

Nassau County School District

REQUEST FOR PROPOSAL RFP 2020-01

Banking Services



Members of the Board

District # 1

Donna Martin - Chairman

District # 2

Gail Gook – Vice Chairman

District # 3

Jamie Deonas

District # 4

Russell Johnson

District # 5

Lisa Braddock

Superintendent of Schools

Kathy K Burns

Executive Director of Business Services

Christopher Lacambra

Submissions must be in an envelope separate from any express mail or courier envelopes, as those will be opened and discarded.

Be sure to include the name of the company submitting the proposal where requested.

Cut along the outer border and affix this label to your sealed envelope to identify it as a “Sealed Proposal”.

<p>SEALED PROPOSAL • DO NOT OPEN</p> <p>SOLICITATION NO.: RFP 2020-01 SOLICITATION TITLE: Banking Services SUBMISSION DUE: January 14, 2020 at 3:00 pm (EST)</p> <p>SUBMITTED BY: _____ (Name of Company)</p> <p>DELIVER TO: NASSAU COUNTY SCHOOL BOARD ATTN: Business Services, Room 03-01 1201 Atlantic Avenue Fernandina Beach, FL 32034</p>
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From time to time, addenda may be issued to this solicitation. Any such addendum will be posted on www.demandstar.com. You should periodically check the Web site to download any addendum which may have been issued. The Addendum Acknowledgement must be submitted with the proposal.

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RFP 2020-01 – Banking Services

REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN TO PROSPECTIVE PROPOSERS that on January 7, 2020 at 3:00 PM the Nassau County School Board (the “School District” or “School Board”) will open sealed proposals for the following:

RFP 2020-01 Banking Services

Specifications and proposal documents may be requested from Demand Star by Onvia by calling 1-800-711-1712 or by going to the website www.demandstar.com . The public record documents are available on the School District web site at www.Nassau.k12.fl.us.com or by contacting the Office of Business Services, 1201 Atlantic Avenue, Fernandina Beach, FL 32034.

Questions regarding the proposal should be directed by e-mail to Christopher Lacambra – Executive Director, Business Services, lacambrach@nassau.k12.fl.us.

All proposals must be received by the Office of Business Services on or before Tuesday, January 7, 2020 at 3:00 pm. No waivers shall be allowed for proposals which have not been submitted to the Purchasing Division by the deadline date. One (1) signed original, four (4) copies, and one (1) electronic copy (PDF format – saved as one document which must be submitted with the bid package – it cannot be emailed) of the proposal package are to be submitted to:

Nassau County School District
Administration Building
Office of Business Services, Room 03-01
1201 Atlantic Avenue
Fernandina Beach, FL 32034

The Nassau County School District reserves the right, at its sole discretion, to accept or reject any and all proposals and to waive informalities when it is in the best interest of the Board to do so.

All proposals must remain valid for a period of ninety (90) days or until the School Board approves the contract. The School Board will automatically reject the response of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Section 287.133(3) (d), F.S. (1997).

Recommendation to the Nassau County School Board will be based upon a proposal(s) that represent the best interest of the District and award of the contract will be deemed by the Board to be in the best interest of the School Board of Nassau County.

Christopher Lacambra
Executive Director

Released on December 10, 2019

Nassau County School Board
Business Services Division

PROPOSAL FORM

RFP 2020-01 – Banking Services

BID DUE /BID OPENING DATE/TIME: JANUARY 7, 2020 3:00 PM (EST)

RETURN ONE (1) SIGNED ORIGINAL, FOUR (4)
COPIES, AND ONE (1) ELECTRONIC COPY (PDF FORMAT)
OF THE PROPOSAL. NO OTHER PROPOSAL
FORM WILL BE ACCEPTED

NAME OF COMPANY

PLEASE BE SURE THAT THE NAME OF
YOUR COMPANY APPEARS ON EACH
PAGE OF THIS PROPOSAL FORM.

ADDRESS OF COMPANY

IF SIGNED BY AN AGENT OF NAMED COMPANY
WRITTEN EVIDENCE FROM THE OWNER OF

PRINT NAME OF AUTHORIZED SIGNATURE

RECORD OF HIS/HER AUTHORITY MUST
AUTHORITY MUST ACCOMPANY THIS PROPOSAL.

EMAIL ADDRESS

TELEPHONE No.

FAX

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (proposer) proposal and am authorized by proposer to do so; proposer agrees to complete and unconditional acceptance of the contents of ALL PAGES inclusive of this Request for Proposal, and all appendices and the contents of any Addenda released hereto; proposer agrees to be bound to any and all specifications, terms and conditions contained in the Request for Proposal, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of proposal submitted; proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this proposal are true and accurate.

Signature of Proposer's Authorized Representative (blue ink preferred on original) _____ Date _____

Name of Proposer's Authorized Representative _____

Title of Proposer's Authorized Representative _____

RFP 2020-01 – Banking Services

I. STATEMENT OF PURPOSE:

The School Board of Nassau County, Florida is seeking proposals from Vendors capable of providing service oriented, cost effective, and automation friendly commercial banking services.

The School District's intent is to partner with a vendor who can provide banking services to assist in minimizing operating costs, safeguarding assets, and providing maximum flexibility in the management of School District's daily financial needs, as indicated within this document and any addenda that may be issued via DemandStar.

The contract term is anticipated to begin upon approval of the contract at the board meeting listed in the calendar of events listed in this bid document for an initial period of three years, and, at the discretion of School District, be renewed for up to two additional two year terms.

II. MINIMUM QUALIFICATIONS TO BID

- A. The bank must be a Federal or Florida chartered bank with at least one branch on the island and one branch off the island. Provide a list of Nassau County branch offices, including address, phone number, manager and hours of operation for each. Each branch must have ability to cash checks and accept deposits.
- B. The bank must be certified as a "Qualified Public Depository" under the Florida Security for Public Deposits Act (see Florida Statute Chapter 280) and maintain that certification during the term of the contract. The bank must also have adequate organization, facilities, equipment, and personnel to ensure prompt and efficient services to the School District.
- C. The bank must use the Federal Reserve System for funds transfer, check clearing and payroll direct deposit.
- D. Have public entity banking services experience.

III. BANKING SERVICES REQUESTED

A. GENERAL INFORMATION

The banking services detailed in this section provide for those banking services to be performed for the School District on a contractual basis. It is the intent of the School District to have a single financial institution provide most of the banking service needs of the District. However, the School District may divide these services among more than one financial institution if it is deemed to be beneficial to the School District and in the public's interest.

B. BANK ACCOUNTS, BALANCES, FUNDS TRANSERS.

1. A summary description of the School District's accounts is as follows:

- a. District Investment Account. Substantially all monies collected by the School District (except for some Federal Grants, Food Service and Student Activity Accounts receipts) will be deposited to this account, including wire transfers from various sources. Validated receipts are required for all regular deposits to this account. No checks shall be drawn on this account. Authorized School District personnel will execute outgoing Automated Clearing House (ACH) and wire transfers.
- b. District General Concentration Account. This account receives transfers as needed from the investment account to fund checks drawn on this account and presented for payment.
- c. Payroll Account. This account receives transfers as needed from the investment account to fund checks drawn on this account and presented for payment. This account is used to pay all School District employees. The School District offers its employee's direct deposit of payroll through ACH, with an electronic transmission executed every pay period. Payroll check cashing availability at the bank and its branches for all School District employees are required.

- d. Food Service Account. Currently, this account is a separate, regular interest-bearing checking account and is used to receive deposit receipts from several cafeterias on a daily basis. The deposits consist of currency, checks and a significant amount of coins. Notification of any deposit discrepancies must be made to the School District on a timely basis. Deposits must be reported in work location sequence and a monthly deposit reconciliation will be required.
2. Describe, in detail, any recommendations for the District's that may result in a more efficient account structure, potentially reduce fees and optimize earnings for balances within the District's bank accounts.
 3. The School District or its authorized representatives shall have access to the books and records maintained by the bank with respect to all accounts at all reasonable times. Additionally, the bank will provide School District staff with on-line banking access for daily balance checking, daily deposit information, stop payments, and wire transferring abilities. All District accounts must be computerized so that opening ledger and available balances and prior day detailed debits and credits can be accessed by School District staff.
 4. For all accounts described above, the financial institution will combine monthly paid and cleared items in one file. Information collected should include account number; check number, paid date, and amount. By using compatible software supplied by the financial institution, School District personnel will download this file from the bank's data service center every month for reconciliation purposes.

E. STATEMENT AND ADVICE FREQUENCY

1. All advices affecting debit or credit memo transactions must be mailed or posted on line daily. Statements on bank accounts will be produced on the last business day of the month. The statements are expected to be received by the 6th working day following statement cutoff. In lieu of having cancelled checks returned on a monthly basis the School District prefers to be provided monthly electronic images all issued items drawn against its accounts.
2. The following reports will be provided electronically each month:
 - Bank statements
 - Miscellaneous credit or debit reports (if applicable)
 - Paid checks
 - Paid only report (if applicable)
 - Stop report (if applicable)
 - Diagnostic summary (if applicable)
 - Paid items settlement
 - Recap of posted items report

F. BANKING SUPPLIES

The bank will supply at no charge to the School District, sufficient encoded three-part deposit slips as needed, and to meet the District's requirements.

G. OVERDRAFT PROTECTION / FAILURES

1. It is not the intent of the School District to overdraw any account; however, in the event of an occurrence and after verification with the School District, confirm that Proposer will honor and pay all checks without service fees to the School District
2. The bank shall agree to reimburse the School District for interest lost due to the bank's delay of a scheduled transfer of funds. If, on occasion due to error by the School District, other financial institutions, or wiring funds, the School District's account balance is overdrawn, the bank will continue to honor checks drawn on the accounts and will immediately notify District staff by telephone. The School District will then reimburse the bank by depositing whatever money is necessary to cover the interest on this overdraft.

H. OTHER SERVICES

The School District requests the proposer to specify any other services it may offer the School District as part of its RFP.

I. COST OF BANKING SERVICES

The bank will prepare a monthly service charge billing (utilizing the contracted fee schedule) for services rendered. At no time will any account be charged directly for service charges.

J. FORMAT REQUIREMENTS

All files received by the bank should be in .TXT or .CSV format at the District's discretion. The School District will provide ACH and Positive Pay files in .TXT format. Bank agrees to comply with MCSD file layout and format.

IV. PROPOSAL REQUIREMENTS

A. FORMAT FOR BID RESPONSE

1. Documents should be typed, not written, in a font size not smaller than 11pt.
2. Proposals should be tabbed. Assign a tab for each number listed under Section B and provide table of contents.
3. Financial statement should be provided in a separate sealed envelope clearly marked. A sheet should be placed in proposal under the tab requesting the financials indicating such.

B. ITEMS TO BE INCLUDED IN YOUR PROPOSAL

1. Company Information

- a. Provide brief bio on your institution.
- b. Financial Statements - Audited financial statements of the financial institution as of December 31, 2018 or the end of its most recent fiscal year, must be included within the proposal. **NOTE: Submit in separate sealed envelope.**
- c. Certificate showing you as a "Qualified Public Depository" under the Florida Security for Public Deposits Act (see Florida Statute Chapter 280).
- d. Describe the types of insurance and bonding carried.
- e. Provide a list of Nassau County branch banks, including address, phone number, manager and hours of operation for each. Each branch must have ability to cash checks and accept deposits.
- f. Explain how your institution has adequate facilities, equipment, and personnel to ensure prompt and efficient services to the School District.

2. Services, Fees and Earnings

- a. Appendix A provides the current average monthly services used. The monthly volumes stated are approximate, are subject to change, and shall not be construed as minimum/maximum volume. Cost of service data is to be supplied.
- b. If a financial institution intends to charge for an additional service, then the service should be entered in the space provided.
- c. If a financial institution does not intend to provide a particular service shown, then "not available" must be entered. Each "not available" must be explained.
- d. On an additional page, list any additional services not specifically requested related to conversion, training, and/or other Banking Services as well as applicable fees.
- e. List any additional services, present or planned, that may be of interest to the School District for consideration. Notate fees associated or TBD – in development (if in planning).
- f. The rate of return on available balances invested in overnight investments will be provided. A schedule of average monthly available balances is provided (see Appendix B).
- g. Will the Proposer charge any one-time implementation fees to the District for setting up new services? Please explain these fees if not included in your pricing proposal.

3. Indicate availability and capacity to handle "zero balance" accounts.

4. Describe available cash management practices and investment vehicles available.
5. Include the bank's policy and methodology used in setting rates paid on interest bearing accounts.
 - a. Indicate whether interest rates are based on a market rate such as T-bills, discount or yield rate, or the Federal Funds Rate, etc.
 - b. Indicate how often the rates change. Include the formula utilized to deduct fees from compensating balances earned. Is the reserve requirement included in the calculation? If so, what is it?
 - c. Address the method and time frame for the settlement of excess (shortage) of compensating balances.
 - d. Advise whether there will be a pass-through of FDIC assessment charges on all or some of the School District's accounts.
 - e. If charges are passed-through, advise how charges are to be calculated and paid and whether payment for these charges shall be off-set with compensating balances.
6. Describe billing and processing procedures for direct deposit. Include whether it is possible to reverse a direct deposit and the one-day vs. the two-day window requirements.
7. Provide a schedule including the type of deposit, availability of funds and the latest time transactions can be posted to be included in current day's business.
8. Describe the bank reconciliation process. Indicate the communication system employed and any requirements for implementation.
9. Describe the capabilities and controls of the wire transfer system, the ACH transfer system, and the stop payment system. Include a copy of the proposed wire transfer agreement.
10. Describe your security measures for detecting check fraud and remedies available to the District, as well as the controls and procedures involved in processing forgeries. Include a description of any services available in these areas including positive pay.
11. How do you handle duplicate payments?
12. Describe computer equipment and overall system capabilities. List any requirements of our system. Include all license and user fees that are payable for use of any applicable software.
13. Provide a transition plan with timeline. Include an approximate time commitment from our staff; plans for training School District employees on software and processes, etc.
14. Provide employment policies and Affirmative Action Policy.
15. Describe the Bank's disaster preparation and recovery plans and how they are tested.
 - a. Include information regarding the bank's electronic data procedures and/or manual systems used to provide banking services along with backup and recovery capabilities (does the bank have off-site facilities strategically located away from each other in the event of a disaster and the time-frame for these sites to be functional)
 - b. The Bank's ability to make cash available before, during, and after an emergency situation.
 - c. Provide a description of the controls in place to insure integrity of the funds transfer system.
 - d. How often are emergency operations tested? How is your emergency system tested?

- e. Provide the names of 24/7 emergency contact, phone number and email address for disaster planning and recovery related services.
16. Include a copy of any agreement that your institution would require the School District to sign, if awarded.
 17. Personalized banking services are expected. Advise what is distinctive about the Bank's approach to customer service, problem resolution and the use of automation and technology.
 18. Please identify all senior management and account representative(s) who will be responding to service requests of needs of the School District, together with their title, years of experience, email address, phone numbers, qualifications, as well as the address of the location (branch) they work out of.
 19. Please provide name of the individual point person for responsible for the account, as well as each individual providing service on a day to day basis. Please include title, email address, phone numbers, qualifications as well as experience handling like accounts. Also include the address of the location (branch) they work out of. The point person for the account should be available during proposer oral presentations (if scheduled by the bid committee) and/or negotiations (if scheduled by the committee).
 20. Provide no less than three references, preferably from a school district or governmental accounts.
 - a. Details shall include: Name of Municipality, Location of Bank, Description of Services provided, Name of Primary Relationship Manager, Client Contact Information.
 - b. Proposer shall provide a list of any Florida government banking engagements from which the firm has been terminated or has withdrawn or resigned within the past five years and the reason(s) therefore. If none, please state none.

V. SELECTION CRITERIA

- A. Program Features / Products and services provided including online and technological capabilities – 30 points
- B. Fee Schedule / Rates – 20 points
- C. Banking Institution Qualification – 20 points
- D. References / Staff experience, resources, and qualifications – 30 points

VI. CALENDAR OF EVENTS

CALENDAR OF EVENTS RFP 2020-01		
DATE:	TIME (EST):	ACTION:
December 13, 2019	8:00 AM	Release Solicitation
	Publication	Notice of Solicitation /Bid Opening
December 20, 2019	5:00 PM	Last day for submission of written questions to the School District
January 03, 2020	5:00 PM	Last day for the School District to post answers to questions
January 14, 2020	3:00 PM	Proposal Due/Bid Opening Open to Public –1201 Atlantic Avenue, Fernandina Beach, FL 32034
Week of January 27, 2020		Post Notice of Intent (Oral Interviews if Necessary)
To Be Determined	6:30 PM	Board Meeting Open to Public –1201 Atlantic Avenue, Fernandina Beach, FL 32034

ACKNOWLEDGMENT OF ADDENDUM

As the person authorized to sign the statement, I certify that this firm acknowledges any and all addendum that may have been issued as part of this bid. All addenda are issued via www.demandstar.com.

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

Date: _____

Applicant's Signature

STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement/project, please return this form immediately. Thank you.

School Board of Nassau County, Florida

We, the undersigned have declined to submit a proposal due to the following reason(s):

- Specifications too "tight", i.e. geared toward one brand/manufacturer/service only (explain below)
- Unable to meet time period for responding to proposal.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond/Insurance requirement(s).
- Specifications unclear (explain below).
- Unable to Meet Insurance Requirements.
- Please Remove Us from Your "Bidder's List".
- Other (specify below).

REMARKS: _____

We understand that if the "No Bid" letter is not executed and returned our name may be deleted from the Bidder's List of the School Board of Nassau County.

Company Name: _____

Email: _____

Proposal Number: _____

Date: _____

Signature: _____

Fax: _____

Telephone: _____

CONTRACTOR RULES

The following is a list of rules that contractors/vendors and their personnel must adhere to while working on Nassau County School projects. Failure of the contractor/vendor to abide by the rules will result in the violators being removed from the job site. All costs resulting from this will be the responsibility of the contractor/vendor. Please sign these rules and indicate the contractor/vendor's agreement to follow them.

- ☐ Casual communications by contract/vendor personnel with students, staff, or faculty is prohibited.
- ☐ Convicted felons and employees with a past history of child abuse or molestation shall not be used on Nassau County School projects.
- ☐ The schools are "Drug Free Zones," use or possession of illegal substances and alcohol in any form are prohibited.
- ☐ The schools are "Tobacco Free," no tobacco use is permitted on the school campus, in parking lots, or inside school restrooms.
- ☐ Vulgar language or gestures discernible to students or school staff is prohibited.
- ☐ Fighting or physically abusive actions of a similar nature are prohibited.
- ☐ Appropriate and modest attire is required while working on school campus. Revealing clothing will not be permitted.
- ☐ Clean up of work area is required on a daily basis. Hazardous materials shall not be put in school trash receptacles.
- ☐ Work that may be disruptive to the school shall be scheduled with the school administration or done after normal school hours.
- ☐ Pets are not allowed on campus.

Signature

Date

Printed Name

DEBARMENT CERTIFICATION

“The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this _____ day of _____, 20_____.

By _____
Authorized Signature/Contractor

Typed Name/Title

Contractor's Firm Name

Street Address

City/State/Zip Code

Area Code/Telephone Number

IDENTICAL TIE PROPOSALS
BANKING SERVICES RFP 2020-01

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more of a proposal, 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, an proposal received from a business that certifies 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 tie vendors have a drug-free workplace program. 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 violation of such prohibition.
2. 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.
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 employees 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

Vendor's Signature

**NON-COLUSION AFFIDAVIT
BANKING SERVICES RFP 2020-01**

I, _____ of the City of _____
according to law on my oath, and under penalty of perjury, depose and say that;

1) I am _____, the bidder making the proposal for
the project described as follows:

2) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to proposal opening, directly or indirectly, to any other bidder to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, an proposal for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Nassau County School District relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Signature of Authorized Representative

Date

STATE OF _____,

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____,
who, ___being personally known, ___or having produced _____
as identification, and after first being sworn by me, affixed his/her signature in the space provided above on
this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

PUBLIC ENTITY CRIME STATEMENT
BANKING SERVICES RFP 2020-01

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

**NASSAU COUNTY SCHOOL DISTRICT BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT
BANKING SERVICES RFP 2020-01**

I, _____, of the City/Township/Parrish of _____, State of _____, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:
Name of company/vendor: _____
Nature of services presently being offered to School District: _____

2) I have ___(OR) ___I have not at any time prior to this application, had a **business relationship** with any employee or board member of the School District of Nassau County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee or board member's name with whom you have done business, the type of work that was performed and the years worked.

3) ___I have (OR) ___I DO NOT have a **personal relationship** (this includes family) with an employee of OR a board member of the School District of Nassau County, Florida.

IF YOU ANSWER I HAVE: Please list details of the relationship including the employee(s) or board member(s) name with whom you are related, and your ties to that person (spouse, mother, brother, cousin, or related by marriage, partners, etc.)

The statements contained in this affidavit are true and correct, and made with full knowledge that The School Board of Nassau County, Florida, relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project. **I hereby agree to keep the School District of Nassau County, Florida, informed of any change to the information contained herein. I further understand and agree that discovery of any undisclosed relationship can and will lead to termination of any ongoing contracts, and may potentially lead to me being banned from conducting future business with the school district.**

Date

(Signature of Authorized Representative)

STATE OF _____,
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, _____ being personally known, ___ or having produced _____ as identification, and after first being sworn by me, affixed his/her signature in the space provided above on this ay of

_____ 20 _____.

NOTARY PUBLIC

My commission expires:

**DRUG FREE WORKPLACE FORM
BANKING SERVICES RFP 2020-01**

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

(Name of Business)

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'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.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in section (1).
4. In the statement specified in section (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 (Florida Statutes) 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, or any employee who is so convicted.
6. Make a good faith effort 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.

Applicant's Signature

Date

VENDOR INFORMATION SHEET
BANKING SERVICES RFP 2020-01

Vendor Name: _____

Federal EIN/SSN: _____

Primary Address: _____

Payment Address: _____

Contact Name: _____

Phone: _____ ext. _____

Fax: _____

E-Mail: _____