

## **Attachment 1: Bid Submittal Form**

If the Bank desires to present its proposal, please submit three sealed copies of the proposal marked with the name "**City of Berkeley Bid #876 Banking Depository Services**" and 4 of copies of the pricing information (in a separately sealed envelope) to the attention of: **City of Berkeley, Attn:Bid NO 876 Banking Depository and Investment Services, 8425 Airport Road, Berkeley, Missouri 63134** no later than **January 24, 2019, 10:00AM.**, CDT, Proposals may be modified or withdrawn by written notice or in person by the Bank or its authorized representative, provided its identity is disclosed on the envelope containing the Proposal and such person signs a receipt for the Proposal, but only if the withdrawal is made prior to the submission deadline.

Electronic or facsimile offers will not be considered in response to this RFP, nor will modifications by electronic or facsimile notice be accepted. The City is not responsible for lateness or non-delivery by the US Postal Service or other carrier to the City. The time and date recorded by the City shall be the official time of receipt.

All proposals must be delivered to the **City of Berkeley** by specified submission date and time. Failure to comply will result in disqualification. Sealed submissions will be received at the above address. When submitting, you must:

1. Submit this form, letter of transmittal, executive summary, the Profile of the Bank (Attachment 2), with your proposal. Return all pages of proposal. Failure to respond to this proposal may result in your Bank's name being removed from **the Bid No. 876 Banking Deposit and Investment Services** list.
2. Sign the proposal in all required places. No facsimile signatures accepted. Signature acknowledges full acceptance of all components of the Request for Proposal. The proposal must be completed in the name of the submitting vendor, corporate or other, and must be fully and properly executed by an authorized person.
3. Mail or deliver the proposal promptly to the return location listed above. Late submissions will be unopened and discarded.
4. The undersigned hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

|                             |              |                       |
|-----------------------------|--------------|-----------------------|
| <b>Authorized Signature</b> |              | <b>Date</b>           |
| <b>Printed Name</b>         |              | <b>Title</b>          |
| <b>Bank Name</b>            |              |                       |
| <b>Mailing Address</b>      |              |                       |
| City, State Zip             |              |                       |
| <b>Phone#:</b>              | <b>Fax#:</b> | <b>E-Mail Address</b> |