



# NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Road

Nixa, MO 65714

Business (417) 725-4025

Facsimile (417) 725-2393

## Bank Depository Service Bid Notice and Specifications

The Nixa Fire Protection District ("District") of Nixa, Missouri, will accept sealed bids for Nixa Fire District bank depository services until 5:00 p.m., Central Standard Time, April 29, 2021. Bids to be forwarded by U.S. Mail should be mailed at least three working days before the scheduled proposal opening date to ensure delivery in time for the bid opening. Bids are to be prepared at no cost to the Nixa Fire Protection District and will remain the District's property. Bids must be delivered sealed and marked "Bank Depository Services Bid" in the lower left-hand corner of the envelope. Any bids received after the above-stated time and date will be returned unopened.

It is the Nixa Fire District's preference to select a local depository institution for the convenience of doing regular business. The District reserves the right to reject any and all bids, to waive any irregularities, and select a Depository that is most advantageous to the District. Bidders are asked to respond to all items. Clarification or questions may be addressed to Athena Comitas-Fitts, Accounting Division.

### 1. Procedures for Receiving/Awarding Depository Contract

- a. Once submitted to the District in sealed form, bids cannot be altered.
- b. After all written bids are opened and read, the Board of Directors will take each bid under advisement.
- c. The District may question or interview each of the bidders to obtain an accurate understanding of each bid received.

### 2. General Conditions

- a. The minimum length of the depository agreement shall be for a minimum of two years with an option exercisable by the District to renew at the same terms for up to three additional years.
- b. It will be the responsibility of the depository to adhere to all state and federal laws applicable to public fire districts, including the furnishing of securities. Funds deposited must be fully secured as required by law. Each proposal should include the type of security to be used as collateral for the account(s) and name the trustee for securities pledged.
- c. District's operating funds, as designated by the District, shall be included in the depository agreement. This agreement is not exclusive. The District reserves the

- right to deposit surplus funds in Missouri Securities Investment Program (MOSIP) or other depositories.
- d. Responsibilities of the depository, aside from normal banking procedures, include:
- i. Serve as the depository for federal withholding deposits.
  - ii. Render a statement (delivered to the Administrative Office) within 3 days of the monthly cut-off date, the monthly cut-off date being the last day of each month.
  - iii. Provide monthly cleared check images and prepare full account reconciliation monthly.
  - iv. Furnish printed deposit slips as needed.
  - v. Furnish depository bags as needed and accept overnight deposits.
  - vi. Furnish cashier's checks if needed.
  - vii. Allow stop payment orders
  - viii. Furnish one large safe deposit box.
  - ix. Furnish printed checks as needed.
  - x. Permit and facilitate wire transfers as needed.
  - xi. Provide online balance reporting.
  - xii. Provide direct deposit of payroll.
  - xiii. Provide controlled disbursement checking.
  - xiv. Provide free checking to the district.
  - xv. Provide free checking to district employees.
  - xvi. Accept large silver (coin) deposits (unrolled) in bulk.
- e. Bids must include the "Nixa Fire Protection District Depository Bid Sheet" and bids must carry the signature of the responsible party(s). Failure to do so may cause rejection of the bid.

### 3. District Financial Information

- a. District's current financial records are available for examination by interested bidders during regular business hours and by appointment only at the Administrative Office, 301 S. Nicholas Road, Nixa, MO.
- b. District's budget for the 2021 fiscal year is more than \$3,800,000.00.
- c. Major local revenue is received in January by Electronic Funds Transfer
- d. Payroll checks are issued every other week on Thursday (minimum of 26 Periods).
- e. Accounts payable checks are issued after approval of the regular monthly board meeting held on the third Tuesday of each month.
- f. The District presently retains five operating accounts.

Best Regards,

Athena Comitas-Fitts  
Accounting/HR Manager  
Nixa Fire Protection District  
accounting@nixafire.org



# Nixa Fire Protection District Depository Bid Sheet for 2021

Name of Depository: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Name Title

**A. SECURITY OF FUNDS**

What type and amount of securities will the depository provide as collateral?  
 (Specify who the custodian of collateral is)

Type	Percentage above 100%	Custodian
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**B. ACCOUNTS** (Rates should be designated as a percentage of the 180 Day Treasury Bill Auction Rate based on the Wall Street Journal).

- a. General Operating Account  
(No minimum balance) \_\_\_\_\_
- b. Payroll Account  
(No minimum balance) \_\_\_\_\_
- c. Special Money Market Account  
(No minimum balance) \_\_\_\_\_
- d. Cafeteria Account  
(No minimum balance) \_\_\_\_\_
- e. Reserve Fund Money Market  
(Minimum balance \$10,000) \_\_\_\_\_

**C. SERVICES**

Will the depository agree to provide the following services to the District?

- |  | Y/N   | Monthly Fee |
|--|-------|-------------|
| a. Offer demand deposit accounts   | _____ | _____       |
| b. Serve as depository for federal withholding deposits  | _____ | _____       |
| c. Provide monthly cleared check images  | _____ | _____       |
| d. Prepare a full account reconciliation on a monthly basis<br>(cut off date being the last day of each month) | _____ | _____       |

- e. Furnish printed deposit slips as needed \_\_\_\_\_
- f. Accept large silver (coin) deposits (unrolled) in bulk \_\_\_\_\_
- g. Furnish depository bags as needed \_\_\_\_\_
- h. Accept overnight deposits \_\_\_\_\_
- i. Furnish cashiers checks \_\_\_\_\_
- j. Allow stop payment orders \_\_\_\_\_
- k. Furnish one large safe deposit box \_\_\_\_\_
- l. Furnish printed checks as needed \_\_\_\_\_
- m. Wire transfer funds to and from other banks  
and transfer funds to other accounts within the depository \_\_\_\_\_
- n. Provide balance & activity reporting & transfer  
of funds via secured online platform \_\_\_\_\_
- o. Provide direct deposit of payroll \_\_\_\_\_
- p. Provide controlled disbursement checking \_\_\_\_\_
- q. Provide free checking to district \_\_\_\_\_
- r. Provide free checking to district employees \_\_\_\_\_
- s. Is a local Depository Institution \_\_\_\_\_