



# Request for Bids

## Mississippi Valley State University

**THIS IS  
NOT AN  
ORDER**

14000 Hwy 82-W #7244  
Itta Bena MS 38941-1400

Web Address: [www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)

Phone No: (662) 254-3319 Fax (662) 254-3314

**Bid Title:**

**Date:**

Requester and Requesting Department:

**Bid No.**

Number of Pages

Change Order:

**Term – End of Month**

**Bids/Proposals** – Do not include State or Federal Taxes in your bids/proposals. The University is exempted from these taxes. All order will be placed with successful bidder by Official Purchase Order.

**Mississippi Valley State University** is considering the purchase of the following item (s). **We ask that you submit your Bids/Proposals in three copies.** Rights are reserved to accept, or reject any and all parts of your bid/proposals. Your bid/proposals will be given consideration if received in this Office on or before the date and time below.

- This bid/proposal will be awarded on a line by line basis
- This bid/proposal will be awarded on a all or none basis

**However**, the University reserves the rights to award any and all bids/proposals in the best interest of the University.

Bid/Proposal opening {Date and Time}
Mississippi Valley State University
By: Billy D. Scott Purchasing Agent

Email: [bscott@mvsu.edu](mailto:bscott@mvsu.edu)

**NOTE:** If you cannot quote on the exact material shown, please indicate any exceptions, giving brand names and complete specifications on any alternate. Mississippi Valley State University reserves the rights to accept any alternate of equal or greater quality or performance. We also reserve the rights to waiver any irregularities that may appear in the Bids/Proposals specifications.

ITEM	QUANTITY	DESCRIPTIONS	UNIT PRICE	TOTAL NET PRICE
<i>Please show Bid/Proposals No. on outside of Envelope</i>				

If checked, Mississippi Valley State University reserves the rights for an additional 60 days to purchase and additional 20% of this bid/proposal at the same cost.  
**We quote you as above F.O.B – Mississippi Valley State University. Shipment can be made within \_\_\_\_\_ days from receipt of the order.**

<p>Terms:</p> <p>Date:</p> <p>Phone/Fax:</p>	<p style="text-align: center;"><b>Company Quoting</b></p> <div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div> <p><b>Official Signature:</b></p>
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# Mississippi Valley State University



## Addendum to the Request for Proposal for Banking Services

## ADDENDUM TO RFP DOCUMENTS

**Addendum No: 1**

**Project Name: #VSRP-00008 Banking Services**

Date of Issue: April 1, 2015

**Location:** Mississippi Valley State University  
Attention: Mr. Billy Scott  
Purchasing Office  
Suite 155  
14000 Hwy. 82 West  
Itta Bena, MS. 38941

The following information shall be included in the bid documents and is hereby made part of the bid documents in the form of clarification, additions, deletion or revision to the contract specifications.

*Any contract under the RFP will contain the provisions set forth in MVSU's Standard Terms and Conditions Addendum.*

Below find questions and answers for Banking Services RFP.

**Question 1:**

In Section IV-A-5, of the General Operating Account, RFP, it is referenced that the bank must be able to handle high volumes of cash. Is it possible to provide some specifics on the amount of cash frequency is needed throughout the year?

**Question 1:**

Cash is needed throughout the years for various sporting events (August-November) and (January-March). Cash is also needed for excess of Title IV funds disbursements to MVSU students. On average, \$1.3 million is needed during peak time, which runs between (September-November) and (February-April).

**Question 2:**

In Section IV-A-4 of the General Operating Account RFP, it references providing research related to reconciliation problems. To get an estimate of the time commitment, how often is research needed and what level (e.g. look up 1 or 2 checks or research 200 checks/month)?

**Question 2:**

In some instances, MVSU will often request the bank to research transactions for one or more bank accounts. The research is needed only when requested by MVSU. On average, approximately 2 or more checks are requested per month.

**Question 3:**

What is the volume of current ATM (transactions per month, dollar volume)? Does MVSU receive rent and transactions fees for ATM.?

**Question 3:**

Currently, MVSU is reimbursed the transaction fee charged to customers for one of the ATM located on campus. The volume for this particular ATM ranges from \$250 to \$600 a month beginning with August-December and January-May. The machine is not used during the summer months. MVSU does not pay any rent for this machine.

The third party vendor provides an ATM for currently enrolled MVSU students. There is no fee charged to the student, when they select the payment card to receive their disbursement. Due to banking and security regulations for this particular company, transaction per month and dollar volume cannot be disclosed.

**Question 4:**

What are the university's average annual balances?

**Question 4:**

- General Operating Account: \$1,270,974.87
- Payroll Account: \$313,155.25
- Credit Card Account: \$3,536,941.16
- Investment Account: \$1,617,448.06
- Housing: \$325,034.54

**Question 5:**

Does MVSU know about how many checks are cashed at its bank's local branches each month or year? Trustmark has a check cashing fee, and we need to look at the volumes before possibly being able to waive or reduce these fees.

**Question 5:**

MVSU writes approximately 600 checks per month from the general operating account and approximately 350 checks from the payroll account. I am unsure the number of checks that are cashed at the local branches.

**Question 6:**

Trustmark partners with Elavon to provide merchant card services. Elavon's questions are attached below. Also, in Section V-G of the Credit Card Account RFP, it states that contracting by the approved bank is prohibited under the terms of this agreement unless prior permission is obtained from the university. Elavon handles all Merchant Services customers for Trustmark. Is this considered subcontracting, and if so, how should we obtain permission prior to the bid?

**Question 6:**

No, this is not considered subcontracting. If selected, MVSU will partner with the bank merchant card services once approval is granted. MVSU accounts cannot not be giving to a third party vendor without prior approval.