response. Further evaluation will not be performed. No points will be awarded for passing the mandatory responsiveness requirements. A public opening of the proposals for this RFP will occur as listed in Section 4 - Calendar of Events in Room 115 (Eagle Conference Room) of the Hinson Administration Building. Persons with disabilities needing assistance to participate in the public opening should call the Purchasing Department at least 48 hours in advance of the public opening.

8) No Bid/Proposal

If not submitting a Proposal, vendors should submit a **Statement of No Proposal Submittal (Attachment I)** and give the reason(s) in the space provided. Failure to submit either a Proposal or a Statement of No Proposal Submittal may be cause for removal of the Proposer from the mailing list.

9) Delays

The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify proposers of all changes in scheduled due dates by written addendum.

10) Proposal Withdrawal

Proposers may withdraw their proposals by notifying the Purchasing Department in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license). Once opened, proposals become the property of The College and will not be returned to the proposers.

11) Additional Information

No additional information may be submitted, or follow-up performed by any Proposer after the stated due date unless specifically requested by the College.

12) Inquires

All proposers shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the Purchasing Department in writing by the Calendar of Events, Last Day for Written Inquiries; failure to do so, on the part of the proposer, will constitute an acceptance by the proposer of any subsequent decision. Any inquiries or questions concerning the intent, meaning and interpretations of this RFP shall be requested in writing, to be received by the contact person in the Purchasing Department, by the date listed in the Calendar of Events, Last day for Written Inquiries and Notice of Intent. An addendum with answers on all received questions will be mailed or emailed to the Proposer by or on the date listed in the Calendar of Events, Anticipated Date that Answers to Written Inquiries will be posted the College's Website.

13) Addendum

Should any revisions/clarifications/supplemental instructions be needed, the College will issue a written addendum (**see Attachment H – Addendum Acknowledgement Form**) to all proposers who received a RFP package from the Purchasing Department. It is the proposers'

responsibility to check with the Purchasing Department prior to submitting a proposal to make sure they have not missed any issued addendums.

The College will also post all addenda and materials relative to this procurement on The College's Purchasing website: <http://www.tcc.fl.edu/purchasing>. **Interested parties are responsible for monitoring this site for new or changing information relative to this procurement.**

Note: Vendors cannot download RFP documents from the Vendor Bid System. They may be downloaded from TCC's Purchasing website.

14) Posting of Award

The College anticipates an award to the Proposer who submits the proposal judged by the College to be the most advantageous to the College. Final approval of the proposal shall be by TCC's District Board of Trustees at a regularly scheduled public meeting. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer.

15) Responses

The College prefers to receive a minimum of three (3) responses to solicitations for commodities and services. Therefore, if three responses are not received by the deadline, the deadline may be extended, or the solicitation for responses may be re-initiated.

16) Termination

If the awarded contract is terminated or cancelled, the College may elect to negotiate and award the proposal to the next ranked proposer or to issue a new RFP, whichever is determined to be in the best interest of the College. If the provider is not performing within the terms and conditions set forth by Tallahassee Community College, the Vice President of Administrative Services and Chief Financial Officer will notify the provider that the contract will be terminated as instructed below. The obligations of the College under this award are subject to the terms and conditions established by the Legislature of the State of Florida.

a. Termination at Will

The Contract resulting from this RFP may be terminated by the College or the Contractor upon no less than sixty (60) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

b. Termination for Cause

The integrity, reliability and qualifications of a bidder or proposer, with regard to the capability in all respects to perform fully the contract requirements, shall be determined

by the College prior to the award of the contract and shall be monitored by the College throughout the contract term.

Default – If a vendor is in default on any contract awarded, the College shall follow the procedures contained herein:

(a) The College shall notify, in writing, any vendor who fails to adhere to contract terms and conditions. This notice shall state the nature of the failure to perform and provide a time certain for correcting the failure (such reasonable time should not generally be less than 10 days after receipt of such notice).

(b) Unless the vendor corrects its failure to perform within the time provided, or unless the College determines on its own investigation that the vendor's failure is legally excusable, the College shall find the vendor in default and shall issue a second notice stating (i) the reasons the vendor is considered in default, (ii) that the College will repurchase or has repurchased the commodities or services.

The foregoing provisions do not limit, waive or exclude the College's remedies against the defaulting contractor at law or in equity.

c. **Termination for Unauthorized Employment**

Violation of the provisions of Section 274A of the Immigration and Nationality Act, shall be grounds for unilateral cancellation of the Contract resulting from this RFP.

17) Minority and Women Owned Businesses

Minority and Women Owned Businesses are encouraged to participate in all solicitations for responses conducted by the College. Category definitions may be reviewed in Chapter 288.703 of the Florida Statutes. Penalties for falsification and/or discrimination may be reviewed in Chapter 287.094. **See Attachment D, Minority and Women Owned Business Declaration Form.**

18) Proposal Preparation Costs

Neither the College nor its representatives shall be liable for any expenses incurred in connection with the preparation of a proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the RFP. Proposing firms shall pay all costs associated with the preparation of the proposals including the cost of any visits to the campus.

19) Accuracy of Proposal Information

Any proposer, which submits in its proposal to the College any information, which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

20) Disqualification

The College reserves the right to disqualify responses, before or after opening, upon evidence that the proposer is not qualified by experience, is not in a position to do work specified in the time allotted, or upon evidence of collusion with intent to defraud, or other unethical or illegal practice. The College also reserves the right to disqualify responses from firms or individuals who have in the past failed to meet the specifications, requirements, or expectations of past or present agreements, contracts, or awards for products and/or services.

21) Attorney's Fee

In the event the proposer breaches the contract between the proposer and the College or the specifications of this RFP, and the College is required to take legal action to resolve the breach, or to recover any monies which may be due hereunder, then, and in those events, the proposer shall pay all costs for such legal action or collection, including reasonable attorney's fees, court costs, discovery costs and any other costs related to this action.

22) Public Entity Crimes

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000.00) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFP proposal forms, Proposers attest that they have not been placed on the "Convicted Vendor List". Due to guidelines for the use of grant funds, no person or vendor will be considered that appears on the Federal "Excluded Parties List" found at the following link; <https://www.epls.gov/>. This list is provided by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. By signing and submitting the RFP proposal forms, proposers attest that they have not been placed on the "Excluded Parties List".

23) Public Records

All proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119.071 (1)(b) and Chapter 119.071 (1)(c), Florida Statutes. Bidders are cautioned that Florida law generously defines what constitutes a public record; see, for example, section 119.07 of the Florida Statutes.

NOTE: If Proposer believes any of their material(s) are exempt from disclosure and public records, they must identify specifically any information contained in their proposal, clearly segregate and mark that information, specify the Florida Statute which they consider to be exempt from disclosure, citing specifically the applicable exemption law and briefly describe in writing the grounds for claiming exemption from the public records law. A general notation that information is “Confidential” will not be sufficient. Any material submitted in response to this solicitation will become a public document pursuant to Section 119.07, Florida Statutes **if not** identified as noted above. This includes material that the responding Proposer might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Florida Statutes. In no event shall the College or any of its employees or agents be liable for disclosing, or otherwise failing to protect the confidentiality of, information submitted in response to this solicitation.

24) Acceptance/Rejection

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who in the College’s opinion, is not in a position to perform properly under the award.

25) Protests

Any notice of protest or formal written protest to the award or intended award which is filed before the proposal tabulation posting, is null and void. To be considered, a notice of protest or formal written protest must be filed within the time limits set forth in Section 120.57(3)(b), Florida Statutes. Failure to file a protest within the time prescribed in 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

26) Compliance

All proposers are required to comply with all Federal, State and Local laws, codes, rules, regulations, ordinances, and policies of the District Board of Trustees of Tallahassee Community college which may be applicable to the action or operation of this RFP.

Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, OSHA regulations, all Civil Rights legislation, and all employment and minimum wage laws.

27) EEO Statement

Tallahassee Community College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability, or age in its programs and activities.

Inquiries regarding the non-discrimination policies may be directed to: Renae Tolson, Equity Officer, (850) 201-8510, tolsonr@tcc.fl.edu

28) Conflict of Interest

All proposers must disclose with the proposal the name of any officer, director, agent who is also an employee of TCC, or member of TCC's District Board of Trustees. All proposers must disclose the name of any TCC employee or member of TCC's District Board of Trustees employee who owns, directly or indirectly, an interest of five percent (5%) or more in the proposer's firm.

29) Affirmation

By submission of a proposal, proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract. See (**Attachment G – Vendor Signature Sheet**).

30) Request for Proposal Terms

By submitting a proposal, the proposer acknowledges that he/she has read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFP. Each responding firm shall submit only one proposal. All proposals received shall remain firm for a period of one (1) year after the date specified for the receipt of the proposals. See (**Attachment G – Vendor Signature Sheet**).

31) Licenses

It shall be the sole responsibility of the contractor to obtain and maintain, at no additional cost to the College, any and all licenses as required by all federal, state, county, municipal and local governments.

32) Federal and State Taxes

Tallahassee Community College is exempt from Federal Tax and State Sales and Use Tax. Upon request, the College will provide an exemption certificate to the vendor.

33) Mandatory Responsiveness Requirements/Fatal Criteria

The College shall reject any and all proposals that do not meet mandatory responsiveness requirements as defined below:

Mandatory Responsiveness Requirements are those terms, conditions or requirements that shall be met by the Proposer to be responsive to this RFP. Failure to meet these responsiveness requirements will cause rejection of a proposal. Any proposal rejected for failure to meet mandatory responsiveness requirements will not be further evaluated.

34) Right to Reject Proposal Submissions and Waiver of Minor Irregularities

The College reserves the right to reject any and all Statement of Qualifications and/or Technical Response/Service Delivery Narrative or to waive minor irregularities when to do so would be in the best interest of the College. Minor irregularities are defined as a variation from the Request for Proposal terms and conditions which does not affect the price proposed, or give the Proposer an advantage or benefit not enjoyed by other proposers, or does not adversely impact the interests of the College. At its option, the College may correct minor irregularities but is under no obligation to do so whatsoever.

35) Site Visit and Proposers' Conference

- a. The College Site Visit - **There will not be a Site Visit scheduled for this RFP.**
- b. Proposers' Conference - **There will not be a Proposers' Conference scheduled under this RFP.**

36) Intent to Propose

In order to plan for a timely and efficient review process, Notice of Intent (NOI) to propose is requested by the date specified in Section 4 - Calendar of Events. The College understands that the submission of a NOI is non-mandatory, or a commitment to submit a proposal, nor is information contained therein considered binding on the submitter. Proposers are requested to submit a letter, email or fax to the Contact persons listed in Section 2 - Proposal and Contact Information. Please provide the following information:

- ✓ **Your company's name, contact person(s), physical mailing address, phone & fax numbers, and E-mail address with a note stating you plan to submit a proposal.**

Note: Although a proposal may be submitted without an NOI, proposers should be aware that any revisions/clarifications/supplemental instructions to this RFP will be issued in a written addendum(s) to the proposers who have returned NOIs.

37) College Required Scope Changes

During the term of the Contract, the College may unilaterally require, by written notice, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The College may make an equitable adjustment, (i.e. increase or decrease in rate, reimbursement for costs, etc.) if the change affects the cost or service delivery. The Contractor will be required to expeditiously execute an amendment to effect such changes, which execution shall not be unreasonably withheld. The College shall endeavor to provide written notice to the Contractor thirty (30) days in advance of any College-required changes to the technical specifications and/or scope of service that affect the Contractor's ability to provide the services as specified herein.

38) Other Requested Changes

In addition to changes in State or Federal laws, rules and regulations, College policies may change. Such changes may impact the College's service delivery in terms of materially increasing or decreasing the Contractor's cost of providing services. There is no way to anticipate what those changes will be nor is there any way to anticipate the costs associated with such changes. Either party shall have ninety (90) days from the date such change is implemented to request an increase or decrease in compensation or the applicant party will be considered to have waived this right. Full, written justification with documentation sufficient for audit will be required to authorize an increase in compensation. It is specifically agreed that any changes to payment will be effective the date the changed scope of services is approved, in writing, and implemented.

39) Debts and Encumbrances

The College shall not be liable or be required to pay and debts, claims, and encumbrances of the proposer or proposer's company incurred during the term of this agreement.

40) Credits

The proposer further covenants and agrees it will not in any manner use the credit of the College in connection with its said business or affairs. The proposer further covenants and agrees it will purchase goods and sign contracts only in its own name and at its own cost and expense.

41) Administrative Purposes

For administrative purposes throughout this document, the College is referring to a vendor, offeror or proposer as "Contractor" and any contract to be issued as a result of this RFP as "the Contract" or "this Contract". This does not mean or imply that any person or firm submitting a proposal to the RFP as a vendor, offeror or proposer will ultimately be awarded a contract or otherwise become a Contractor as that term is commonly understood. By utilizing the term "Contractor" and "this Contract" or "the Contract" throughout this RFP, the College will be able to more quickly and efficiently transfer terms and conditions from this RFP document into a Contract document.

7. Scope of Services Sought

1) Overview

Since 1966, Tallahassee Community College has offered high-quality post-secondary education for the citizens of Leon, Gadsden and Wakulla counties, along with students from throughout the state, nation and abroad. With excellent academic support and classroom facilities and Web-based classes, the College offers a variety of instructional methods to ensure student success.

In addition to providing service to the three-county area, the College is the institution of choice for many academically talented students in the state. The College's athletic teams, the Eagles, enjoy a high level of achievement in men's and women's basketball, baseball, and softball.

The College desires to cultivate a relationship which would extend beyond the initial contract period. The College also desires that the successful vendor provide the maximum service and product presentation at the lowest possible cost to the students, faculty and staff. In addition, the College desires an opportunity for the vendor to earn a reasonable return on investment based on the risk and efforts involved.

2) Existing Conditions

Currently the College has contracted with Wells Fargo Bank for its banking services.

3) Scope of Service

The College is soliciting the submittal of formal proposals from State of Florida qualified banking institutions to provide the College with professional banking services and cash management with terms, conditions and specifications contained in this RFP. The purpose of this RFP is to identify the banking institution that can offer Tallahassee Community College the best value and the highest level of personalized and professional services that are both cost efficient and easy to manage.

The College would prefer to contract with one provider for all the required banking services, however, in that certain services are provided independently of financial institutions, the College reserves the right to consider proposals for specific services requested herein separate from a complete proposal. To compensate for services provided, the College will make direct payments of fixed fees per actual transaction processes.

A proposer must be a federally or State of Florida chartered banking institution with banking facilities located within the city limits of Tallahassee. If the headquarters of the proposer is not located within the city limits, a branch bank or correspondent bank of the proposer located within the city must be able to provide the full range of banking services required by this RFP.

Proposer selected by the college as its depository must comply with Florida Law as it relates to public depositories – specifically Chapters 280, 136, 18, 230, and State Board of Education Rules 6A-14.0751, 6A-14.0752 and 6A-14.0765.

The Bank cannot make assignment of services without the College's prior written consent. The College shall reserve the right to eliminate individual services if the charges associated with the services are considered by the College to be excessive.

The College intends and prefers to maintain for its operations, the minimum number of accounts appropriate for its activity. The proposing bank should include in its proposal an explanation of its recommended account structure and a brief description of the cost/benefits rationale for its recommendation. The College also requests the capability to define its own structure and number of accounts.

Following the decision to award this contract based on the selection criteria specified herein, the requirements of the RFP, and upon agreement with selected bank in final negotiations for the contract hereunder, the College reserves the right to negotiate to alter

any of the terms or conditions for banking services which, in its opinion, are advantageous to the College. Furthermore, during the term of the contract, the College reserves the right to alter current terms or add any additional banking services which may become available and which, in its opinion, are advantageous to the College.

The college is to be notified immediately if any discrepancy is found with the College's deposit or if any counterfeit currency is included in the deposit. The College shall have the option to set minimum thresholds for these notifications.

Describe the bank's process of handling a fraudulent claim against the College's accounts.

Please incorporate the cost of any conversion from the College's current banking institution's system to your firm's system, to include:

- New terminals and/or equipment related to conversion;
- Any additional new equipment, as required;
- Training on new systems;
- Any cost savings to Tallahassee Community College related to conversion.

The College, or its authorized representatives, shall have access to the books and records maintained by the bank, with respect to such College bank accounts at all reasonable times, including the inspection or copying of such books and records and all memoranda, checks, correspondence, or documents pertaining thereto. Such books and records shall be preserved by the bank as required by applicable regulatory bodies.

Additionally, the College shall be provided annual financial reports to indicate the financial soundness of the institution.

4) Specific Services

The banking institution will provide the following services:

- a) **PRINTING** The Bank will provide deposit slips in conformity with the College's specifications for color, design, and paper stock.
- b) **MERCHANT/CREDIT-DEBIT CARD SERVICES** The College accepts credit cards at multiple physical locations and over the internet. The College accepts Visa, MasterCard, American Express, Discover and debit cards. Bank/Provider shall provide merchant services as follows:

- Charges for credit card, debit card and point of purchase services are to be assessed as quoted in RFP response by either of the alternative methods described herein.
 - Point of sale technology for credit and debit cards and point of purchase transactions will be provided for use at the College by the bank/provider credit card service. Equipment must be able to perform on-line authorizations, electronic transmittal of deposits to the College's primary account, receipt printing, check reading/imaging, and deposit detail printing. The point of sale equipment pricing should be presented in the proposal with purchase and lease options.
- c) **CASH MANAGEMENT SYSTEM** The College also requires the use of an automated cash management system to permit authorized College personnel to have direct on-line computer access to account status information and for certain account activities such as stop payments, balance inquiries, paid check status inquiries, controlled disbursement authorization, point of purchase check status, etc. on a 24 hour basis, 7 days per week.
- The system must include the necessary software applications to enable the College to establish a data link with the prospective provider network. An internet based solution is preferred providing the ability to facilitate transfers remotely.
 - The system will have the capability of sending and receiving data transmissions. Data transmissions received would be in the form of summary bank account information, in addition to activity detail. Outgoing transmissions would be in the form of fund movement instructions.
 - The cash management information system shall have the ability to interface with one or more auxiliary software packages (e.g. Microsoft Excel), as well as make available standard balance tracking, history reporting, and fund transfers.
 - Respondents must provide a detailed description, capacity, and flexibility of the cash management information system which will be made available. This should include a complete breakdown of all associated costs and any additional required facilities on the part of the College. Collected balance information and controlled disbursement presented the previous day shall be available by 9:30 a.m. the following day.

- Cash management systems should also include the following information:
 - System components and requirements. A detailed description of the system being proposed including but not limited to the software requirements and the system support provided by the proposer.
 - Any limitations foreseen as related to the short-term account implementation as well as long-term account implementation.
 - Examples of the standard reports.
 - Options regarding modification of these reports.
 - Interfacing capabilities (MS EXCEL, etc.)
 - Ability to make available memo posting/activity detail as relates to same day wire activity, check screening, etc.
 - Any effects these alternatives would have on the system (i.e., timing of file downloads, method of downloading, attended, unattended).

d) **DEPOSITS EARNING INTEREST**

- It is the College's intent to have all monies on deposit earning interest at the best available rate. Please submit best options to accomplish this.
- The College intends to have all monies on deposit treated as, and reported as funds on deposit. Proposers are to respond as to how the College funds will be invested and how they will maintain compliance with safekeeping requirements. Investment options shall comply with requirements of SBE Rule 6A-14.0765.
- The College reserves the right to invest any or all funds in excess of any required daily balances in any manner which will be in the best interest of the College.

- e) **POINT OF PURCHASE CHECK CONVERSION SERVICES** As stated under Merchant//Credit Card Services, Tallahassee Community College accepts credit cards at multiple physical locations and over the internet. The College accepts Visa, MasterCard, American Express, Discover and debit cards. The College will consider implementing point of purchase check conversion. Bank/Provider shall provide merchant services as follows:
- Charges for credit card, debit card and point of purchase services are to be assessed as quoted in RFP response by either of the alternative methods described herein.
 - Point of sale technology for credit and debit cards and point of purchase transactions will be provided for use at the College by the bank/provider credit card service. Equipment must be able to perform on-line authorizations, electronic transmittal of deposits to the College's primary account, receipt printing, check reading/imaging, and deposit detail printing. The point of sale equipment pricing should be presented in the proposal with purchase and lease options.
- f) **STOP PAYMENTS** The Bank shall issue stop payments on checks as instructed by the College. It is estimated that 200 stop payments will be issued each year on the account.
- g) **WIRE TRANSFERS** The College will have approximately 150 incoming wire transfers per year. Incoming transfers will be considered "immediately available" the day received. Wire service credit and debit notices must be included in the monthly bank statements.
- Accommodate pre-authorized wires out upon request of authorized College personnel and guarantee arrival in the same day for requests made before 2:00 p.m.
- h) **AVAILABILITY OF FUNDS** The Bank will provide online inquiry for daily balance reporting. The level of available funds will be determined on the following schedule:
- Items on depository, wire transfers, payroll/ACH deposits, cash; **SAME DAY**
 - Items on local institutions; **NEXT DAY**
 - Other Items; **FEDERAL RESERVE AVAILABILITY SCHEDULE**

The above schedule shall be the maximum clearing schedule. If the Bank can offer faster clearing services, they should be outlined in the proposal.

- i) **MONTHLY STATEMENTS** Monthly statements for all accounts must be provided within ten (10) business days after the last calendar day of each month. The statements shall have checks listed in numerical order and any breaks in order noted. Statements are to be provided on CD-ROM as well as online, including all check and deposit images.

A monthly account analysis report showing overall activity in all College accounts shall also be provided to the College within ten (10) business days after the end of each calendar month. This report shall itemize monthly activity charges and the computation of the Bank's net monthly earnings on average collected balances. Each proposer shall submit a sample of their account analysis report with the RFP.

- j) **ACCOUNT RECONCILIATION** The Bank will provide electronic files of all canceled checks for the Operating and Payroll accounts within ten (10) days after the end of each calendar month. The College's IT Department will provide file layout specifications to the successful proposer. The bank should describe alternative means available to aid in the automation of the reconciliation process.
- k) **CASH CHECKS** The Bank will cash student refund checks drawn on the Operating account when presented by the student with appropriate identification even though the student may not be a bank customer.
- l) **NSF COLLECTION ACTIVITIES** The Bank will redeposit NSF checks a second time prior to debiting the College's account and returning the check to the College. Checks re-deposited shall be clearly stamped with a notation that this action has taken place. The check should be returned to the College if not honored on second attempt.
- m) **BANKING SUPPLIES** The Bank will provide the College all necessary banking supplies. These shall include, but not limited to, deposit slips, deposit stamps, coin wrappers, and envelopes. The College reserves the right to obtain supplies from a vendor other than the depository bank. Coin sorting and counting services are **NOT** required.
- n) **OVERDRAFT PROTECTION** The College will make every effort to assure that collected funds in the bank are equal to or exceed the gross amount of checks issued. However, if an unintentional overdraft condition occurs, all checks presented for payment shall be paid.
- o) **ADVISORY SERVICES** The Bank shall provide cash management advisory services to assist the College in maximizing interest revenue.

- p) **RESOURCE PERSONNEL** The Bank shall identify personnel in its operations department who are available to answer questions pertaining to transactions that require a more detailed explanation and provide equipment service.
- q) **DISASTER RECOVERY** The Bank shall provide information regarding their disaster recovery plan including specific plans related to serving the College in the event of a disaster.
- r) **CHECK 21** The Bank shall provide Check 21. A check scanner and appropriate software would be provided to the College to digitally capture the check images. The deposit would be balanced and an electronic deposit slip created. The file would then be transmitted to the bank through a secure website for posting to the College's depository account.
- s) **POSITIVE PAY** The Bank will provide Positive Pay to ensure the College's protection and security against fraud and theft. Positive Pay transactions should be monitored daily for violations. The College will transmit files each time a payroll or account payable check file is processed. The Bank shall have the capability to accept an uploaded file from the College's accounting system. All paid checks should be matched against the issue file for verification, giving the College the ability to instruct the Bank to pay or return an item.
- t) **PAYROLL CHECK CASHING** The Bank will cash payroll checks for College employees upon presentation of appropriate identification. Employee personal account relationship will not prevent the employee from cashing a payroll check.
- u) **CONTINUOUS SERVICE** The Bank will have and maintain sufficient staff to support these requirements on a continuing basis without interruption of services. Severe or repeated breakdown of service for this reason will be cause for cancellation of the contract. The College requires that the Bank designate one of its cash management service personnel who will act as a liaison with the College for matters regarding its account. The College reserves the right to approve the person designated and further reserves the right to approve in advance the designation of any successor liaison.
- v) **MISCELLANEOUS CHARGES** If any charges apply, the Bank will supply details to support all charges for miscellaneous items such as: phone calls, copying, deposit slips, etc. No charge is to be submitted that is not supported by an invoice.

- w) **EMPLOYEE BENEFITS** The Bank shall state whether it may provide special low, or no fee, or other special term services to College employees, and provide specifics of any special account granted.
- x) **ADDITIONAL SERVICES** With detailed information, please describe any additional services that proposer is able to offer and provide the College in relation to the scope of this RFP.

5) Compensation

- a) All interest will be credited to each account.
- b) **MONTHLY SERVICE CHARGES.** The monthly service charges will use the rates identified in the service cost section of this RFP and invoices submitted to the College.

6) Optional Services

a) General Information

In addition to the basic services described in this RFP, the College requests proposals for the optional services identified below and any additional services that the proposer feels would be in the best interest of the College. The optional services proposal will be evaluated in conjunction with the basic services proposal and can be a deciding factor in the selection of the College's depository.

b) Investment Services

The College currently places all of its funds that are not immediately needed for current operations in a money market account, certificates of deposit, and with the State Board of Administration (SBA). The College seeks to maximize interest income earnings while minimizing investment risk. The College anticipates an initial investment of approximately \$30 million in the short-term portfolio.

A proposer should offer investment custody and advisory services for a short-term portfolio that is in compliance with Florida Statutes, 218.415 and State Board of Education Rule, Chapter 6A.14-0765.

The proposal should outline the investment program being proposed and provide a performance comparison between this program and the SBA assuming a fixed investment of \$20,000,000 for the last three years. The performance comparison should be net of expenses. Charges for maintaining the proposed investment program should be expressed as a percent of the account's market value and be provided for investment

thresholds of 5 million, 10 million, 15 million, and any higher thresholds used by the bank.

The proposal must certify that the program being proposed is derivative free and complies with Florida Statutes and State Board of Education Rules relative to investments by community colleges.

c) Automated Teller Machine (ATM)

The current bank partner provides an ATM machine at The College's main campus, on the exterior of the Student Union (Bldg. 35). The minimum service level required is cash withdrawal. The College will provide space, lighting, electricity, climate control, and phone line access as required. The College will also provide the interior maintenance, custodial service and facility repairs. Any costs not itemized above shall be the responsibility of the bank. The College will not have, under any condition, responsibility for maintenance or repair of the ATM, security equipment, or any ancillary equipment needed to service or maintain the unit. The bank shall have total responsibility for servicing both the banking and equipment function of the ATM.

- Provide pricing and/or service fee information for on campus ATM's with volume requirements for each fee threshold.
- Provide all costs associated with the addition of one ATM machine at the Florida Public Safety Institute if the college desires to do so during the agreement period.
- Provide all costs associated with the addition of one ATM machine at the Ghazvini Center for Healthcare Education if the college desires to do so during the agreement period.

d) Special Employee Program

A proposer may offer College employees a comprehensive banking services package with benefits that exceed those available to individual bank customers. The proposal shall describe in detail the package being offered and show how it compares to the bank's standard offering of services for individual accounts.

7) Statement of Purpose

This Request for Proposal (RFP) is issued for the purpose of soliciting proposals from qualified vendors that must be licensed, certified, and primarily engaged in the business of providing banking services throughout the duration of the contract. The proposing bank must be a "Qualified Public Depository" as defined in Chapter 280, Florida Statutes, with a local branch located within the city limits of Tallahassee, Florida.

The College would prefer to contract with one provider for all the required banking services, however, in that certain services are provided independently of financial institutions, the College reserves the right to consider proposals for specific services requested herein separate from a complete proposal.

8) Service Start Date

The Vendor(s) must have the capability to provide professional banking services, by the Calendar of Events, Anticipated Commencement of Contract. The College reserves the right to change the dates for the commencement of service delivery and the Contract start date.

a) Term of Contract

It is anticipated that the initial term of any Contract resulting from this RFP shall be for a five (5) year period. If it is deemed to be in its best interest, the College has the option, not the obligation, to renew the contract for an additional five (5) year term, predicated on satisfactory performance and evaluation of the vendor during the initial term.

b) References

Submit at least three references, higher education or State agency clients, for which proposer has performed (or is currently performing) work similar in nature and size as the project described herein. For each reference submit the following:

- 1. Client Name.**
- 2. Contact Information, including telephone and email address (es).**

c) Litigation History

Provide a statement of any material litigation or regulatory action that has been filed against your firm in the last five years and that have required disclosure in your annual financial statements. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm, provide a statement to that effect.

8. Instructions for Preparing Proposals

Each proposal shall be prepared simply and economically, providing a straightforward, concise delineation of the proposer's capabilities to satisfy the requirements of this RFP. Emphasis in each proposal shall be on completeness and clarity of content. In order to expedite the evaluation of proposals, it is essential that proposers follow the format and instructions contained in the Proposal Submission Requirements (with particular emphasis on the **Mandatory Responsiveness Requirements**).

Proposals are due at the time and date specified in the Calendar of Events, Proposals Due/Proposal Opening, Including Review of Mandatory Responsiveness Requirements (Fatal Criteria) and shall be submitted to Tallahassee Community College, Purchasing Department, Hinson Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304. Proposals received late will not be considered and no modification by the proposer of submitted proposals will be allowed. No College staff will be held responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.

Before award, the College reserves the right to seek clarifications or request any information deemed necessary for proper review of submissions from any proposer deemed eligible for contract award. Failure to provide requested information may result in rejection of the proposal.

The College shall not be obligated to pay for information obtained from or through any proposer prior to entering into a contract with the successful proposer. Once opened, proposals become the property of the College and will not be returned to the proposers.

1) Proposal Format

This section prescribes the format in which the proposals are to be submitted. There is no intent to limit the content of the proposals. Additional information deemed appropriate by the Proposer may be included, but must be placed within the relevant section. Additional tabs beyond those designated in this section will not be evaluated. The following paragraphs contain instructions that describe the required format for proposals.

Proposals should be limited to a page size of **eight and one-half by eleven inches (8.5" x 11")**. Fold out pages may be used, where appropriate, but should not exceed five percent (5%) of the total number of pages of the entire proposal. All pages shall be sequentially numbered. It is recognized that existing financial reports, documents, or brochures, may not comply with the just-prescribed format. They will be acceptable in current form and need not be reformatted.

All proposals must contain the sections outlined below. Those sections are called "Tabs." A "Tab", as used here, is a section separator, offset and labeled, (Example: "Tab 1, Transmittal Letter with Executive Summary"), such that the evaluation Committee can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it much more difficult for the College to evaluate the proposal.

2) Proposal Submission Requirements - Mandatory

a. **Tab 1 – Transmittal Letter with Executive Summary**

The Proposal shall include a Transmittal Letter with Executive Summary (narrative) synopsis of the proposer's method of delivering the required services in compliance with the minimum requirements and Scope of Service outlined in the RFP. The synopsis shall contain sufficient detail addressing all elements of the required services and shall be prepared in such a manner that will clearly indicate the proposer's understanding of, and intent to comply with, the requirements set forth in the RFP. The Transmittal Letter with Executive Summary shall be signed by a representative of the proposer authorized to bind the corporate entity submitting the proposal and shall be inserted under **Tab 1** of the Proposal.

The Transmittal Letter with Executive Summary shall also contain information addressing each of the following requirements:

1. Information indicating that the Proposer is a corporation or other legal entity, if applicable.
2. Information indicating whether the Proposer intends to utilize subcontractors and if so, the name, component/type of work to be performed and FEID number of all subcontractors that will be utilized (for other than direct service delivery) shall be submitted with the proposal document. Use of subcontractors must be in accordance with this Proposal.
3. Information on the proposed project team identifying each team member, skills, background, technical achievements and experiences.
4. Proof that the Proposer is registered to do business in Florida, evidenced by Articles of Incorporation or Fictitious Name Registration or Business License and, if applicable, a copy of the most recent Certification of Good Standing. (This information may be obtained from the State of Florida's, Secretary of State's Office). In addition, the Proposer's document number or fictitious name file number, if applicable, must be provided as well as assurances that, if necessary, any subcontractors proposed will also be licensed to do business in Florida.
5. The Proposer's federal tax identification number.
6. A statement disclosing the name of any officer, director, employee or other agent who is an employee of TCC or a member of TCC's District Board of Trustees who owns, directly or indirectly, an interest of five percent (5%) or more in the

Proposer or its affiliates, including parent corporations. If no, a statement to that effect, as applicable, shall be provided.

7. A statement affirmatively certifying that the Proposer has no interest and shall not acquire any interest that shall conflict in any manner or degree with the performance of the services required under this RFP.
8. The Proposer's e-mail address or a statement certifying that an e-mail address will be available for the Contractor's Representative by the start date of any contract resulting from this RFP.
9. Proposer shall also indicate whether Contractor or Contractor's personnel have ever been convicted of fraud or of deceit or unlawful business dealings whether related to the services contemplated by this RFP or not, or entered into any type of settlement agreement concerning such findings or other charges of fraud, or any other type of dealings contrary to federal, state, or other regulatory agency regulations. Proposer shall provide copies of all records in this regard and shall identify the amount of any payments made as part of any settlement agreement, consent order or conviction.
10. Verification that the Proposers are members of or have direct access to, the Federal Reserve System. The Proposer must provide a statement confirming its understanding that Federal funds will be deposited and held in the College's Bank accounts.
11. The Proposer should disclose in its proposal any conditions or foreseeable circumstances (i.e., mergers, acquisitions, etc.) that would have an adverse effect on its ability to honor all terms of the contract or service it can provide.
12. A list of the Bank branch office locations located in the counties of Leon, Gadsden and Wakulla as well as the address, phone and fax numbers, and verification of the distance from the College.

b. Tab 2 – Proposer's Business/Corporate Background - Mandatory

The Proposal shall include a (narrative) synopsis of the Proposer's Business/Corporate background and past education and experience addressing the following requirements and insert in under Tab 2 of this Proposal.

1. Business/Corporate Background

The background of the Proposer and each subcontractor (if subcontracting is indicated), which, at a minimum, shall include:

- a) Date established;
- b) Ownership (public company, partnership, subsidiary, etc.);
- c) Primary type of business and number of years conducting primary business;
- d) List of all officers of the firm indicating the percentages of ownership of each officer, and the names of the Board of Directors, if applicable; and
- e) National accreditations, memberships in professional associations or other similar credentials.
- f) Proof of higher education experience.

2. Narrative of Past Experience

Details of the Proposer's experience that meet this requirement shall be provided in narrative form and in sufficient detail so that the College is able to judge its complexity and relevance.

3. Summary of any exemplary or qualitative findings, recommendations, or other validations, demonstrating operation experience (i.e., specialized accreditations, grant awards, etc.).

Note: The College reserves the right to use all information provided in determining responsibility of vendor, as well as any other information the College may obtain through any means that bears on the issue of responsibility.

c. **Tab 3 – Attachment B – Questionnaire**

The proposer shall complete and return Attachment B – Questionnaire of this RFP and insert it under Tab 3 of the Proposal.

d. **Tab 4 – Attachment C - Drug-Free Work Place Form - Mandatory**

The proposer shall complete and return Attachment C – Drug-Free Work Place Form of this RFP and insert it under Tab 4 of the Proposal.

e. **Tab 5 – Attachment D - Minority & Women Owned Business Declaration Form - Mandatory**

The proposer shall complete and return Attachment D – Minority & Women Owned Business Declaration Form of this RFP and insert it under Tab 5 of the Proposal.

f. **Tab 6 - Attachment E – W-9, Request for Taxpayer Identification Number and Certification Form - Mandatory**

The proposer shall complete and return Attachment E – W-9, Request for Taxpayer Identification Number and Certification Form of this RFP and insert it under Tab 6 of the Proposal.

g. Tab 7 - Other Required Forms – Attachments F & G – Mandatory

Attachment F –TCC’s Vendor Application Form

The proposer shall complete and return Attachment F – TCC’s Vendor Application Form of this RFP and insert it under Tab 7 of the Proposal.

Attachment G - Vendor Signature Sheet

The proposer shall complete and return Attachment G – Vendor Signature Sheet of this RFP and insert it under Tab 7 of the Proposal.

h. Tab 8 - Proposer’s Financial Statement - Mandatory

The purpose of this subsection is to provide the College with a basis for determining the proposer’s financial strength, competence and experience.

Unless otherwise stated, the proposer shall supply the following information for the legally qualified corporation, partnership or other business entity submitting the proposal under this RFP that will be performing as “the Contractor” and insert it under Tab 8.

Audited financial statements for the three most recent years. All statements shall include the following for the most recently audited (immediate past) year:

1. auditors’ reports;
2. balance sheet;
3. statement of income;
4. statement of retained earnings;
5. statement of cash flows; notes to the financial statements; and any written management letter issued by the auditor to the management, the board of directors or the audit committee, or, if no management letter was written, a letter from the auditor, stating that no management letter was issued and that there were no material weaknesses in internal control or reportable conditions otherwise to report.

Proposal must include a current Dun and Bradstreet DUNS number. The College may request one or more D&B reports to assess the proposer’s financial capacity or may request other information after proposal submittal in order to assess the financial capacity of the proposer.

Failure to provide any of the aforementioned financial information may result in proposal disqualification.

i. **Tab 9 – Staffing and Personnel - Mandatory**

Staffing and Personnel:

The Proposal shall include a consolidated personnel/staffing plan that includes, but is not limited to:

- ✓ Brief job profiles and descriptions for staff members who will serve this account.
- ✓ Resumes for proposed site management team for this account. Also include resumes for the District or Area Manager and any other local area/regional managers with responsibility or support functions with this account.

The proposer shall include the Staffing and Personnel and insert it under Tab 9 of the Proposal.

j. **Tab 10 – Attachment A - Price Proposal Sheet - Mandatory**

It is **mandatory** that the proposer complete and return **Attachment A – Price Proposal Sheet** of this RFP and insert it under Tab 10 of the Proposal.

Price Proposals should be submitted with the most favorable terms the Proposer can offer. The College may reject any and all proposals that are conditional, incomplete or which contain irregularities, as these will be deemed to be a counteroffer. Each Proposer shall submit the completed Price Proposal – Attachment A. By submitting an offer under this RFP, each Proposer warrants its agreement to the prices submitted. All Price Proposals shall identify the name of the Proposer and date of submission, and shall bear the signature of a Business/Corporate Representative authorized to bind the Proposer to the prices bid. All price table calculations will be verified for accuracy by the Purchasing Department staff assigned by the College.

k. **Tab 11 – Attachment H - Addendum Acknowledge Form - Mandatory**

It is **mandatory** that the proposer complete and return all **Addendum Acknowledgement Form(s)** if issued for this RFP and insert it under Tab 11 of the Proposal.

Should any revisions/clarifications/supplemental instructions be needed, the College will issue a written addendum to all proposers who received a RFP package from the Purchasing Department. It is the proposers' responsibility to check with the Purchasing Department prior to submitting a proposal to make sure they have not missed any issued addendums.

The College will also post all addenda and materials relative to this procurement on the Purchasing website: <http://www.tcc.fl.edu/purchasing>. Interested parties are responsible for monitoring this site for new or changing information relative to this procurement.

9. Evaluation of Proposals

Proposal tabulations will be posted for review by interested parties on the bulletin board at Tallahassee Community College, Purchasing Office, Hinson Administration Building, Room 113, Tallahassee, Florida 32304. The tabulation will remain posted for a period of seventy-two (72) hours.

1) Evaluation Method

An Evaluation Team, identified by the Vice President of Administrative Services and Chief Financial Officer, will evaluate the responses to this Request for Proposal. The Evaluation Team will make a recommendation for award of the contract based on which proposal, in the opinion of the team, will meet the best interests of the College. The recommendation for an award will then be forwarded to the District Board of Trustees of Tallahassee Community College for approval.

2) Proposal Criteria

a. Evaluation Criteria / References

The total amount of points recorded shall be utilized in the evaluation of the written proposals presentations. The Evaluation team may choose to use consensus scoring in the initial review/evaluation of the written proposals in order to develop a smaller number of proposals to be afforded extensive individual and collective review.

b. Identical or Tie Scores

In the event two (2) or more Proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

- 1) Drug Free Work Place,
- 2) Proposer's place of business is within Gadsden, Leon, and Wakulla Counties
- 3) Proposer's place of business is within the State of Florida,
- 4) Flip coin.

c. Evaluation Criteria for Written Proposals

The following shows the maximum number of points that may be awarded for each part of the submitted Proposal:

1.	RFP Proposal received by the required time	00 Points
2.	Transmittal Letter with Executive Summary - (Tab 1)	75 Points
3.	Proposer's Business/Corporate Background – (Tab 2)	75 Points
4.	Questionnaire – (Tab 3 – Attachment B)	75 Points
5.	Drug Free Work Place (Tab 4 – Attachment C)	00 Points
6.	Minority & Women Owned Business - (Tab 5 – Attachment D)	00 Points
7.	Request for Taxpayer ID Number/ W9 – (Tab 6 – Attachment E)	00 Points
8.	Other Required Forms (Tab 7 – Attachments F & G)	00 Points
9.	Financial Statement (Tab 8)	75 Points
10.	Staffing and Personnel (Tab 9)	75 Points
11.	Price Proposal (Tab 10 – Attachment A)	75 Points
12.	Addendum Acknowledge Form(s) – (Tab 11 – Attachment H)	00 Points
Total Possible Points		450 Points

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

10. Attachments

Some of the following attachments contain information for your viewing while some **shall** be completed and returned with your proposal to fulfill the requirements of this RFP. If additional space is needed in order to accurately complete these forms, duplicates of the forms may be made.

Attachment A – Price Proposal

Attachment B – Questionnaire

Attachment C – Drug-Free Work Place Form

Attachment D – Minority & Woman Owned Business Declaration Form

Attachment E – W-9, Request for Taxpayer Identification Number and Certification

Attachment F – TCC’s Vendor Application Form

Attachment G – Vendor Signature Sheet

Attachment H – Addendum Acknowledgement Form (Information Only)

Attachment I – Statement of No Proposal Submitted (If applicable)

Attachment J – TCC’s Campus Map (Information Only)

Attachment K – Site Locations (Information Only)

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304
850.201.6069

Specific Transaction for July 01, 2010 through June 30, 2011

INFORMATION ONLY – BANKING SERVICES SUMMARY

The following information may be used to respond to the RFP.

<u>Item Description</u>	<u>Average # / Month</u>
<u>Depository Services</u>	
Account Maintenance	<u>2</u>
General Checks Paid	<u>1,000</u>
Checks Deposited	<u>450</u>
Returned Checks	<u>6</u>
Stop Pay	<u>15</u>
<u>ACH Services</u>	
Electronic Debits	<u>1,200</u>
Electronic Credits	<u>2,000</u>
Monthly Maintenance	<u>2</u>
<u>Controlled Disbursement</u>	
Maintenance	<u>2</u>
Checks Paid	<u>1,000</u>
<u>Wire Transfer</u>	
Wire Out	<u>17</u>
<u>Account Reconciliation</u>	
CD-ROM per Image	<u>1,000</u>
Per CD	<u>1</u>

General Information (Annually)

<u>Disbursements</u>	<u>Checks</u>	<u>ACH</u>	<u>Total Count</u>
Payroll	<u>2,789</u>	<u>17,982</u>	<u>20,771</u>
Accounts Payable	<u>8,113</u>	<u>41,126</u>	<u>49,239</u>

Amount

Payroll	<u>\$2,444,576.68</u>	<u>\$35,594,912.30</u>	<u>\$38,039,488.98</u>
Accounts Payable	<u>\$55,196,566.49</u>	<u>\$72,997,123.82</u>	<u>\$128,193,690.31</u>

Payments Received

Total Count

Transactions

Visa	<u>21,000</u>
Mastercard	<u>7,500</u>
American Express	<u>2,700</u>

Dollar Amount

Visa	<u>\$225,000</u>
Mastercard	<u>\$3,000,000</u>
American Express	<u>\$1,400,000</u>

1) Attachment A - Price Proposal Sheet - Tab 10

Response Form – Banking Services

Pricing List

Depository Services

Account Maintenance
ZBA Master
ZBA Subsidiary
Vault Deposits
Night Drop Deposits
General Checks Paid
Checks Deposited
Returned Checks
Stop Pay

Unit Price

Cash Vault

Curr/Coin Dep per \$100

--	-------

ACH Services

Electronic Debits
Electronic Credits
Monthly Maintenance
ACH Blocks/Filters
Consumer Credits
Corporate Credits

Controlled Disbursement

Maintenance
Checks Paid
Funding Credits

Wire Transfer

Online- Maintenance
Template Storage
Wire Out

Account Reconciliation

CD-ROM
CD-ROM per Image
Full Reconciliation
Full Recon per Item
Deposit Reconciliation
Deposit Recon per Item
Positive Pay

Information Services (Online Access)

Online-Previous Day

Online-Current Day

Online-Previous Day/Item

Online-Current Day/Item

In addition to pricing for the specific services, noted above, please provide a complete schedule of fees that may be applicable.

Name of Proposer _____ Date _____

Signature _____

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFP.*

2) Attachment B - Questionnaire - Tab 3 The following information must be provided:

1. Explain the methodology for the computation of interest to be paid the College for the amounts invested:

2. List any exceptions or changes to the service requirements specified:

3. Please elaborate on the scope of your institution's banking experience with Higher Education:

a. Number of Higher Education clients? _____

b. Within what number of states? _____

c. Sizes of the institutions? _____

4. With the recent turmoil in the banking industry please explain to the College the stability of your institution.

-
-
5. With the wide spread use of on-line banking and the accompanying reluctance to provide personal information by customers, describe risk management system you employ to safeguard against identity theft?

6. Compensating balance required (if applicable) = \$_____.

7. Indicate pages or tabs where information pertaining to the following can be found in bid response (Indicate not available if service is not being offered):

Primary Services

- a. Online Access _____
b. ACH Services _____
c. Positive Pay _____
d. Account Statements _____

Secondary Services

- e. Cancelled Checks _____
f. Disaster preparedness plans _____
g. Transitional plan _____
h. Related party banking arrangements _____

The proposer is required to complete the following pricing list. Indicate "N/C" if there is no charge for an item. Indicate "N/A" if service is not available. If the proposer wishes to incorporate additional service items or proposed alternative services, please use blanks provided. Services provided the College will be based on these charges during the entire contract period. The College will not be responsible to the Bank for payment of charges not listed below or attached hereto. Please be reminded that services listed in the "Scope of Banking Services" section must be provided at "no charge" or must be listed as an exception in Item 2 of the Bid Response Form.

Name of Proposer _____

*This form **must** be completed and inserted under Tab 3 of the Proposal*

3) Attachment C - Drug-Free Work Place Form – Tab 4

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

_____ does:
(Name of Business)

Publish statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFP.*

4) Attachment D - Minority and Woman Owned Business Declaration- Tab 5

Minority/Woman Owned Business: Yes _____ N/A _____

If **Yes** please complete the form.

Minority and Woman Owned Business Declaration Form

Proposer hereby declares that it is a Minority/Woman Owned Business Enterprises, as defined by section 288.703, Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- () African American
- () Hispanic American
- () Native Americans
- () Asian American
- () American Woman

Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.

Proposer:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statutes 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employee 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular

racial, ethnic, or gender make-up or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

- (3) "Minority person" means a lawful, permanent resident of Florida who is:
- a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
 - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
 - e. An American woman.
- (4) "Certified minority business enterprise" means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) "Department" means the Department of Management Services.
- (6) "Ombudsman" means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing proposals for changes in state agency rules.
- (7) "Financial institution" means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) "Secretary" means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFP.*

5) Attachment E – W9, Request for Taxpayer Identification Number & Certification – Tab 6

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.		
Print or type See Specific instructions on page 2.	Name (as shown on your income tax return)			
	Business name, if different from above			
	Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ☐ Exempt payee ☐ Other (see instructions) ▶			
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)		
	City, state, and ZIP code			
	List account number(s) here (optional)			
Part I Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%; text-align: center;">Social security number : : : : : : : : :</td><td style="width: 40%; text-align: center;">or Employer identification number : : : : : : : : :</td></tr></table>			Social security number : : : : : : : : :	or Employer identification number : : : : : : : : :
Social security number : : : : : : : : :	or Employer identification number : : : : : : : : :			
Part II Certification				
Under penalties of perjury, I certify that: - The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and - I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and - I am a U.S. citizen or other U.S. person (defined below). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.				
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">Sign Here Signature of U.S. person ▶</td><td style="width: 40%;">Date ▶</td></tr></table>			Sign Here Signature of U.S. person ▶	Date ▶
Sign Here Signature of U.S. person ▶	Date ▶			
General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Purpose of Form A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: - Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), - Certify that you are not subject to backup withholding, or - Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.				
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are: - An individual who is a U.S. citizen or U.S. resident alien, - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, - An estate (other than a foreign estate), or - A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: - The U.S. owner of a disregarded entity and not the entity,				

Cat. No. 10231X

Form **W-9** (Rev. 10-2007)

This form must be completed, signed and returned with your proposal to fulfill the requirements of this RFP.

6) Attachment F – TCC's Vendor Application Form – Tab 7

Vendor Application Form

Tallahassee Community College



Vendor Application

Company Name

FEIN/SSN:

If SSN, please provide copy of Business License. If provided, the SSN will be recorded and used for IRS (form 1099 reporting) purposes only.

Contact Information:

- () Initial Application
() Application Revision

Name

Title

() -

Phone Number

() -

Fax Number

Email

Organized as: (check one)

- () Individual () Partnership
() Corporation () Non-Profit
() Sole Proprietorship

***1099 required?** () Yes () No

Type of Business:

- () Professional Services
() Manufacturer
() Regular Dealer (type 1)
() Construction
() Regular Dealer (type 2)
() Printing Firm

State of Florida Commodity Code, if known:

-

Mailing Address:

Attention

Suite/PO Box

Street

City

State/ZIP

Note: If your company has more than one mailing address, please indicate on a separate sheet.

Remittance Address:

(If different from mailing address)

Attention

Suite/PO Box

Street

City

State/ZIP

Note: If your company desires to receive payments via electronic forms transfer (EFT), please indicate here () and provide your banking info below.

ABA - Account -

Vendor Status:

Is company certified as a "Minority Business Enterprise" ?

() Yes () No ---If 'Yes', attach copy of current MBE/WBE certification.

If 'Yes', which check applicable category.

- () Black American
() Native American
() Hispanic American
() Asian American
() American Woman
() Other

Company Officers, Owners or Partners

Name

Title

Name

Title

Vendor Requirements:

- ☐ All vendors providing goods and/or services to TCC must complete this Vendor Application prior to issuance of a college purchase order.
- ☐ Unless directed otherwise by purchasing department personnel, all items must be shipped to the following address:
- Tallahassee Community College
Receiving Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895**
- ☐ Goods or services shall not be provided to college without an approved college purchase order.

If you desire to be added to the College's vendor bid list, please describe your primary business activity or description of commodities sold:

Certification:

I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the state of Florida, my company is in compliance with Florida Statutes, Ch # 112.313 (Conflicts of Interest) and that I have disclosed the name of any officer, director or partner who owns, directly or indirectly, an interest of five percent or more in the above company or any of its branches.

Authorized Signature Date

Printed Name & Title

Please complete, sign and return application. The application may also be faxed to (850)201-8506, or emailed to davisc@tcc.fl.edu

This form must be completed, signed and returned with your proposal to fulfill the requirements of this RFP.

7) Attachment G – Vendor Signature Sheet – Tab 7

Vendor Signature Sheet

I, the undersigned, having the authority to bind my company for this proposal, hereby certify that I understand and accept the conditions as set forth in this request for proposal.

Further, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these proposal specifications and I certify that I am authorized to sign this proposal.

PROPOSER'S LEGAL NAME_____

FEDERAL ID NUMBER_____

CITY, STATE AND ZIP CODE_____

TELEPHONE #(___)_____ FAX #(___)_____

BY SIGNATURE (Manual)_____

BY SIGNATURE (Typed)_____

TITLE:_____ DATE_____

Section XXXI: Affirmation

By submission of a proposal, proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFP and the resulting contract.

Section XXXII: Request for Proposal Terms

By submitting a proposal, the proposer acknowledges that he/she has read this Request for Proposal, understands it, and agrees to be bound by its terms and conditions. Proposals must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed RFP. Each responding firm shall submit only one proposal. All proposals received shall remain firm for a period of one (1) year after the date specified for the receipt of the proposals.

*This form **must** be completed, signed and returned with your proposal to fulfill the requirements of this RFP.*

8) Attachment H – Addendum Acknowledgement Form –Tab 11

ADDENDUM ACKNOWLEDGEMENT FORM
RFP # 2012-03
ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE
444 Appleyard Drive
Tallahassee, Florida 32304-2895
850.201.8520
www.tcc.fl.edu

Sample

Bid No: RFP # 2012-03

Bid Title: Banking Services

Opening Date: _____, 2012 @ 2:00 p.m.

ADDENDUM NO: One (1) Date: XXXXXXX, 00, 2012

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED RFP:

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL RFP.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ DATE: _____

AUTHORIZED SIGNATURE:

9) Attachment I – Statement of No Proposal Submittal

Statement of No Proposal Submittal

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals to:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895

We, the undersigned, have declined to propose on the above referenced Request for Proposal for the following reason(s):

- ☐ Scope of Services of Terms and Conditions are too “restrictive.” (*Please explain below*)
- ☐ Unable to meet requirements
- ☐ RFP was unclear (please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of service or equivalent
- ☐ Unable to meet bond or insurance requirements
- ☐ Other (*please explain below*)

Remarks: _____

☐ Remove us from your “Proposer List”

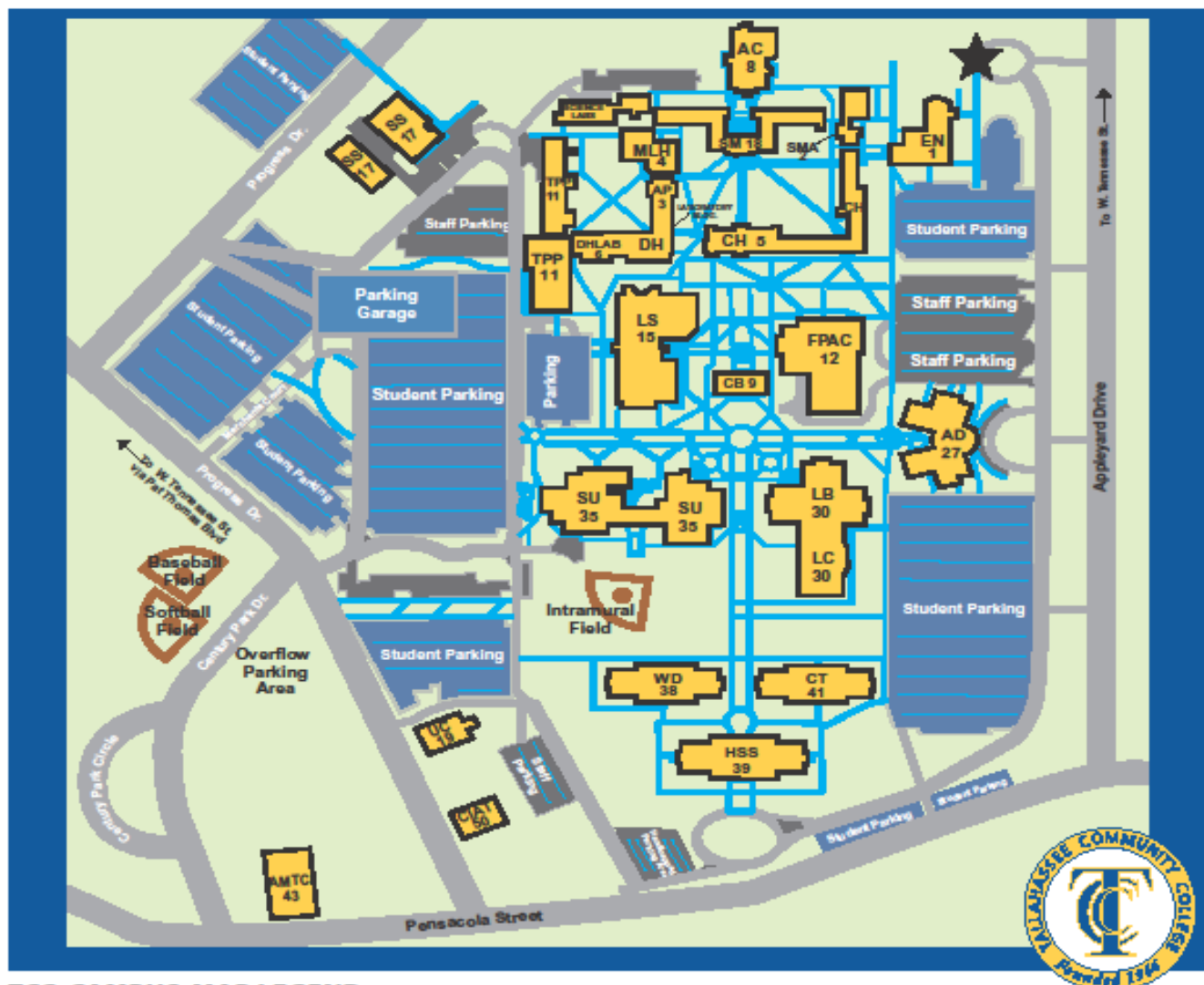
_____ Company Name	_____ Telephone
_____ Signature	_____ Fax
_____ Title	_____ Typed or Printed Name

Address, City, State & Zip Code

E-Mail Address and Website

If applicable, this form should be completed, signed and returned.

10) Attachment J – Main Campus Map

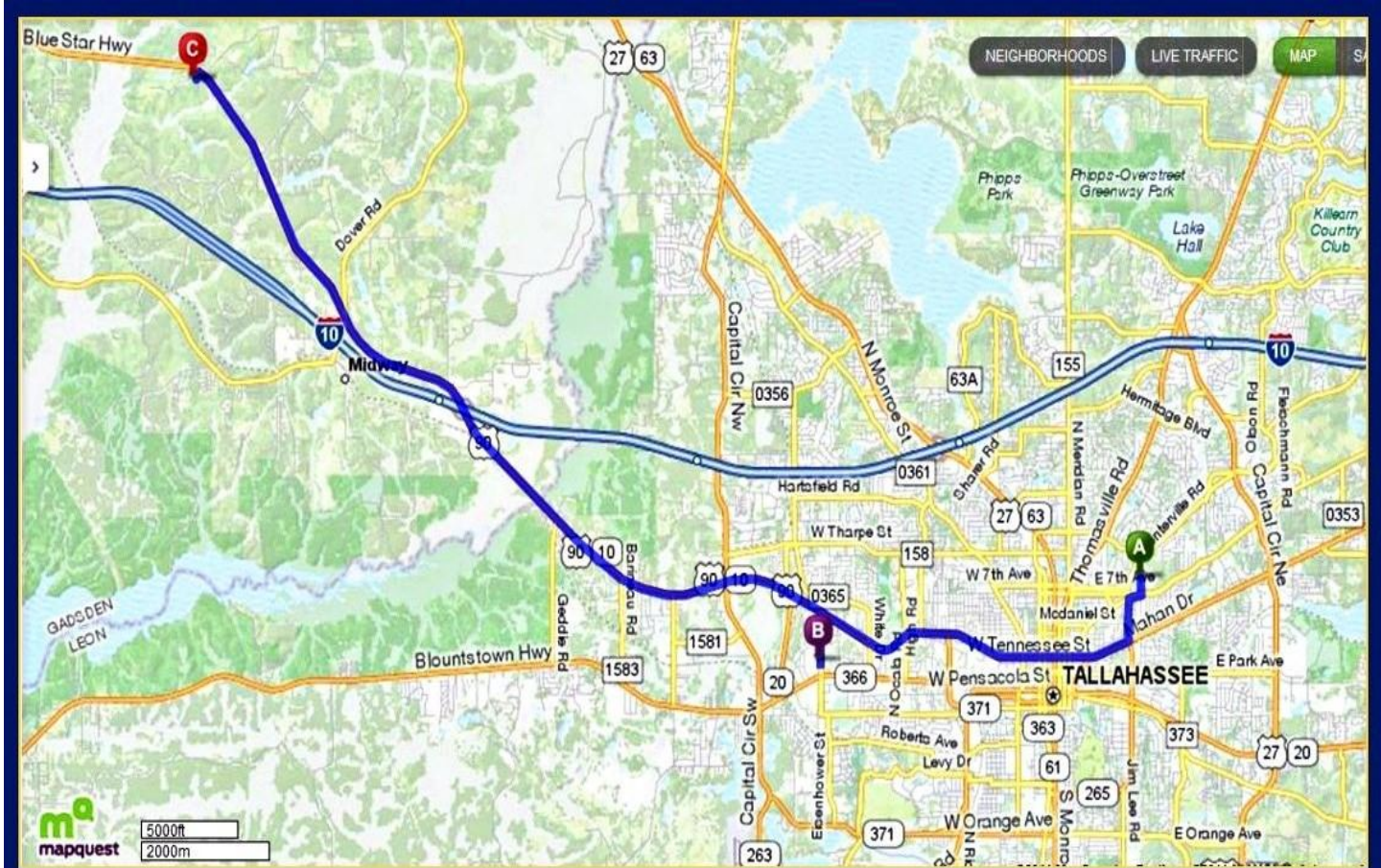


TCC CAMPUS MAP LEGEND

AC 8 Academic Computing Center	CT 41 Computer Technology Building	SU 35 Student Union Building
AD 27 Hinson Administration Building	DH 6 Dental Hygiene Building	Bookstore
Academic Affairs	Dental Hygiene Lab	Campus Life
Administrative Services	EN 1 English Building	Career Center
Business Office	FPAC 12 Fine and Performing Arts Center	Cashier
Communications and Public Information	Center for Teaching Excellence	College Reach-Out Program (CROP)
General Services and Procurement	Ralph Hurst Gallery	Disability Support Services
Human Resources	TCC Fine Art Gallery	Enrollment Services and Student Success
Information Center	Testing Center / DSS Testing Center	Financial Aid
Information Technology	Turner Auditorium	Food Court
Office of the President	HSS 39 TK. Wetherell History and Social Sciences Building	International Student Services
TCC Foundation	LB 30 TCC Library	Student Activities
AMTC 43 Advanced Manufacturing Training Center	LC 30 William D. Law, Jr. Learning Commons	Student Affairs
AP 3 Academic Support Building	LS 15 Lifetime Sports Complex	Veterans Center
CB 9 Center Building	Athletics	
Campus Police	Fitness Center	TPP 11 Technology and Professional Programs Building
Print Shop	MLH 4 Judge Walter T. Moore Lecture Hall	UC 19 University Center
CH 5 Communications and Humanities Building	SM 18 Science and Mathematics Building	Barry University
CIAT 50 Construction/Industrial Applied Technology Building	SMA 2 Science and Mathematics Annex	Embry-Riddle Aeronautical University
Thomas University	SS 17 Support Services Building	Flagler College
		Saint Leo University
		WD 38 Center for Workforce Development
		★ Star Metro Bus Stop

Not Shown on Map: TCC Capitol Center, Florida Public Safety Institute, Ghazvini Center for Health Care Education, Quincy House, Wakulla Center

11) Attachment K – TCC Site Locations



A = Ghazvini Center for Healthcare Education, B = Tallahassee Community College, C = Florida Public Safety Institute