

Pensacola Junior College
Request for Proposal
for
Banking and Related Services
RFP 9 – 2005/2006

DISTRICT BOARD OF TRUSTEES
PENSACOLA JUNIOR COLLEGE
1000 COLLEGE BOULEVARD
PENSACOLA, FLORIDA 32504-8998

RFP 9-2005/2006

REQUEST FOR PROPOSALS FOR BANKING AND RELATED SERVICES
FOR
PENSACOLA JUNIOR COLLEGE

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an invitation for proposals on **Banking and Related Services** for Pensacola Junior College.

A preproposal conference will be held **Thursday, December 15, 2005 at 2:00 pm. CST** in the Barfield Administration Building, Room 736 A&B, for the purpose of discussing Proposal specifications and answering any questions and concerns for prospective proposers. Prospective proposers are invited to be present at this conference. Attendance is not mandatory to have your Proposals considered, however, additional information or clarification of specifications may be obtained from attendance.

The Proposal opening deadline is 11:00 a.m. CST, Wednesday, January 18, 2006. All Proposals must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services at the address listed below:

Pensacola Junior College
Barfield Administration Building
Ms. Angie C. Jones
Building 7, Room 737
1000 College Boulevard
Pensacola, Florida 32504-8998

General Conditions

1. **SEALED PROPOSALS:** All Proposals must be mailed or delivered to the attention of Director of Purchasing and Auxiliary Services and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Barfield Administration Building 7 Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998 or be delivered to the RFP opening site, no later than **11:00 a.m. CST, Wednesday, January 18, 2006** and will be clearly marked Sealed RFP 9-2005/2006 – Banking and Related Services for Pensacola Junior College.
2. **FACSIMILE PROPOSALS:** Due to the requirement of sealed RFP responses, facsimile Proposals will not be acceptable as valid responses.
3. **DETERMINING FACTORS:** Services, costs, specifications and capability to provide these services and equipment will be determining factors in the awarding of the Proposal.

4. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of authorized representative in the space provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by RFP proposers to his/her Proposal price or terms must be initialed. (Attachment 6)
5. **PROPOSAL OPENING:** Shall be public, on the date, location and the time specified on the RFP cover letter. It is the proposer's responsibility to assure that his/her Proposal is delivered at the proper time and place of the Proposal opening. Proposals which for any reason are not delivered as specified will not be considered. Offers by telegram, telephone or fax are not acceptable. A Proposal may not be altered after opening of the Proposals.
6. **INTERPRETATIONS/DISPUTES:** Any questions concerning conditions and specifications shall be directed in writing to the Director of Purchasing with receipt prior to the Proposal opening. Inquiries must reference the date of Proposal opening and RFP number. No interpretation shall be considered binding unless provided in writing by Pensacola Junior College in response to requests in full compliance with this provision. Any person who is adversely affected by the College's decision or intended decision concerning a procurement solicitation or contract award and who wants to protest such decision or intended decision shall file a protest in compliance with Rule 13A-1.006(3), Florida Administrative Code. Failure to file a protest within the time prescribed in Section 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Proposers shall thoroughly examine and be familiar with the Proposal specifications. The failure or omission of any responder to receive or examine these documents shall in no way relieve any responder of obligations with respect to this Proposal or the subsequent contract.

7. **CONFLICT OF INTEREST:** The award there under is subject to the provision of Chapter 112, Florida Statutes. Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of Pensacola Junior College. Further, all proposers must disclose the name of any Pensacola Junior College employee who owns directly or indirectly, an interest of five percent (5%) or more in the proposer's firm or any of its branches.
8. **AWARDS:** As its best interest may require and at its sole discretion, Pensacola Junior College reserves the right to make award(s) by the individual service, group of services, all or none, or any combination thereof; to reject any and all Proposals or waive any minor irregularity, technicality or element deemed immaterial by the college, at its sole discretion, in the Proposals received. The College reserves the right but is not obligated, to negotiate with the prevailing responder in order to improve a term or condition so that it is more beneficial to the College. All such waivers or negotiations, and the justifications therefore, will be reduced to writing. Proposers are cautioned to make no assumptions unless their Proposal has been evaluated as being responsive to all Proposal requirements, submission requirements, general conditions and special conditions of this Request for Proposal.
9. **GOVERNMENTAL RESTRICTION:** In the event any court ruling, administrative rule, or governmental restrictions are interpreted or imposed so as to necessitate alteration of the material quality of the services offered in this Proposal to its completion, it shall be the specific regulation which required an alteration. The College reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no further expense to the College.
10. **DEFAULT:** Failure to perform according to this RFP and/or resulting contract shall be cause for your firm to be found in default in which event any and all re-procurement costs may be charged against your

firm. Any violations of these stipulations may also result in the Vendors name being removed from Pensacola Junior College vendor mailing list.

11. **LEGAL REQUIREMENTS:** Applicable provisions of all Federal, State, county and local laws and of all ordinances, rules, written opinions and regulations thereof shall govern development, submittal and evaluations of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between those submitting a Proposal response hereto and the College.
12. **ADVERTISING:** By submitting a Proposal, responder agrees not to use the results as a part of any commercial advertising.
13. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposals will become a public document pursuant to Section 119.07, Florida Statutes. This includes materials which the responder 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(3) (o) Florida Statutes.
14. **REASONABLE ACCOMMODATIONS:** Any person(s) requiring reasonable accommodations, in accordance with the provision of the American with Disabilities Act, for attendance at the scheduled preproposal conference or Proposal opening, will contact the Office of the Director of Purchasing at least seventy-two (72) hours in advance of the scheduled preproposal conference or Proposal submission deadline.
15. **PROTESTING A DECISION:** In accordance with Section 287.042, Florida Statutes, any person who files an action protesting a decision or intended decision pertaining to contracts administered or purchases by the College pursuant to Section 120.53(5) (b), Florida Statutes, shall post at the time of filing the formal written protest, a bond payable to the College in an amount equal to 1 percent of the total volume of the contract or \$5,000, whichever is less. The bond shall be conditioned upon the payment of all costs which may be adjudged against him or her in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check or money order in the amount of the bond. If, after completion of the administrative hearing process and any appellate court proceedings, the college prevails, it shall recover all costs and charges which shall be included in the final order or judgment, excluding attorney's fees. Upon payment of such costs and charges by the person protesting the award, the bond, cashier's check, or money order shall be returned to him or her. If the person protesting the award prevails, he or she shall recover from the agency all costs and charges which shall be included in the final order of judgment, excluding attorney's fees.
16. **PIGGYBACK LANGUAGE:** With the consent and agreement of the successful bidder(s) purchases may be made under this RFP by other community colleges, state universities, District school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d).
17. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of

the threshold amount provided in FS 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

NOTE: Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence and shall control.

REQUEST FOR PROPOSAL

The District Board of Trustees of Pensacola Junior College, Florida (hereinafter referred to as **the College**) invites Proposals from qualified financial institutions within the state of Florida (hereinafter referred to as **the bank**) to provide the banking and related services specified in this RFP. It is the intent and preference of the College to have one bank provide all the services specified.

Responder must be a qualified public depository as defined in Chapter 280, Florida Statutes. A copy of the Certificate of Qualification issued by the Office of the State Treasurer must be included in the Proposal. All proposers must abide by all laws of collateral requirements necessary for public funds. In addition, the bank must be a member of, or have direct access to, the services provided by the Federal Reserve System. The selected bank shall be required to maintain these minimum qualifications during the full term of the banking contract.

I. RFP Procedures

Proposals and related correspondence shall be signed, sealed, addressed and delivered to:

Ms. Angie C. Jones
Director of Purchasing and Auxiliary Services
Pensacola Junior College
1000 College Boulevard
Pensacola, Florida 32504-8998.

The enclosed **Statement of No Proposal** (Attachment 1) should be completed and mailed by banking institutions declining to submit a Proposal for banking and related services.

The RFP and award schedule is as follows:

12/9/05	Issue RFP
12/15/05	Non mandatory pre-proposal conference (2:00 p.m.C.S.T)
12/17/05-1/1/06	Christmas Holidays - College closed
01/03/06	Written questions due
01/05/06	Addendum mailed
01/16/06	Martin Luther King Holiday - College closed
01/18/06	Proposals due NLT 11:00 a.m. CST
01/23/06-02/06/06	Committee evaluations
02/07/06	Presentations, if necessary
02/08/06	Posting of decision
02/13/06	Protest deadline
02/21/06	Selection taken to DBOT meeting for approval to negotiate contract
05/1/06	Intended new contract date

Please note that PJC reserves the right to modify this schedule as necessary to meet the needs of the college. Respondents will be notified in writing, via an RFP addendum, of any changes to this schedule.

II. Submission Requirements

- A. All submissions shall include a complete response to the Proposal requirements on the **Bank Services Quotation Forms**:

Exhibit 1	Basic Bank Services
Exhibit 2	Merchant and Credit Card Services
Exhibit 3	Cash Management System
Exhibit 4	Overnight Investments
Exhibit 5	One Card System
Exhibit 6	Procurement Card
Exhibit 7	Financial Aid Disbursement

Supporting material may be submitted; however, the decision in selecting the highest ranked proposal will be based on the standard forms and provided information requested in the RFP. The award shall be made to the bank whose Proposal is determined to be the lowest cost/highest yield or best based on the criteria set forth in this RFP at the sole discretion of the College.

- B. Along with completed **Bank Services Quotation Forms**, each bank shall provide evidence of its ability to provide the services that the College requires herein. This evidence shall include but not be limited to:
1. Certificate of Qualification by the Office of the State Treasurer.
 2. Verification that the bank is a member of or has direct access to, the Federal Reserve System.
 3. A summary of the banks financial resources, including audited financial statements and annual reports for the last two years. Said statements and reports should be from the corporate entity making the Proposal rather than its parent corporation.
 4. Service locations:
 - a. A list of the banks branch offices which meets the proximity requirements to each of the College's locations, along with the address of each related branch location and verification of the distance to the college campus/center it will service, OR verification of the method by which bank will facilitate deposits when a branch bank office does not meet proximity requirements in Section IIIA.3.
 - b. Name, title, location and phone number of the Bank Officer proposed to be the College's primary contact to be known as the Banking Contract Manager.
 5. A listing of other primary public accounts serviced by the bank, indicating contact person(s) at the organization.

6. Banks proposed contract with the College for banking services and all other resolution forms and agreement forms required by the bank for the performance of the banking services.
 7. A description of your disaster recovery policies and procedures.
 8. A description of your bank's process of handling a fraudulent claim against the College's accounts.
 9. Provide three references for public -institution contracts that your firm or entity holds for related services. If less than three references are applicable, list references for private entities. (Attachment 5)
- C. Preference must be given to vendors submitting a certificate of a Drug-Free Workplace Program. (Attachment 3)
- D. The College is interested in receiving proposals for additional services not required herein but which the bank believes would be advantageous to the College, i.e., free checking for the College's' students, full time employees and its direct support organizations. Although the College will not consider such additional services in its decision to award this contract, it reserves the right to include these services in its contract with the selected bank, as well as any new options and services which may become available during the term of the contract.

III. Banking Services Requirements

A. Special Conditions

The bank selected by the College as its depository shall comply with Florida Statutory Law as it relates to public depositories, specifically Chapters 280 and 136, and State Board of Education Rule 6A-14.0765.

The banking services requirements as detailed in this section shall be performed for the College on a contractual basis for three years with two additional one year extension options, at the option of College and approval by the District Board of Trustees.

It is the intent and preference of the College that a single bank provides all the banking and related services specified in this RFP. All fees and interest rates are to be fixed for the full term of the contract. To compensate for services provided, the College will make direct payment of fixed fees for actual transactions processed. Alternatively, the College will consider maintaining a compensating balance on deposit based on fixed fees (said compensating balance to be revised periodically as mutually agreed by College and Bank to adjust for the volume of transactions for the future years) and a specified earnings credit rate.

The bank cannot make assignment of services without the College's prior written approval. 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.

Following the decision to award this contract based on the selection criteria specified in Section VII, the requirements of this Request For Proposals, and upon agreement with selected bank in final negotiations for the contract, 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.

In the event that the bank to whom the award is made does not execute a contract within thirty (30) days after the award, the College may give notice to such bank of its intent to make the award to the next most qualified bank or to call for new Proposals, and may proceed to act accordingly.

Note: Any and all fees for the services listed in this RFP must be submitted with each proposal.

1. The College intends and prefers to maintain for its operations, at least **two checking accounts** for all its activity.
2. The cut-off time for delivery of deposits to the designated branch bank office for same-day credit on deposits shall be 2 p.m. CST or later.
3. The College requires access to a designated bank branch office within ten (10) miles of each of its locations. Alternatively, the bank must agree to provide daily weekday deposit pickup and/or delivery service from any College location outside of the ten (10) mile requirement.

B. Basic Bank Services

To deliver basic bank depository services, the Bank will:

1. Honor request for stop payment of checks from authorized College Business Office personnel.
2. Automatically re-deposit all NSF checks a second time before returning to the College.
3. Provide statements of the College's account which cut off at the close of the last working day of the month and have them delivered to the College Comptrollers Office within five (5) working days after the last day of the month. Return all bank validated and processed original deposit slips in date order. Return all checks in numerical order with a listing containing a minimum of: check number, MICR encoded amount paid, and date paid and a CD with the front and back of the check imaged in numerical order. A magnetic tape containing this data must be provided. The tape will be an unlabeled, 8 mm DAT CD-ROM or cartridge format. The College may choose to have this data provided via electronic transmission. The bank shall provide web access to check images on a next day basis between statement cycles.
4. Provide all other routine banking services including but not limited to endorsement stamps, locking bags, coin wrappers, currency straps, and night deposit service available at main branch and each site.
5. Supply the College with four-part deposit slips to the College's specifications as to design, color, paper stock, and MICR encoding.
6. Supply the College check paper for general and payroll bank accounts based on College's specifications. (The College currently prints its own checks on security paper.)
7. Accommodate the need to get change funds upon request by telephone from designated College

Bursar's Office personnel.

8. Accommodate pre-authorized wires out upon request of authorized college personnel and guarantee arrival in the same day for requests made before 10:30 a.m. C.S.T.
9. Provide daily transfer notice for funds transferred or wired to and from the State of Florida agencies (monthly appropriations, State Board of Administration, etc.) and other accounts.
10. Provide ACH services for both debit and credit transactions. The College requires the ability to generate ACH transactions for employee payroll and vendor payments. The proposal should include the methods of transmission, cut-off times, lead time required for new locations for direct deposits; including time for pre-notifications, pre-funding requirements with time requirements, and any security features related to processing direct deposits.
11. Notify the College's Bursar's Office immediately if any discrepancy is found with our deposit.
12. Provide the College with one safe deposit box, minimum size to be 10" x 10" x 22".
13. Provide the College with 25 cubic feet of security storage space for microfilm/fiche masters.
14. Provide ATM machines at the Pensacola, Warrington and Milton Campus locations.
15. The College currently uses on-line banking software to view and manage its bank accounts and make wire transfers to outside organizations. The successful bank will have to provide software that will allow these same functions to be performed on-line in real time.
16. Provide the College with a college credit card for the President, Senior Vice President, and Vice President for Business Affairs to be used in emergencies.
17. Provide College check cashing to non-account holders and indicate if a fee is associated with this transaction and the amount. The College would prefer that no fee be charged.
18. Provide a fraud prevention tool such as "Positive Pay" preventing the clearing of checks that have been fraudulently altered and/or do not agree to the College's check register data file. The bank shall perform a daily reconciliation with any exceptions being reported to the College. An online system shall give the ability to return or pay exception items. It is preferred that the Positive Pay system shall be enabled at the bank's teller windows and have same day image capability.

Proposal quotation on above services to be provided on Exhibit 1.

C. Merchant and Credit Card Services

The College currently accepts Visa and MasterCard credit cards as well as debit cards. Payments are made at the Bursar's Office, over the internet (web), and by the telephone. Proposers should include costs for these services.

Bank/provider shall provide merchant services as follows:

1. Charges for credit card and debit card services are to be assessed as quoted in RFP response.
2. Credit card tickets and other required supplies will be provided by the bank.
3. Credit card transactions for the period November 2004 through October 2005 can be found in Attachment 4.

Proposal quotations on above services to be provided on Exhibit 2.

D. Cash Management System

The College requires the use of an automated cash management system for authorized College personnel to have direct on-line computer access to account status information and for certain account activities such as stop payments. The system must include the necessary software applications to enable the College to establish a data link with the prospective bank network. 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 (i.e., Lotus 1-2-3, MS EXCEL), as well as make available standard balance tracking, history reporting, and fund transfers. Proposers must provide in Exhibit 3 a detailing of the 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 shall be available by 9:30 a.m. CST the following day.

In the detailed description include the following:

- * System components.
- * Any limitations you foresee 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 standard reports.
- * Interfacing capabilities (Lotus for Windows Release 5, 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)).

Proposal quotations on above services to be provided on Exhibit 3.

E. Overnight Investments

It is the College's intent to have all monies on deposit earning interest. The College intends to have all monies on deposit treated as, and reported as, funds on deposit. Proposing banks are to respond as to how College funds will be invested and how they will maintain compliance with safekeeping requirements. Investments options shall comply with the requirements of SBE Rule 6A-14.0765.

The interest rate the bank will pay on monies on deposit shall be stated in relation to the daily effective

Federal Funds Rate as reported for the previous day in The Wall Street Journal.

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.

Proposal quotations on above services to be provided on Exhibit 4.

IV. Student Identification/College Employee One Card

The college currently utilizes an identification card system for our student, faculty and staff. Uses of the card include college identification and library access. The College is interested in expanding the use of the cards to include access to vending machines, copiers, and other services that may become available to the students or staff. Proposers will present a plan to assist the college in maintaining a One Card system as follows:

1. Provide the hardware, software and cardstock for full color picture card production workstations;
2. Provide for maintenance and support of the hardware and software over the life of the banking services contract;
3. Provide for training of college staff in the operation and production of the system;
4. Provide assistance in the design of the card stock and the program for card usage;
5. Make available to College's "One Card" holders the following services:
 - a. A low cost/no cost checking account product
 - b. Use of the card as an ATM and point of sale card related to above checking account (encoding and embossing service by bank)
6. Provide API, or appropriate connectivity, to verify students and/or employees against College existing database system.

The College will provide space on campus for the card production stations and space during orientation and registration periods for Bank to provide information on its related checking account service.

Although the College will not consider a Proposal which sub-contracts this service, it does recognize that Bank may seek a partnering arrangement with an experienced provider of One Card programs for college campuses. In the event Bank submits a Proposal based on such a partnering arrangement, it must disclose the identity of its business partner and the Bank shall remain the responsible party under the bank services contract.

Proposal quotations on above services to be provided on Exhibit 5.

V. Procurement Card

Any proposer may include a description of their procurement card services. Such description shall include technology abilities (i.e., web enabled), and how the College would benefit by participating in the proposer's program. Underwriting requirements of the proposer should be specified as part of the proposal.

Each submission must respond to the directives below:

1. Provide a brief summary of your current Purchasing (Procurement) Card services, including number years service has been available and specifics related to the benefits of the service. Provide names, contact information and biographies for key personnel assigned to this service.
2. Provide a brief summary of your customer service program, including the responsibilities of customer service personnel, the chain of command for problem resolution, hours of operation, access information, and cardholder account management.
3. Provide a brief summary of your implementation process, including a sample time line and description of various implementation tasks for both the issuer and the College.
4. Provide a brief summary of the reporting packages available, including format, accessibility, distribution, frequency and customization of reports and statements. Include sample copies of standard reports and cardholder billing statements.
5. Provide a sample copy of your standard purchasing card contract.
6. Provide a pricing matrix that clearly identifies any and all fees, including all one-time (set-up fees) and on-going fees and minimums. Note: In the event that you do not have a minimum or there are no fees applicable please indicate with "N/A". If you are waiving a fee please indicate with "waived". Please include the Treasury Management Association service code and the applicable fees.
7. Provide your company's rebate, cash back or discount structure based on specified spending levels attained through the use of PCards. Explain your rebate or "revenue sharing".
8. Provide any additional information you believe would assist the College in evaluating your proposal.

Proposal quotations on above services to be provided on Exhibit 6.

VI. Financial Aid Disbursement by Debit Card or Check

The College is interested in implementing a disbursement system for Financial Aid disbursements to students using Debit Cards or Checks. The College would provide the bank the amounts, by student, to be disbursed and the bank would create debit cards or actual printed checks (depending on the student's preference) and distribute them to the student.

Please provide a description of these services to include pricing, technology abilities, and any information you believe would assist the College in reviewing and evaluating your disbursement system.

VII. Award Criteria

The following criteria will be used to evaluate qualified Proposal responses and to determine the lowest or best Proposal:

- * Lowest cost or required compensating balance for **Basic Banking Services**. (Exhibit 1) **500 points**
- * Lowest cost or required compensating balance for **Merchant and Credit Card Services**. (Exhibit 2) **200 points**
- * Lowest cost or best **Cash Management System**. (Exhibit 3) **200 points**
- * Highest interest rate to be paid on **Overnight Investments**. (Exhibit 4) **100 points**
- * Lowest cost or best program for College's **One Card System**. (Exhibit 5) **50 points**
- * Lowest cost or best program for College's **Procurement Card**. (Exhibit 6) **50 points**
- * Lowest cost or best program for **Financial Aid Disbursement Program**. (Exhibit 7) **50 points**

Each bank Proposal will be evaluated and points will be awarded to each of the major criteria as stated above. Bank with the highest total number of points will be determined to be the selected responder and the remaining respondents will be rank ordered. The contract bank shall honor all terms and conditions of this RFP, their proposal and the subsequent contract.

PENSACOLA JUNIOR COLLEGE
1000 College Boulevard
Pensacola, Florida 32504

Attachment 1

Purchasing and Auxiliary Department

RFP 9 - 2005/2006

STATEMENT OF NO PROPOSAL

Director of Purchasing and Auxiliary Services
Pensacola Junior College
1000 College Boulevard
Pensacola, Florida 32504-8998

The undersigned declines to propose on PJC RFP 9 – 2005/2006 for the following reason(s):

- _____ Schedule would not permit us to perform
- _____ Unable to meet specifications*
- _____ Other*

* Please explain: _____

_____.

We understand that if the Statement of No Proposal letter is not executed and returned, our name may be deleted from the list of qualified proposers for Pensacola Junior College.

Bank Name: _____

Signature: _____

Telephone: _____

Attachment 2

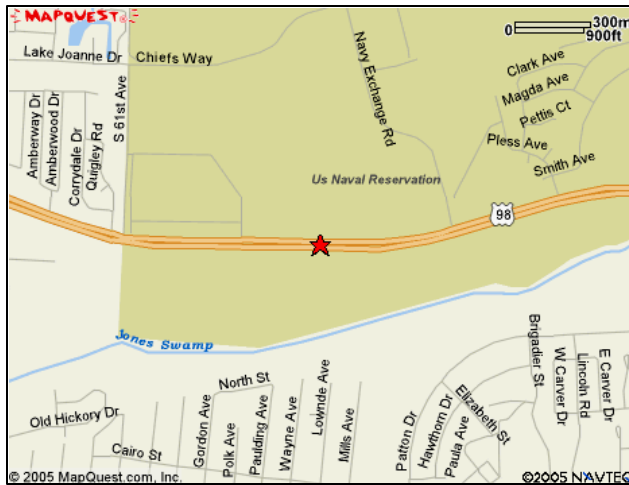
Pensacola Junior College-Pensacola Campus
1000 College Boulevard
Pensacola, FL 32504



Pensacola Junior College-Milton Campus
5988 Highway 90
Milton, FL 32570



Pensacola Junior College-Warrington Campus
5555 West Highway 98
Pensacola, FL 32507



CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE RFP's - Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a Proposal received from a business that certified that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- 1) Publish a 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.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business 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.
- 3) Give each employee engaged in providing the commodities or contractual services that are under PROPOSAL a copy of the statement specified in subsection (1).
- 4) 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 PROPOSAL, 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.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) 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.

Signature of Bank Representative: _____

Typed or printed name of Bank representative: _____

Responding Bank name:

CREDIT CARD TRANSACTIONS

OPERATING ACCOUNT				WEB ACCOUNT				
# DEPOSITS	# SALES	\$ SALES	# CREDITS \$ CREDITS	# DEPOSITS	# SALES	\$ SALES	# CREDITS \$ CREDITS	
Nov-04	121	600	2	86.55	7	367.50	3	87.00
Dec-04	96	610	5	446.60	31	303,165.99	9	2,213.00
Jan-05	162	2015	60	18,622.49	29	671,382.70	1	651.50
Feb-05	133	568	11	986.81	19	5,310.02	0	-
Mar-05	119	553	3	747.34	12	1,821.65	0	-
Apr-05	106	682	3	120.00	11	43,255.65	0	-
May-05	151	1599	27	6,832.40	28	272,297.06	0	-
Jun-05	132	1037	24	3,389.37	28	134,474.50	0	-
Jul-05	90	621	7	1,431.10	21	88,697.66	0	-
Aug-05	180	2601	54	17,091.24	31	860,634.44	11	2,788.85
Sep-05	140	794	30	9,250.56	28	14,012.99	1	30.00
Oct-05	123	721	8	593.49	27	7,845.15	0	-
TOTALS	1553	12401	234	59,597.95	272	2,403,265.31	25	5,770.35
# DEPOSITS # SALES \$ SALES # CREDITS \$ CREDITS				# DEPOSITS # SALES \$ SALES # CREDITS \$ CREDITS				

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Please list three references with the following information: firm or entity, contact person, address, date of last service, and telephone number.

PROPOSAL SUBMITTED BY:

FEDERAL TAX NUMBER: _____

BANK OR ENTITY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

TYPED OR PRINTED NAME OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____

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BANK: _____

Basic Bank Services (See Section IIIB)

Responder is required to complete the following pricing list which reflects the estimated requirements of the College's. Indicate N/C if there is no charge for an item. Use blanks (number 25-28) for any charges which are not related to volume of transactions.

Bank Depository Services (See Attachment)	Cost/Unit
1. Account Maintenance Fee	_____
2. Items paid - checks cleared	_____
3. Number of Deposits	_____
4. Number of Items Deposited:	
Home Bank	_____
Clearinghouse	_____
Other Florida	_____
Non Florida	_____
Blended Rate	_____
5. Returned Items	_____
6. Deposited Items Rerun	_____
7. Wire Transfer - Outgoing (Assume use of on-line cash management system to transmit)	_____
8. Wire Transfer - Incoming	_____
9. Pre-authorized wires	_____

- 10. Direct Deposit - employee checks _____
 ACH Items Originated _____
 ACH Returns _____
 Deposit Discrepancy Notes _____
 - 11. Stop Payments _____
 - 12. Account Forms _____
 Preprinted Deposit Tickets _____
 Check Paper _____
 - 13. Reconciliation - Fine Sort _____
 Partial Sort Maintenance _____
 Per item - on file _____
 Per item - check sort _____
 Reconciliation - Magnetic Tape _____
 - 14. CD-ROM of all cleared checks _____
 - 15. Night Depository Key Lock Bags _____
 - 16. Coin/Currency Wrappers _____
 - 17. Change Orders _____
 - 18. FDIC Insurance _____
 - 19. Cash Collected - Average per month _____
 - 20. Positive Pay Services _____
 - 21. Daily Transfer Notices _____
 - 22. D/C Memos of Encoding Errors _____
 - 23. Foreign Currency handling fee _____
 - 24. Check Cashing fee for non-account holders _____
- OTHER CHARGES (Itemize)

- 25. _____
- 26. _____
- 27. _____
- 28. _____

29. Alternative:

Required Compensating Balance to Support Charges: _____

Earnings Credit Rate on which compensating balance is calculated: _____

30. Direct Deposit (ACH) (See III.B.10.)

Proposers MUST list any other potential fees with their proposal.

Direct Deposit (ACH) Payrolls

Number of days and deadline time before payroll day that deposit information to be electronically provided to bank from college.

_____	_____
Number of Days	Time of Day

Number of Days and deadline time on which actual funds are transferred to appropriate employee demand accounts at various banks.

_____	_____
Number of Days	Time of Day

Number of Days and deadline time actual college funds are transferred and do not earn interest.

_____	_____
Number of Days	Time of Day

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BANK: _____

Merchant and Credit Card Services (See Section III.C.)

1. Merchant Services Fees:

a. Discount Rate _____%

Other Costs (specify):

Total annual costs based on volumes in Attachment 4 \$_____

b. Alternate:

Required Compensating Balance to Support Charges: \$_____

Earnings Credit Rate on which compensating balance is calculated: _____

2. If College's existing equipment is not compatible with bank's merchant services, what is the cost of the following equipment?

Swipe Terminals: _____ each

Printers _____ each

Installation Cost _____ per installation

Other Charges (itemize):

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BANK: _____

Cash Management System (See Section IIID)

Initial cost of software including installation and training (per workstation)\$ _____

Annual charges for use and maintenance of system \$ _____

Describe below bank's cash management system. Provide any additional attachments which will be useful to College in evaluating the system. _____

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BANK: _____

Overnight Investments (See Section III E)

How is the interest rate to be paid on daily collected balance determined?

Describe the investment vehicle proposed by bank to provide the overnight investment of College funds.

Describe the method of collateralization of overnight investments. Verify proposed method is in accordance with appropriate Florida Statutes and/or Rules _____

Are there any charges related to the overnight investment? If so, what? _____

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BANK: _____

One Card System (See Section IV)

Cost to provide support for the One Card System \$ _____

Required per card charge to amortize cost if not paid directly by College via bank \$ _____

Monthly cost of Banks checking account product to be offered to cardholders \$ _____

Describe how bank will assist the College in the implementation and/or support of the One Card. Include description of support to be provided. _____

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BANK: _____

Procurement Cards (See Section V)

Description and pricing:

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BANK: _____

Financial Aid Disbursement

Description and pricing:
