

REQUEST FOR PROPOSALS

SOUTHEASTERN CATAWBA COUNTY WATER AND SEWER DISTRICT BANKING AND RELATED SERVICES

RFP NO: 25-1011

Date of Issue: October 25, 2024

Proposals Due: December 4, 2024

Time: 2:00 PM ET

Issued for:

**Southeastern Catawba County Water and Sewer District
25 Government Drive
Newton, North Carolina 28658**

Issued by:

**Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224**

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SECTION 1 – INTRODUCTION

1.1 INTRODUCTION

Southeastern Catawba County Water and Sewer District (hereinafter “District”) is soliciting Request for Proposals (hereinafter “RFP’s”) from qualified financial institutions interested in providing comprehensive banking services to the District. The District is a local unit of government established in 2021 pursuant to N.C.G.S. § 162A, Article 6. The District desires to select a reputable financial institution to manage its deposits, provide core banking services and make available certain other related financial services to the District for its benefit and the benefit of the citizens it serves.

The District requests proposals for the banking services described herein for an award period of four (4) years, beginning February 1, 2025 and ending January 30, 2029. Up to two extension periods may be granted at the sole discretion of the District at the prices proposed by or negotiated with the successful entity. A formal contract will be entered into based on specifications, requirements, and conditions contained herein.

SECTION 2 – PROPOSAL INFORMATION

2.1 GENERAL INFORMATION

This RFP is intended to provide Proposers with a common, uniform set of instructions to assist them in the development of their proposals and to provide a uniform method for the District to fairly evaluate proposals and subsequently select a proposal that provides the best solution for the District’s needs. Proposers are encouraged to initiate preparation of proposals immediately upon receipt of the RFP in order for all relevant questions and information needs to be identified and answered, and to allow adequate time to prepare a comprehensive and completed response.

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. District will make every effort to adhere to this schedule.

Event	Responsibility	Deadline - Date and Time
Issue RFP	District	October 25, 2024
Submit Written Questions	Proposer	November 8, 2024 at 5:00 PM
Provide Responses to Questions	District	November 15, 2024 at 5:00 PM
Submit Proposals	Proposer	December 4, 2024 at 2:00 PM
Completion of Proposal Evaluations	District	December 18, 2024
Completion of Contract Negotiations	District/Proposer	January 7, 2025
SECC District Board - Request to Award	District	January 20, 2025
Contract Effective Date	District	February 1, 2025

2.3 PROPOSAL QUESTIONS

Upon review of the RFP documents, Proposer(s) may have questions to clarify or interpret specifications in order to submit the best proposal possible. To accommodate the Proposal Questions process, Proposer shall submit any such questions by the scheduled due date. Written questions shall be emailed to tinawright@catawbacountync.gov by the date and time specified in the RFP schedule. Proposer should enter “RFP #: 25-1011 – Questions” as the subject for the email. Questions received prior to the submission deadline date, the District’s response, and any additional terms deemed necessary by the District will be posted in the form of an addendum to the County website, <https://www.catawbacountync.gov/county-services/purchasing/proposal-notice/> and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any District personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Proposer shall rely only on written material contained in an Addendum to this RFP.

2.4 PROPOSAL SUBMITTAL

Sealed proposals, subject to the conditions made a part hereof, will be received at the address indicated in the table below, no later than **2:00 PM on December 4, 2024**. Each envelope should be clearly labeled with: RFP 25-1011 – Banking and Related Services for Southeastern Catawba County Water and Sewer District.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFP No: 25-1011 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFP No: 25-1011 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

IMPORTANT NOTE: All proposals shall be physically delivered to the office address listed above on or before the submission deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Proposer(s). It is the sole responsibility of the Proposer to have proposals physically in this Office by the specified time and date above. Attempts to submit a proposal via facsimile (FAX) machine, telephone or electronic means, including but not limited to email, in response to this RFP will **not** be accepted.

Proposals must be submitted with **three (3) hard copies and one (1) electronic copy on flash drive**. Each Proposer must thoroughly examine the RFP to ensure that the Proposer can meet all requirements of this RFP. When responding to this RFP, please follow all instructions carefully. Failure to follow these instructions in your proposal may be considered a non-responsive submission and may result in immediate elimination from further consideration.

Critical updated information may be included in Addenda to this RFP. It is important that all Proposers responding to this RFP periodically check the County website for any Addenda that may be issued prior to the proposal due date or complete Attachment C – Intent to Propose and submit back to the District at tinawright@catawbacountync.gov to be notified when Addenda are issued. All Proposers shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

Offers submitted pursuant to this RFP are valid for ninety (90) days after Proposal due date. Proposals received will remain confidential until a contract is awarded. The District reserves the right to negotiate any and all terms with the successful Proposer.

The District will not be responsible for any expenses incurred by a Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided.

2.5 REJECTION OF PROPOSALS

The District reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. The District also reserves the right at its sole discretion to waive minor administrative irregularities contained in any proposal. Failure to comply with any of the terms and conditions of this RFP will result in rejection of a proposal.

2.6 PROPRIETARY INFORMATION

Trade secrets or proprietary information submitted by Proposer in connection with a procurement transaction shall not be subject to public disclosure under the North Carolina Public Records Act pursuant to NCGS § 66-152(3). However, the Proposer must invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data on other materials to be protected and state the reasons why protection is necessary. DO NOT mark every page as confidential. **Each individual page that is a trade secret or proprietary information must be labeled “Confidential” in the top right corner.** However, under no circumstances shall price information be designated as confidential.

2.7 PROPOSAL FORMAT AND CONTENT

Proposers must carefully read the information requested in this “Proposal Format and Content” section and submit a complete proposal responding to each request for information. To evaluate responses efficiently and equitably, responses must be tabbed as identified below. Failure to submit information requested may render your proposal non-responsive.

Tab 1: Executive Summary

- Provide an executive summary of the financial institution's proposal. The summary should highlight aspects of the proposal which make it superior or unique in addressing the needs and specifications of the District.

Tab 2: Bank Background

- A brief description of the company background and organizational history.
- A list of all parent or subsidiary companies.
- Overview of the bank’s operations, management, customer service philosophies, and financial strength.
- Legal name and address, including telephone, email address, and website address. Include any former company name(s) and year(s) established, if applicable.
- The name, title, address, and email address of the company’s authorized negotiator. The person identified must be empowered to make binding commitments for the company.

- Provide a detailed summary of any regulatory sanctions, license agency sanctions, litigation, claim(s), contract dispute(s) filed by or against the Proposer in the past five (5) years that are related to the services that the Proposer provides in the regular course of business. If none, please state that.

Tab 3: Bank Qualifications

- **Understanding:** Clearly state your understanding of the services requested in this RFP and your proposed solution's ability to meet the specifications, including capabilities, features, and limitations, as described herein. In addition, please address the minimum requirements as listed in Section 4.
- **Experience:** Describe experience with providing the services requested in this RFP to local government and non-for-profit organizations.
- **Relationship Management:** Identify the size and scope of your North Carolina-based public banking unit including an outline of the roles and responsibilities of each member of the relationship management team.
- **Client Support:** An overview of the bank's client support organization including hours of operation.

Tab 4: Response to Core Banking Services

- In this section, provide a summary of your bank's offerings for each of the service areas listed in Section 5 – Core Banking Services:
 - 5.1 General Requirements
 - 5.2 Deposits
 - 5.3 Online Services
 - 5.4 Wire Transfers, ACH Transactions and other Transfers
 - 5.5 Supplies
 - 5.6 Other Services
 - 5.7 General Information to be Provided by Institution
- For each service area, please describe the service and what differentiates your organization's services from others.

Tab 5: Implementation Approach and Plan

- This section should clearly identify each phase, the timeline proposed, and the roles and responsibilities to be performed by the Proposer and those to be performed by the District. This section should include:
 - A description of the implementation and project management methodology and approach.
 - A project organization chart highlighting the key staff who will be assigned to the project and background information on the project manager and other key assigned resources.
 - A list and description of all implementation deliverables and documentation that will be provided.
 - An outline of the roles and responsibilities of District staff during the implementation.
 - Training, testing, and deployment plans.

Tab 6: Cost Proposal

- Provide completed Attachment A - Cost Proposal and Offer Certification with a detailed itemization for all costs associated with the items and services proposed

pursuant to this RFP. If the Attachment A does not detail line item fees required for a particular service, the service description, unit and cost should be added to the attachment. Bundled fees should be clearly delineated especially regarding online services to assure accurate evaluation.

- Provide a copy of Proposer's service agreement with Proposal, if any.

Tab 7: Attachments

- Attachment A - Cost Proposal and Offer Certification
- Attachment B - Reference Disclosure Form
- Attachment C - Intent to Propose

SECTION 3 – PROPOSAL EVALUATION AND AWARD

3.1 PROPOSAL EVALUATION PROCESS

A committee, comprised of members from the Finance Department of the District and Catawba County will evaluate all Proposer responses to confirm they meet the specifications and requirements of the RFP. The evaluation of proposals will be based on:

- Responsiveness to the requirements of the RFP.
- Proposers' understanding of the range of services requested.
- Proposers' ability to provide a solution that conforms to the specifications included in the RFP.
- Bank history and qualifications.
- Experience of the bank in providing similar services to local government and not-for-profit organizations.
- Financial strength, adequacy of financial controls, security and compliance with all applicable state and federal regulations for the services proposed.
- Implementation plan.
- Professional experience and qualifications of the individuals assigned to the account.
- Cost competitiveness (including both direct and indirect costs).
- Past performance and demonstrated success with similar solutions.

3.2 AWARD OF CONTRACT

Upon completion of the evaluation process, the District will make an award based on the proposal that best meets the criteria set out in this RFP. Award of a contract to one Proposer does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the District. The District may negotiate with any Proposer in order to obtain a final contract that best meets the needs of District. However, negotiations will not alter the original intent of the scope of services.

If necessary, after the evaluation process, the District reserves the right to shortlist Proposer(s) and request that the Proposer(s) conduct a presentation and be interviewed by the selection committee, which could include an online banking demonstration.

Proposers are cautioned that this is a request for proposals, not an offer or request to contract, and the District reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the District.

SECTION 4 – MINIMUM REQUIREMENTS

4.1 MINIMUM REQUIREMENTS

There are certain minimum requirements for the institutions in providing any financial services referred to herein. Specific reference to each requirement must be provided in the Proposal as listed below. It is expected that the selected institution will exceed these qualifications: Proposers shall:

- A. Be a Federal Deposit Insurance Corporation (FDIC) insured institution.
- B. Be online with the Federal Reserve Bank for funds and securities.
- C. Have experience with large volume customers of similar complexity.
- D. Be an Equal Opportunity Employer.
- E. Comply with the mandatory requirements according to type of service specified in each applicable RFP section; and
- F. Comply with all other requirements specified within this RFP.

4.2 PROPOSER RESPONSIBILITY

The Proposer is responsible for verifying any and all information provided and to familiarize themselves with the work required prior to submitting a proposal. A plea of ignorance of the conditions that exist, or may hereafter exist, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will not be accepted as an excuse for any failure, or omission on the part of the successful documents and to complete the work for the consideration set forth herein, or as a basis for any claim whatsoever.

4.3 COMPLIANCE WITH LAWS

All Proposers are expected to comply with all federal, state and local laws and regulations relative to the preparation and submission of proposals for insurance. All proposals that are submitted will be presumed to be in compliance with all applicable laws.

SECTION 5 – CORE BANKING SERVICES

5.1 GENERAL REQUIREMENTS

- A. A full-service branch of the institution within the boundaries of Catawba County.
- B. A qualified depository for public funds in accordance with North Carolina General Statutes (hereafter “G.S.”) specifically Chapter 159, Article 3-The Local Government Budget and Fiscal Control Act (the “LGBFCA”) primarily G.S. 159-31-Selection of Depository; Deposits to be Secured and the North Carolina Administrative Code Title 20-State Treasurer, Chapter 7- Collateralization Of Deposits under either the “Dedicated Method” of collateralization (formerly option 1) or the “Pooling Method” of collateralization (formerly option 2). The publication “**Collateralization of Public Deposits in North Carolina**” is available at www.nctreasurer.com under “Financial Operations” located under the Divisions tab.
- C. Provide separate accounts as needed. There may be activities that need to be maintained separately. There should be options for separate interest bearing and zero balance accounts.
- D. All account balances shall be available for investment by the District at all times.

5.2 DEPOSITS

- A. Monies deposited in the account by the end of the business day shall be processed and credited for same day credit. Other monies, such as maturing investments shall be given immediate credit and availability. The institution shall provide collected funds credit for checks drawn on the United States Treasury, Federal Reserve and State of North Carolina.
- B. Redeposit all returned deposit items for insufficient funds, waiting a minimum of 24 hours, before debiting the account. Possibly providing a service for which the returned item is reprocessed as an ACH before being returned to the District. Forward returned items to an authorized representative of the District. Provide a return item report via on-line banking, which includes ACH and traditional check returns.

5.3 ONLINE SERVICES

- A. Provide on-line banking services package. Financial institution shall provide all software required to provide these services and to access all required reports. Detailed requirements are listed below. In the event that on-line services are down, provide an acceptable backup method via telephone or fax for each on-line requirement listed herein. All on-line services and options must be accessible 8:00 a.m. to 7:00 p.m. seven days per week.

In RFP response, note whether these on-line services and reports are provided through dial-up (modem) or internet access. Include details of how updates and maintenance are handled.

- B. Provide the following report types on-line:
 - 1. Detailed transactions and balance reports – Report should show previous day detailed transactions, which include listings of all debits and credits impacting the accounts. Report should have ability for user to establish a minimum threshold for viewing either debits, credits or both and may have separate thresholds for electronic and paper entries. Reports should be accessible for seven prior business days at a minimum.
 - 2. Intra-day position report – Report must provide up-to-the minute recap of available account balances. It should be updated continuously throughout the day and reflect beginning balances, incoming and outgoing Fed wire transactions, ACH activity effective that day, maturing investments and disbursing debits. Please list types of transactions that update the Intra-day report and those that do not update the Intra-day report.
 - 3. Return Report – Report should list all checks and ACH return items for the previous day. Report should be by account.
 - 4. Positive pay exception reports – Reports should list all checks or ACH items that are not included in the positive pay data transmission and should be interactive. Authorized officials from the District should be able to accept or deny these items on-line. Exceptions should be available by 10 a.m. each day from the previous day's activity.
- C. Provide stop payment services on-line from authorized officials of the District.

Verbal requests from authorized officials will be accepted and processed on the same day with documentation to follow. As a part of this service, authorized officials would be able to inquire on-line to determine if a specific check had previously been presented for payment prior to initiating a stop payment.

- D. Access imaged copy of checks on-line. This would be for current items not included on previous bank statements. If image is not available due to timing of check clearing, also accept request for check copies via telephone.
- E. Provide ability to enter wire, ACH and book transfer on-line as outlined below. On-line system should offer ability to template repetitive transactions. System should also have ability to structure an approval hierarchy.
- F. Provide ability to transfer funds on-line between two or more accounts maintained with the financial institution.

5.4 WIRE TRANSFERS, ACH TRANSACTIONS AND OTHER TRANSFERS

- A. Transmit debit entries initiated by the District under ACH rules. The financial institution shall provide software or another means to allow the District to change and adjust ACH information prior to transmission. Institution must also be able to receive information through direct transmission from the District's financial system. Upon proper notification by the District, the financial institution shall manually adjust, stop payment or complete other adjusting entries. The institution shall be responsible for any loss limited to the liability for its own negligence of willful misconduct.
- B. All incoming wires processed are expected to result in same day credit to the account. The institution is expected to assume responsibility for all losses or cost incurred by the District as a result of the financial institution's failure to transfer wires as instructed.
- C. All outgoing wires required dual approval.
- D. Provide resources to create templates for repetitive wires and ACH transactions with the ability to restrict amount and access for different users. Each individual template should have ability to permanently establish different sections of the template. For example, for some repetitive wires, the same amount is wired each time. Each individual template should also have the ability to restrict use for designated authorized officials. Different templates would then be able to have different users. Changes to these templates shall only be made according to a request to the financial institution from an authorized official.

5.5 SUPPLIES

- A. Provide sufficient pre-numbered and pre-encoded deposit slips in triplicate at no charge for the District to process daily deposits.

5.6 OTHER SERVICES

- A. Provide account reconciliation for all disbursement accounts and have the capability to send daily and monthly transmissions of account activity to the District.
- B. Provide remote deposit capabilities for deposit items.

- C. Provide positive pay option (both checks and ACH) for all disbursement accounts. Financial institution must have the capability of receiving an electronic transmission. Exception reporting and communication must be provided through on-line banking services.

In RFP response, include the following information regarding positive pay:

1. Include an overall description of your positive pay service, including file layout and transmission process.
 2. Is the service same-day or next day?
 3. Is it applied at the teller line?
 4. Explain how a manually issued check is added to the positive pay file in detail.
 5. Explain how voided checks are handled in reference to positive pay.
 6. Indicate any limit on the volume of positive pay exceptions that your system can handle.
 7. State your default disposition of exception items in the event that the institution does not receive the decision from the District to pay or not to pay.
 8. What is the cut off time for the District to make a decision on an exception item?
 9. State whether a dollar threshold can be applied to the default disposition (e.g., return all checks over \$10,000).
 10. Do you offer positive pay with payee names or customer reference field (e.g., policy number, claim number) or both? If no, do you plan to make this service available?
- D. Forward institution generated debit or credit items to the District the next business day with detail support describing the nature of the transaction. Detail support should include image of checks, adding tapes, and deposit slips. Financial institution generated transactions without sufficient detail will not be accepted.
- E. Provide research assistance on transactions (lost checks, lost deposit slips, mutilated checks, and institution generated transactions) by providing sufficient details within 72 hours of request.
- F. Allow payment of service fees by direct payment or certificate of deposit (compensating balance).
- G. Provide a detailed itemized statement for each account for the previous month which shows each deposit, credit or debit memo, along with check number and amount of each transaction processed within 10 working days of the subsequent month.
- H. Provide all cleared check images (front and back) on CD-ROM for each account, as well as providing the software and database that allows for efficient inquiry.

- I. Furnish monthly detailed account analysis for each account enumerating the account activity by type of service and activity volume within each service. If compensating balance is utilized, provide analysis of fees compared to earnings allowance. Include average balances, net monthly earnings, total cost and any gain or loss by the institution. In the event costs exceed earnings allowance for a given month, the District may be billed or have the right to negotiate a new compensating balance. In the event the earnings allowance exceeds fees, net against next month's charges.

5.7 GENERAL INFORMATION TO BE PROVIDED BY INSTITUTION

- A. Provide information outlined below:
 1. Describe your internal controls and procedures to protect account information. If you have experienced any unauthorized access to account numbers and account information, please describe the circumstances and any resulting changes in controls and procedures.
 2. Provide clear instructions on the earnings allowance calculation. Include definition of the benchmark rate that will be used in the calculation. (Example 6-month Treasury Bill)
 3. Provide a list of nationwide routing and transit number.
 4. Provide a list of your institution's local direct exchange banks.

5.8 ADDITIONAL INFORMATION

If the District develops a need for additional accounts, or services during the term of this agreement, services will be provided with the same conditions that apply to existing accounts at the time. If the Federal Reserve or other regulatory bodies provide for new regulations, which are favorable to the District, the financial institution shall make these new services available to it.

SECTION 6 - GENERAL CONDITIONS OF RFP

6.1 CONTROLLING LAW

Any contract resulting from this RFP will be governed and construed in accordance with the laws of the State of North Carolina. Venue for any adversarial proceeding is Catawba County.

6.2 INDEMNIFICATION

Any work to be performed by Proposer as a result of this RFP shall be performed entirely at Proposer's own risk. Proposer shall indemnify and save harmless the District, its commissioners, employees, agents and representatives from any and all liabilities and claims of every kind, including attorney's fees, to which District may be subjected on account of loss, destruction or damage to property or injury to or death of persons, including Proposer and persons employed by Proposer, arising out of or in connection with performance of the contract. The provisions of this paragraph shall not be applicable to loss or damage caused by the negligent act of omission of District or its employees.

6.3 TERMINATION

At a minimum, District may terminate the Agreement for the Proposer's uncured material breach by providing written notice. The Proposer shall have thirty (30) days from receipt to cure such breach to the reasonable satisfaction of the District.

6.4 NON-APPROPRIATION CLAUSE

Payment to Proposer for services is expressly conditioned upon availability of funds, and upon the actual receipt of funds, from appropriated revenue sources. If funds are insufficient to meet expected performances hereunder due to non-appropriation or reduction of funds by the source, services to be provided hereunder may be adjusted by the parties, in writing, to conform with the funds which are actually available. If such adjustment is impractical or would defeat the intent or purpose of this Agreement, same may be terminated accordingly without penalty.

6.5 SUBCONTRACTORS

The successful Proposer will be the primary service provider and will perform the services using their own workforce. The Proposer shall not subcontract services without the prior approval of the District. If the Proposer intends to subcontract any service, the subcontracted services and subcontractor information must be clearly identified in the submittal, including roles, resumes of key personnel and project references.

6.6 E-VERIFY

Proposer shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Proposer uses a subcontractor, Proposer shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

6.7 AUTHORIZED SIGNATURE

All proposals must be signed by persons who have the legal authority to bind the provider to the contract that is proposed.

ATTACHMENTS BEGIN ON NEXT PAGE

ACKNOWLEDGEMENT: Addendum, if issued, received and used in computing bid:

Addendum No. 1 _____ Addendum No. 2 _____
Addendum No. 3 _____ Addendum No. 4 _____

OFFER CERTIFICATION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Proposer offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item and contained in this Proposal Form.

By executing this bid, the undersigned Proposer understands that false certification is a Class I felony and certifies that:

- this bid is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the North Carolina General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.
- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

By executing this bid, Proposer certifies that it has read and agreed to the terms and conditions included in the RFP. Failure to execute/sign bid prior to submittal shall render bid invalid and bid WILL BE REJECTED.

ACCEPTED AND AGREED TO:

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

END OF ATTACHMENT A

**ATTACHMENT B
REFERENCE DISCLOSURE FORM**

Proposer shall provide information regarding experience in work similar to this scope of work by listing THREE (3) RECENT CLIENTS, ONLY ONE OF WHICH MAY BE A CATAWBA COUNTY GOVERNMENT LISTING. References should be clients of a similar scale as the services requested in this RFP.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
PROGRAMS/MODULES IN USE: _____
YEAR IMPLEMENTED: _____
SERVICE DATES:
BEGINNING _____ END _____

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
PROGRAMS/MODULES IN USE: _____
YEAR IMPLEMENTED: _____
SERVICE DATES:
BEGINNING _____ END _____

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
PROGRAMS/MODULES IN USE: _____
YEAR IMPLEMENTED: _____
SERVICE DATES:
BEGINNING _____ END _____

END OF ATTACHMENT B

**ATTACHMENT C
INTENT TO PROPOSE
RFP NO: 25-1011**

This form should be e-mailed to TinaWright@catawbacountync.gov to ensure you receive all addenda issued for this RFP.

I, _____ a representative of _____

_____ confirm that we intend to submit

a response for **RFP No: 25-1011 – Southeastern Catawba County Water and Sewer District – Banking Services:**

Company Name _____

Address _____

Contact Name _____

Phone (____) _____

E-mail _____

Date _____

END OF ATTACHMENTS