

**REQUEST FOR PROPOSALS**

**RFP NO:** 25-994800  
**DATE ISSUED:** July 25, 2025

**SEND PROPOSALS TO:**  
Purchasing Manager, Lawrence Pruitt  
Board of Directors of the City of St  
Louis Municipal Library District DBA  
St. Louis Public Library  
1415 Olive Street  
St. Louis, MO 63103  
OR: [bids@slpl.org](mailto:bids@slpl.org)

**BID DUE DATE:** August 29, 2025 by 2:00 p.m.  
**PURCHASING MANAGER:** Lawrence Pruitt

**EMAIL ADDRESS:** [lp Pruitt@slpl.org](mailto:lp Pruitt@slpl.org)

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL  
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY  
RFP 25-994800 BANKING SERVICES**

This Proposal is subject to all the terms and conditions of this Request for Proposals and any Proposer representations, as well as accompanying specifications. The signature of the Proposer indicates that Proposer understands these documents and will comply with them.

Name, Address, and Contact Information of Authorized Representative of Proposer

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Print Company  
Name: \_\_\_\_\_

Print Address,  
City, State, Zip: \_\_\_\_\_

Print Telephone \_\_\_\_\_

Print Email: \_\_\_\_\_

Proposer Signature: \_\_\_\_\_

Proposer is: \_\_\_\_\_ individual \_\_\_\_\_ corporation \_\_\_\_\_ partnership \_\_\_\_\_ LLC \_\_\_\_\_

Other – describe \_\_\_\_\_

**BOARD OF DIRECTORS OF THE CITY OF ST. LOUIS MUNICIPAL**  
**LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**  
**RFP 25-994800 BANKING SERVICES**

**REQUEST FOR PROPOSAL SCHEDULE**

RFP Issued	July 25, 2025
Public Notification of RFP	July 25, 2025
Questions from Proposers due to Library	August 8, 2025 @ 10:00 a.m.
Proposals Due	August 29, 2025 @ 2:00 p.m.

**BOARD OF DIRECTORS OF THE CITY OF ST. LOUIS MUNICIPAL**  
**LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**  
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**INSTRUCTIONS TO PROPOSERS**

The St. Louis Public Library, a municipal library district, is a political subdivision of the State of Missouri, and a body corporate with all the powers and rights of like or similar corporations. The banking services for the St. Louis Public Library consist of four separate legal entities as described in **Attachment A**.

In accordance with the St. Louis Public Library's procurement policy, Proposals will be handled so as not to permit disclosure of the identity of any Proposer or the contents of any Proposal to competing Proposers during the process of negotiation. A register of Proposals shall be prepared containing the name of each Proposer, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of Proposals shall be open for public inspection only after a final contract is executed.

The right is reserved by the St. Louis Public Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interest of the St. Louis Public Library and to waive any irregularity or informality with respect to any Proposal. The St. Louis Public Library reserves the right to split awards, make multiple awards amongst its affiliated organizations, and to reject all Proposals.

Proposer's are expected to examine specifications, schedules, and all instructions. Failure to do so will be at Proposer's risk.

Questions about the RFP should be made in writing and directed to Lawrence Pruitt, Purchasing Manager at [lp Pruitt@slpl.org](mailto:lp Pruitt@slpl.org) or at the address provided below. Responses, when provided, will be included in a written amendment. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Mr. Pruitt, [lp Pruitt@slpl.org](mailto:lp Pruitt@slpl.org). **Proposal inquiries must be submitted in writing for the St. Louis Public Library review no later than August 8, 2025, by 10:00 a.m.,** to allow for the St. Louis Public Library's reply prior to Proposal submissions.

Proposals must be in ink or typewritten and must be manually signed by a company official. All Proposal document pages should be initialed and dated by the company submitting the Proposal.

It is the responsibility of the Proposer to deliver the Proposal and/or RFP modification on or before the hour and date specified for the receipt of Proposals. Proposals received late will be rejected.

Proposals and modifications should be submitted in sealed envelopes addressed to the attention of the **Purchasing Manager, St. Louis Public Library, 1415 Olive St., St. Louis, MO 63103** for a 2:00 p.m. proposal opening at that location on August 29, 2025. EMAIL PROPOSALS WILL ALSO BE ACCEPTED. **PLEASE SEND YOUR EMAIL PROPOSAL RESPONSE TO: [bids@slpl.org](mailto:bids@slpl.org). The Proposal RFP number shall show in the subject line of the email.**

**BOARD OF DIRECTORS OF THE CITY OF ST. LOUIS MUNICIPAL  
LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY  
RFP 25-994800 BANKING SERVICES**

**REQUEST FOR PROPOSAL**

July 25, 2025

**I. INTRODUCTION**

The St. Louis Public Library requests Proposals from qualified Proposers for **BANKING SERVICES**. Proposals must be received no later than 2:00 p.m., August 29, 2025.

Lawrence Pruitt, Purchasing Manager  
Board of Directors of the City of St Louis  
Municipal Library District DBA St. Louis Public Library  
1415 Olive Street  
St. Louis, MO 63103-2389

**Electronic submissions will be accepted. The email address is [bids@slpl.org](mailto:bids@slpl.org).**

**The RFP number must be the subject in the subject line.**

Questions and clarification inquiries about this RFP must be received prior to 10:00 a.m. Friday, August 8, 2025. To preserve the integrity of the selection process, questions regarding this RFP should only be directed in writing to Lawrence Pruitt: [lp Pruitt@slpl.org](mailto:lp Pruitt@slpl.org).

The St. Louis Public Library wishes to engage a Proposer to provide the services in accordance with and in the furtherance of the St. Louis Public Library's purpose and mission. This RFP seeks Proposals from qualified vendors for the goods and services described in this RFP.

The selected Proposer shall enter into a vendor agreement with the St. Louis Public Library for the services consistent with the terms of this RFP, and with the general provisions contained in this RFP.

**BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL**  
**LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**  
**RFP 25-994800 BANKING SERVICES**

**II. TERMS AND CONDITIONS**

In addition to the RFP requirements elsewhere in this RFP, any Proposer that may be selected to perform the services described in the RFP and to enter into a Vendor Agreement with the Library must agree to a number of general terms and conditions. If a Proposer cannot agree to any of the stated general conditions, its Proposal must clearly state the reason for any such non-compliance.

- A. **Labor and Materials.** The Proposer shall provide all labor, materials and supplies for the services to be performed under this RFP.
- B. **Form of Agreement.** The submission of a Proposal constitutes the agreement of any submitting Proposer that any contract to be drawn as a result of an award to the Proposer will be prepared by counsel for the St. Louis Public Library and will be the controlling agreement. The Proposers are requested, however, to submit copies of their applicable standard contract or engagement forms for information purposes.
- C. **Compliance with Laws.** In performing under a Vendor Agreement, the selected Proposer shall comply with all applicable laws, ordinances, rules, regulations, or standards of federal, state and local governments having authority or jurisdiction over the Services or performance of the Services, or any lawful orders pertaining in any way to the Services to be provided by the St. Louis Public Library.
- D. **Out of State Proposer.** It shall be a condition to a Vendor Agreement that any out-of-state Proposer that may be selected to provide the Services shall be duly registered and qualified to do business within the State of Missouri.
- E. **Prime Contractor Responsibility.** Planned use of subcontractors in connection with a Vendor Agreement should be clearly explained and described in the Proposal. The use of any subcontractor in connection with the Services shall be subject to the approval of the St. Louis Public Library, and any approved subcontractor shall agree to be bound by and subject to all terms and conditions of a Vendor Agreement between the St. Louis Public Library and the selected Proposer. The Proposer as prime contractor will be responsible and must take responsibility for the performance of all Services under a Vendor Agreement whether or not subcontractors are used.
- F. **Independent Contractor.** It is expressly understood and agreed that the selected Proposer shall be an independent contractor and not an employee of the St. Louis Public Library. A Vendor Agreement will not constitute, create, give rise to, or otherwise recognize joint venture, partnership, or formal business organization of any kind between the parties and the rights and obligations of the parties shall be only those expressly stated in a Vendor Agreement. The Proposer represents and warrants that no persons supplied by it in the performance of a Vendor Agreement are employees of the St. Louis Public Library and further agrees that no rights of the St. Louis Public Library's retirement or personnel rules accrue to such persons. The Proposer shall have complete responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation and insurance, unemployment compensation, other benefits and taxes and premiums, appurtenant thereto concerning all employees and personnel provided by Proposer in the performance of the Services under a Vendor Agreement and shall indemnify and hold the St. Louis Public Library harmless with respect thereto.

**G. Indemnification.** Proposer shall defend, indemnify and hold harmless the St. Louis Public Library and its directors, officers, employees, representatives, agents contractors, subcontractors, licensees and successors and assigns from and against any and all claims, demands, penalties, liens, losses, fines, liabilities, damages, interest, costs, or expenses (including without limitation reasonable attorneys' fees and court costs), whether or not involving a third party claim, arising out of or in connection with: (a) the acts, error, omissions conduct, or operations of Proposer, provided that any such claim, damage, loss, or expense is caused or is claimed or alleged to have been caused, in whole or in part, by any negligent act, whether active or passive, error, omission, conduct, or operation of any negligent act, whether active or passive, error, omissions conduct, or operation of Proposer, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable; or (b) any breach of any of the representations, warranties, covenants, obligations, or duties contained in a Vendor Agreement; or (c) any violation of any applicable federal, state or local laws, rules or regulations. The indemnification obligations hereunder shall not be limited by reason of the enumeration of any insurance coverage required under a Vendor Agreement.

**H. Required Insurance Coverage.** Proposer shall secure, pay for and maintain the following insurance policies in full force and effect throughout the term of a Vendor Agreement, which policies shall protect against any loss or claim arising from or relating to a Vendor Agreement, the Services and activities, or presence at the St. Louis Public Library facilities, and any act or omission of Proposer or its employees and/or agents or subcontractors in connection with the Services provided under a Vendor Agreement, and shall cover the contractual indemnification liability assumed by the Proposer or pursuant to a Vendor Agreement.

1. Commercial General Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence for bodily injury (including death), personal injury, special form property damage, fire legal liability, contractual liability, independent contractors, errors and omissions, and products and completed operations, and Two Million Dollars (\$2,000,000) general aggregate. The policy shall be written on an occurrence basis. The policy shall also not have exclusions for any of Proposer's activities at Central Library. Any deductible shall be at Proposer's expense.
2. Business, automobile coverage, including coverage for owned, leased, and hired vehicles, which shall include vehicle and property (cargo) damage, and bodily injury, in an amount not less than One Million Dollars (\$1,000,000.00).
3. Worker's Compensation insurance, affording coverage in accordance with the applicable state laws covering all of Proposer's employees, and Employer's Liability coverage in accordance with the applicable state laws but no less than Five Hundred Thousand Dollars (\$500,000) each accident, Five Hundred Thousand Dollars (\$500,000) each employee and Five Hundred Thousand Dollars (\$500,000) policy limit;
4. Blanket employee dishonesty coverage with One Hundred Thousand Dollars (\$100,000) limit, with coverage extending to funds and/or property held by Proposer on behalf of St. Louis Public Library.
5. Property Insurance coverage for all materials, equipment, and other items owned, borrowed, or leased by Proposer shall be Proposer's responsibility. The St. Louis Public Library shall not be responsible for such materials, equipment, and other items owned, borrowed, or leased by Proposer.

6. Umbrella Liability insurance at not less than Five Million Dollars (\$5,000,000) limit for each occurrence providing for excess coverage over the limits and coverages prescribed above in Subsections I. (1), (2), (3), and (4) above, which such policy shall be written on an occurrence basis.

All insurance policies addressed in Subsections I. (1), (2), (4), and (6) above shall be endorsed to name the following as additional insured's:

City of St. Louis Municipal Library District and its directors, officers, employees, representatives, agents, contractors, licenses, and successors.

All insurance policies required hereunder: (1) shall be endorsed to state that the insurance is primary and not contributive to any other insurance available to the St. Louis Public Library; (2) shall provide for a waiver of rights of subrogation against the additional insurers on the part of the insurance carriers; (3) shall be written with insurance companies licensed to do business in the State of Missouri and rated no lower than A- in the most current edition of A.M. Best's Property-Casualty Key Rating Guide, and (4) shall provide for no less than thirty (30) days advance written notice to the St. Louis Public Library prior to cancellation, non-renewal or material modification.

All insurance policies of or on behalf of the St. Louis Public Library required in a Vendor Agreement shall contain the following language: "This insurance policy does not apply to any claim or suit which is barred by the doctrines of sovereign immunity or official immunity but we will have the right and duty to defend any suit. No provision of this endorsement or of the policy, to which it is attached, shall constitute a waiver of our right, or the right of any of our employees in the course of their official duties, or the right of any insured, to assert a defense based on the doctrines of sovereign immunity or official immunity for any monetary amount whatsoever."

Proposer shall deliver to the St. Louis Public Library, prior to commencement of Services under a Vendor Agreement, Certificates of Insurance confirming the existence or issuance of all insurance policies required to be carried hereunder ("Certificates of Insurance"). If any such policy is not obtained, or if all Certificates of Insurance are not delivered to St. Louis Public Library by the aforementioned time, or if any such policies are canceled, the St. Louis Public Library shall have the right to terminate a Vendor Agreement immediately and/or deny Proposer access to St. Louis Public Library facilities. These insurance provisions are minimum requirements and shall not relieve Proposer of its indemnity, defense and hold harmless obligations.

- I. **E-Verify.** The Proposer must agree to enroll in and participate in the E-Verify Program as required by Section 285.530 of the Missouri Revised Statutes, as amended, during the hiring process for all employees hired after the date of a Vendor Agreement. The Proposer must agree to require its subcontractors who may perform work under a Vendor Agreement to certify to Proposer that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Verify program. The Proposer must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The St. Louis Public Library may terminate a resulting Vendor Agreement for default if the Proposer fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the St. Louis Public Library of such breach. As a condition to entering into a Vendor Agreement, the Proposer must execute the E-Verify Affidavit, which shall be an exhibit to a Vendor Agreement. Such affidavit shall be in the form attached to this RFP as **Attachment E**.

- J. **Performance Uninterrupted.** Proposer shall perform the Services without interruption except as provided herein. The decision whether to postpone or excuse the performance of the Proposer shall be in sole discretion of the St. Louis Public Library.
- K. **Communications.** The Proposer shall communicate regularly or on an agreed upon schedule with the designated St. Louis Public Library management to provide updates regarding the Services performed. The Proposer shall correct all deficiencies within forty-eight (48) hours after being notified by designated St. Louis Public Library management.
- L. **Personnel.** Proposer shall provide competent, capable, trained, experienced, and suitably qualified personnel to fulfill its obligations and provide the Services in a public St. Louis Public Library environment under a Vendor Agreement. Proposer shall supervise and coordinate the work of its employees and approved subcontractors, if any, and shall be responsible for and liable to St. Louis Public Library for the work of its employees and approved subcontractors. Any employee, representative, or approved subcontractor of Proposer who, in the opinion of the St. Louis Public Library, is unqualified, or unsuitable to perform the required services or who does not perform his or her work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the request of the St. Louis Public Library in its sole discretion, be reassigned or removed from performing any further duties related to the Services to be provided under a Vendor Agreement. In the performance of the Services under a Vendor Agreement, Proposer and its staff shall comply with the St. Louis Public Library's Policy for Appropriate Use of the Library, as may be amended from time to time.
- M. **Laws & Ordinances.** Proposer shall comply with and observe all applicable federal, state and local laws, ordinances and regulations relating to its operation and Services under a Vendor Agreement at Central Library.
- N. **Timing.** The successful Proposer must be ready to begin services no later than thirty (30) days after date of contract execution.
- O. **Compliance with Laws.** The selected Proposer shall operate in compliance with all applicable local, state and federal laws, regulations and ordinances and in accordance with the Library's Policies and Procedures as may be amended from time to time. It is the Proposer's sole responsibility to obtain and maintain all appropriate licenses and permits for its operation in the performance of the Services.

### III. AWARD

In accordance with the St. Louis Public Library Procurement Policy:

- A. The right is reserved by the Library to cancel the RFP or to reject in whole or in part when it is for good cause and in the best interests of the Library any and all Proposals and to waive any irregularity or informality with respect to any Proposal. The Library reserves the right to split awards, make multiple awards amongst its affiliated organizations, and to reject all Proposals.



- B.** Discussions may be conducted with responsible Proposers who submit Proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the RFP requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of Proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing Proposers or of any information derived from Proposals submitted by competing Proposers.
- C.** Subject to the terms of this RFP, an award will be made by the Library to the responsible Proposer whose Proposal is determined in writing to be the most advantageous to the Library, taking into consideration price and the evaluation factors set forth in the RFP. No other factors or criteria shall be used in the evaluation.
- D.** The selected Proposer shall enter into a Vendor Agreement consistent with this RFP.

#### **IV. EVALUATION CRITERIA**

The award will be made based on an evaluation of each of the 6 sections below. The Respondent with the highest point total, out of 100 points, will be considered the awarded contractor. The final selection will be at the discretion of the St. Louis Public Library, and in the best interest of the Library. The Library will evaluate RFP responses using these criteria.

- **[20%]** Financial Strength and Capacity of Bank
- **[20%]** Bank Experience with Governmental and Non-Profit Entities
- **[15%]** Experience of Team that will oversee relationship with the Library
- **[15%]** Complete Response to all required items on scope of work
- **[15%]** Effective interest rate paid on fund balances
- **[15%]** Aggregate Banking Service Cost

# ATTACHMENT A

## Banking Services Scope of work

The Saint Louis Public Library is seeking proposals from qualified proposers for Banking Services. The selected proposer shall enter into a Vendor Agreement for an initial term of five (5) years. The St. Louis Public Library shall have the right, at its sole option, to renew the contract for two additional (2) two-year periods, or a portion thereof. In the event that the St. Louis Public Library exercises its options, all terms, conditions and provisions of the original contract shall remain the same and apply during the extension period. If the options are exercised, the Contractor shall agree that the prices stated in the original contract shall not be increased in excess of the maximum percentages of increases if stated in on the pricing page of the contract. If the pricing page does not include such percentages or if applicable spaces are left blank, prices during the renewal periods shall be the same as during the original contract.

### 1. Location and Personnel

The Library has 15 active branches located throughout the city of St. Louis and an Administration building located in downtown St. Louis. Although it is important that a banking facility is located in proximity to each location, proximity to the Library's Administration Building is critical. As part of this proposal, please list the location and address of your main office and all branch offices in and around the city of St. Louis.

### 2. Ownership

Provide a summary of ownership and management of Respondent and describe any significant changes in management and/or ownership of Respondent that have occurred during the past five years. Does Respondent foresee or anticipate any organizational changes in the next 24 months?

### 3. References - Customer Contacts

Provide a list of three (3) customers who had or have accounts with the respondent that are similar in nature to those proposed herein, with particular attention given to public agency accounts. Provide contact information for a representative of each agency that SLPL may contact as a reference.

### 4. Federal Reserve

Is the Respondent a direct member of the Federal Reserve System or does the institution utilize a correspondent or intermediary relationship to send and receive wires? If using a correspondent relationship, identify the correspondent. What are the deadlines for sending and receiving wires? Do the same deadlines apply for wires initiated electronically? Can SLPL's wires receive any priority treatment if needed?

### 5. Financial Strength of Bank - Financial Ratios

Provide the institution's current ratios as of December 31, 2024 and December 31, 2023 for the following: (1) Efficiency Ratio (2) Operating Leverage (3) Liquidity Coverage Ratio (4) Leverage Ratio (5) Provision for Credit Losses Ratio.

Include a copy of your bank's December 31, 2024 required published financial statements.

### 6. Legal Actions

Provide a summary of any litigation, arbitration and regulatory proceedings, pending, adjudicated or settled that Respondent has been subject to within the last five years involving services your institution provides. Please describe each regulatory proceeding in detail and any litigation or arbitration proceeding resulting in judgments, settlements or damage claims (for those matters not yet resolved) in excess of \$100,000.

## **7. Eligibility**

Respond to each of the Eligibility Requirements below and indicate whether or not Respondent meets the Eligibility Requirements to provide depository services for SLPL.

- (a) The Respondent must be a federal or State of Missouri chartered financial institution.
- (b) The Respondent must be FDIC insured.
- (c) The Respondent must have a Community Reinvestment Act (CRA) rating of "satisfactory" or better for the most recent examination conducted.

## **8. Collateral**

SLPL requires that collateral be provided on (1) repurchase agreements, (2) time certificates of deposit and (3) regular deposits. All securities pledged as collateral shall be held in a segregated account on behalf of SLPL by an independent third party acceptable to SLPL. Only collateral authorized in SLPL's Investment Policy and Guidelines (a copy of which is attached hereto as Attachment C) may be utilized. Please confirm Respondent's willingness and ability to satisfy these collateral requirements.

## **9. Treasury Management - Depository Services - On-Line Banking Capabilities**

Respondents shall be required to provide online services, including: electronic access to (i) the daily ledger balance, collected balance, and all accounts for the current and previous day's activity, (ii) initiation and confirmation of wire transfers, (iii) initiation of other transactions including account transfers and ACH files and (iv) general access to other reports. Describe the services available to SLPL from Respondent electronically. In the Proposal, include information regarding guaranteed payment timing of transactions initiated online and security measures in place to prevent fraudulent or unauthorized online access to SLPL's accounts. Detail fees, if any, that are charged.

## **10. Depository Services - Reporting**

SLPL prefers the option to receive any and all reports electronically including monthly bank statements for all accounts. Statement ending dates must be the last business day of the month. Describe the reports and timing that the Respondent can provide electronically and any reports that are not available electronically. SLPL expects to receive copies of canceled checks and similar records electronically in a permanent format including for accounts not utilizing positive pay. Describe the format of the electronic reports and how SLPL would receive them. Also indicate the frequency in which records can be reviewed (e.g. daily, weekly, monthly) and whether canceled checks and similar records can be provided in this manner as well. Detail fees, if any, that are charged.

## **11. Investment Reports and Electronic Access to Information**

SLPL would like the safekeeping agent to provide accounting and performance reporting with regard to SLPL's investment portfolios. The safekeeping agent shall prepare monthly reports for each account showing at a minimum the holdings at month-end (both on a cost and market valuation basis; by account and consolidated) and a schedule of transactions for the month. Please describe the types of reports available and include examples. Please describe the frequency of the reports, particularly how soon after month-end such reports are available. Include information regarding market valuation process and source for market value data. Also describe on-line access and options to download reports. SLPL desires electronic on-line access to transactions and holdings information for its investment accounts. Access should be available on a daily basis to "live" current data, but more limited access (less frequent) access will be considered. Ideally, information should be available on a historical basis for research if necessary. Respondents must provide information on how this requirement will be accomplished, as well as what safeguards exist to restrict information to only those persons authorized by SLPL. Detail fees, if any, that are charged.

## **12. Overdraft Protection**

Overdrafts of SLPL accounts occur very rarely, but nonetheless, SLPL requires that its banking institutions provide protection from disruption of its payments due an inadvertent error or circumstances beyond its control. Describe the extent of Respondent's overdraft protections for SLPL and any related charges.

## **13. Positive Pay**

SLPL requires that Respondent offer Positive Pay options on at least certain accounts to assist SLPL in preventing check fraud. Describe the availability of and charges for these services.

## **14. Security Policies**

In addition to the response to Positive Pay above, describe other security policies and procedures the Respondent has in place to protect SLPL's assets. Provide details regarding the Respondent's services or products that will protect SLPL from fraud (e.g. forged checks, unauthorized phone transfers or electronic transactions, etc.)

## **15. Disaster Recovery**

SLPL requires that each banking institution providing services to SLPL maintain comprehensive disaster recovery procedures. Describe the Respondent's disaster recovery procedures; the projected response time to catastrophic events; and the frequency, extent, and results of testing of these procedures. In the event of a disaster that required the Respondent to rely on these procedures, describe the impacts SLPL would experience as a result.

## **16. Requirements for Deposit Acceptance and Validation**

Respondents must agree to validate and post SLPL's deposits for the face amount identified on each deposit slip. The Respondent selected as depository bank is not permitted to return deposits or assess a separate charge to SLPL for improperly prepared deposits. Discrepancies shall be adjusted through the use of error correction notices forwarded to SLPL within 24 hours of discovery. Confirm the ability and willingness of the institution to validate and post deposits in this manner.

## **17. Handling of Returned Items**

Respondents shall agree to forward for collection a second time any check re-turned due to insufficient funds (NSF) prior to debiting the return item to the account. In addition, Respondents must agree not to immediately debit SLPL's depository account for large returned items, but notify SLPL of the returned item and debit the depository account no sooner than 24 hours after notification. Confirm the ability and willingness of the Respondent to handle returned items in this manner. Detail charges for this service.

## **18. ACH Transactions**

SLPL utilizes ACH transactions for several accounts. SLPL currently originates NACHA-approved ACH batches from various third-party software programs and uploads them to banks via internet-based programs. Please describe the ACH services, including same day ACH, available through your institution including whether the Respondent would accept ACH files created by SLPL or whether bank software is required. In addition, can ACH transactions be initiated electronically online? Please describe the Respondent's online ACH reporting system and its capabilities, including information retention periods. How frequently is the information updated? Detail fees, including any additional fees for same day ACH, that are charged including outside ACH debit and credits received, monthly maintenance (ACH and per account), debit block and filters, file upload cost and per item cost per upload.

## **19. Remote Deposit**

SLPL currently utilizes remote deposit for certain accounts. Please describe Respondent's remote deposit capabilities, including third party software used, hardware required and reports available. Discuss how the software and hardware required could be used to process remote deposits for another bank if such other bank was awarded accounts for the other group and used the same software. Detail fees, both bank and third party that are charged.

## **20. Audit Confirmations**

Describe Respondent's process for audit confirmations, including name and address to direct requests and fees (if any) that are charged.

## **21. Fees**

Provide a summary of Respondent's proposal of charges for the various depository/clearing services as set forth in **Attachment B**. In addition, please indicate any minimum balance requirements. These fee quotations must be complete and comprehensive and include all of the services detailed above and all other fees and charges payable by SLPL. In addition, if Respondent believes a fee arrangement other than using the methodology in **Attachment B** would better serve SLPL, please include that alternative. SLPL is unlikely to consider off-setting balances as the basis for its service fees. Detail any implementation costs or set up fees that will be charged.

## **22. Time Commitment for Fees**

Describe the length of time the Proposal charges and basis for earnings credits would remain in effect at the levels set forth in the Proposal. In the event those fees would not extend for the full duration of the initial five-year engagement and two (2), two-year renewal periods, describe Respondent's process and expected frequency for rate changes, including maximum percentage increases.

## **23. Interest Rates on Balances**

Describe the outside index Respondent would use to establish rates paid on SLPL accounts. Describe how the interest rate on those accounts would be determined relative to that index (e.g., percentage of the index or basis points above or below the index). Indicate if the margin proposed will be subject to change during the initial five-year engagement and two (2) two-year renewal periods. If it is subject to change, detail the circumstances under which it would change. State where this index is published. Provide Respondent's funds availability policy.

## **24. Recommendations and Other**

Describe any optional services or make any recommendations Respondent believes would enhance the depository functions of SLPL. Respondents are encouraged to make suggestions or add additional information not requested in this RFP, including any innovative ideas or technological enhancements that would improve SLPL's security, ease of use, or would reduce fees or increase earnings. Respondents may also describe services and other factors that distinguish them from potential competitors.

## **25. Interest in the City of St. Louis**

Describe Respondent's history of support to the City of St. Louis and philanthropic support to St. Louis based organizations.

## **26. Cash and Coin Deposits**

The Library takes in approximately \$250,000 from commerce activities annually. Coins account for approximately 2.6% of the total. Coin and cash deposits occur approximately 3-4 times per month and are around \$2,000 per deposit. The coins are counted and prepared for deposit by Business Office staff. Describe Respondent's ability to accept cash and coin deposits.

## 27. Governmental and Nonprofit Experience/Resources

Describe banks experience working with governmental and nonprofit entities. List and explain resources that are specifically dedicated to governmental and nonprofit entities.

### **St. Louis Public Library's Current Banking Structure**

The St Louis Public Library and its entities currently utilize the 4 different banks. Below is a quick overview of how the Library and its entities utilize each bank:

- 1) Bank1 – The primary bank used by the Library for receipts of revenue as short term investments to fund the operations of the organization. Also the primary bank for the St Louis Public Library Foundation, St Louis Public Library FCB Build Corp and the Olive and Fourteenth Condominium Unit Owners Association.
- 2) Bank2 – Has two operating accounts for the St Louis Public Library and the St Louis Public Library Foundation. Receives deposits from customer and donors credit card use, pays expenses for the utilities and holds investments for the Library.
- 3) Bank3 – Has three operating accounts; payroll, employee HSA and primary bank for the Library's payables (ACH and checks)
- 4) Bank4 – Holds investments for the Library and pays the Library's bond payments twice a year.

The banking services for the St. Louis Public Library consist of 4 separate legal entities described below:

**1) St Louis Public Library FCB Building Corporation:** this is an inactive entity with a account balance of \$111 at Bank1. This entity owned the Library's administration building but transferred ownership back to the Library in 2020. The entity still exists in case the Library embarks on projects such as subleasing space in the administration building. This entity has had no bank transactions in the past few years.

**2) Olive and Fourteenth Condominium Unit Owners Association:** This is a not-for-profit organization formed in 2018 to support and maintain the building owners at 1415 Olives Street, St Louis, MO. The property consists of two separate condominium units, the administration building for the St Louis Public Library and Confluence Prep Academy. The annual operating budget for the organization is approximately \$575k which mostly consists of the utilities, maintenance and insurance for the buildings. Those bills are paid by the Library through Bank1 and the Library is reimbursed at the end of the year. Confluence makes monthly "rent" payments which are sent in by check and scanned into the Association's Bank1 account. There are approximately 15 banking transactions/transfers a year with this organization.

**3) The Library Foundation for the Benefit of St Louis Public Library (SLPLFoundation):** This is a not-for-profit organization formed in 1989 to receive and administer gifts exclusively to support the City of St Louis Municipal Library District (aka the Library). The Foundation currently utilizes two banks. Bank2 receives weekly transactions from a third party vendor that collects credit card transactions from donors. Additionally, Bank2 receives credit card transactions from a different vendor that is utilized for special events, such as the Foundation's annual Gala fundraiser. This consists of about 60 incoming deposits a year. Approximately 6 times a year, money is wired from Bank2 to Bank1. Bank1 is used by the Foundation to deposit check donations sent to the Foundation. About 100 times a year, checks are scanned into Bank1 and deposited in the Foundation's account. Total checks scanned at Bank1 a year is approximately 1,200. The Foundation has recently begun utilizing Bank1 to provide short term investments to generate interest on donations received throughout the year. The operating expenses for the Foundation are paid for by the Library and at the end of the year, money is transferred from Bank 1 to the Library's Bank1 account to reimburse those expenses. Additionally, the Foundation makes an annual grant to the Library to support the Library's youth programs, other adult programs and capital needs.

**4) City of St Louis Municipal Library District (St. Louis Public Library):** Utilizes services from 3 banks.

- Bank2 currently has an operating account and an investment account. Daily credit card transactions at all 15 branches are sent to Bank2. Additionally, a weekly transfer of funds from PayPal for the printing services the Library charges customers. These two types of transactions range from \$1 to \$750. Recently, the Library began using this account to make ACH payments for their 15 branches for Ameren, Spire and one monthly payment to the City of St Louis for renting a parking garage at one of its branch locations. The average daily balance ranges from \$10,000 to \$100,000.
- Bank3 currently has three accounts utilized by the Library. All three accounts receive as needed money wired from Bank1. First is a Payroll account. Every two weeks money is wired to Bank3 from Bank1 to cover payroll. About 5-10 payroll checks are cut bi-weekly for employees not setup for electronic deposits. The Library's payroll company ADP grabs the money and pays all the other employees and the associated taxes. Payroll currently runs around \$615,000. Second is a HSA account that has a balance between \$1,000 to \$9,000. A third party administrator accesses this account daily to reimburse employees for their eligible benefits. This is funded through periodical wires from Bank1. Third is an Accounts Payable account with an average balance between \$100,000 and \$750,000. This is funded through periodic wires from Bank1 when the account balance is low or when a large amount of payables are processed. The Library pays bills typically every Thursday with a mix of checks and ACH. Weekly ACH payments processed are about 100 transactions averaging \$300,000. The Library also issues checks bi-weekly and those average about 40 checks per every two weeks totaling around \$150,000, which includes a large bi-weekly check for the Library's pension contribution that runs with payroll. That check currently averages \$95,000.
- Bank1: The Library has an operating account with an average balance of \$200,000. The Library uses Bank1 to invest excess cash due to the nature of Library's revenue received primarily from the City of St. Louis. Approximately \$20,000,000 of an annual total of \$31,000,000 is received by the Library from the City of St. Louis in January and February with the subsequent months' revenue payments diminishing as the year progresses. This account receives about 18 electronic deposits from the City each year as well as two smaller deposits from the state. Each week, money received from the branches is counted and deposited at the Bank1 location two blocks away from the Library's Administration building. Those funds are for Library services including printing, passports and other cash related services. About 10 checks per week are scanned into Bank1's operating account and each week about \$2,000 of cash and coins are deposited at Bank1's branch location. As other checks arrive at the Library, those are immediately scanned into this account. Those average about 5 per week. Twice a year, money is wired from the this account to Bank4, for interest and principal on a bond the Library owes. One bond transfer is for \$1,540,000 and the other is \$640,000. Throughout the year, money is moved to the Bank's investment side to purchase T-bills and an overnight money market account used. As the year progresses, those investments are moved back into the operating account to cover the bills and payroll paid since the monthly revenue received from the City is not enough to cover the bills.

The revenue budget for the St. Louis Public Library in FY25 is \$34,300,000 and the expense budget is \$39,600,000, which includes \$5,600,000 of capital projects. Monthly expenses, excluding the interest and principal payments for the bond, range from \$2,500,000 to \$3,500,000.

St. Louis Public Library Banking Service Charges			
Services	Volumes	Price	Charge
<b>General Account Services</b>			
Account Maintenance	6	\$	\$
Deposit Coverage	740	\$	\$
Checks/Debits Posted	154	\$	\$
Deposits/Credits Posted	20	\$	\$
Stop Payments (online)	2	\$	\$
Investment Sweep Maintenance	1	\$	\$
<b>Depository Services</b>			
Checks Deposited	241	\$	\$
Remote Deposit Monthly Maint:	1	\$	\$
Return Deposited Items	1	\$	\$
Return Item Maintenance	1	\$	\$
Recleared Checks	1	\$	\$
Cash Deposited- per \$100	32	\$	\$
Coin Deposited - per roll	6	\$	\$
<b>Transfer Services</b>			
ACH Returns / NOC	3	\$	\$
Book Transfers - Online	4	\$	\$
ACH Debits Received	20	\$	\$
ACH Credits Received	31	\$	\$
ACH Received Addenda Item	40	\$	\$
Files Originated - Online Banking	5	\$	\$
Items Originated - Online Banking	427	\$	\$
Same Day Items Originted -Online Banking	1	\$	\$
EPA ACH FILTER SERVICE	6	\$	\$
Incoming Domestic Wire	4	\$	\$
Outgoing Wire Transfer (online)	8	\$	\$
<b>Reconciliation Services</b>			
Payee Positive Pay per item (amount, check number and payee)	154	\$	\$
Payee Positive Pay Maintenance	2	\$	\$
Paper Debit Block	4	\$	\$
Imaged Items	154	\$	\$
Image Maintenance	2	\$	\$
<b>Information Reporting Services</b>			
Online Banking Base Charge	1	\$	\$
Prior Day Viewing	6	\$	\$
Current Day Viewing	1	\$	\$
Online Banking ACH Module	1	\$	\$
Online Banking Wire Module	1	\$	\$
Account Analysis PDF	1	\$	\$
Audit Confirmations	1	\$	\$
Investment Reporting Monthly Maintenance	2	\$	\$
<b>GRAND TOTAL</b>			\$

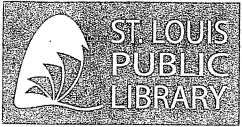


## ATTACHMENT B

[illegible]

## ATTACHMENT C

The Place to  
**KNOW BETTER**



### INVESTMENT POLICY

1301 Olive Street

St. Louis, MO 63103+2325

314.241.2288

FAX 314.241.3840

TDD 314.539.0364

slpl.org

Officials of the St. Louis Public Library wish to exercise good judgment and prudence in investing funds. It is therefore set forth by the Library Board of Directors that the Investment Policy of the St. Louis Public Library will be as follows:

The Library's investment policy applies to all funds not necessary for the immediate operating expenses of the Library. Any and all funds currently existing or anticipated are included unless specifically excluded by the Board, or otherwise restricted.

Safety of principal is the foremost objective of the Board. Each investment transaction shall seek first to insure that capital losses are avoided, whether from securities defaults or erosion of market value.

Investment officials shall avoid any transaction that might impair trust. As trust is an important ingredient in the investment policy all participants in the investment process shall seek to act responsibly as custodians of the trust by eliminating all speculative investment transactions.

All investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of the affairs of others, not for speculation but for investment, considering the probable income to be derived.

The chief fiscal officer of the Library shall submit a quarterly investment report to the Board Fiscal Affairs Committee summarizing recent market conditions and their effect on the Board's investment strategy. The report shall describe the portfolio in terms of investment securities, maturities, rates, characteristics and other features.

Approved Instruments for Investment shall be:

- a) U.S. Treasury Bills, Notes, and Bonds redeemable at maturity at par value
- b) U.S. Government Agency and Instrumentality Obligations of wholly owned corporations of the United States
- c) Certificates of Deposit fully collateralized in accordance Mo. Rev. Stat. sec(s). 110.010 and 110.020
- d) Investment instruments in any form received as a gift to the Library, to the extent allowed by applicable State and Federal law.

### MISSION STATEMENT

The St. Louis Public Library  
will provide learning  
resources and information  
services that support and  
improve individual, family,  
and community life.

The Library shall initiate investments in categories (a) through (c) only.

eff. 2/24/92

## INVESTMENT POLICY (CON'T.)

The Library may divest itself of investment instruments that do not conform to those described in categories (a) through (c) at any time. Discretion shall be exercised, however, to limit losses that may occur as a result of divestment actions.

Investments shall be made to insure the availability of funds on a timely and adequate basis for the payment of general and capital expenditures. No investment shall be purchased which matures beyond the date the funds are needed for the purpose for which they were received by the Library.

Investment earnings shall be credited to the Library fund from which the money was invested. It shall be the responsibility of chief fiscal officer of the Library to formulate the allocation method used to allocate investment earnings that result from pooled investments. Funds from multiple Library fund sources combined for the purchase of a singular investment instrument constitutes a pooled investment.

Care shall be taken to maintain eighty (80%) percent of the Library's investments in short-term investment instruments with maturities of two years or less. Long-term investments of two to five year maturities shall be limited to a maximum of twenty (20%) percent of total investments.

At no time shall Library assets be invested with a maturity date greater than five years without approval of the Board of Directors prior to the commitment of assets.

If any clause, word, paragraph, section, or other part or portion of this policy is held to be invalid, illegal or the like for any reason, the Board hereby declares it would nevertheless have enacted the remaining portion thereof and such remaining portions shall remain in full force and effect.

## ATTACHMENT D

### NON-COLLUSION AFFIDAVIT

The undersigned being duly sworn on oath, says that the undersigned has not, nor has any other person, member, representative, or agent of the firm, company or corporation or partnership represented by the undersigned, entered into any combination, collusion or agreement with any person relative to the price to be proposed by anyone at such letting nor to prevent any person from proposing nor to induce anyone to refrain from proposing, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposal.

Further, the undersigned says that no person or persons, firm, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such Proposal.

Proposer: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# ATTACHMENT E

## **BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPAL LIBRARY DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**

### **E-VERIFY AFFIDAVIT**

Pursuant to Section 285.530 of the Missouri Revised Statutes, as amended, the Proposer entering into a contract with the St. Louis Public Library is required to enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program. The Proposer is not required to verify the work eligibility status of all its newly hired employees through the E-verify program if E-verify no longer exists.

The undersigned, on behalf of the Proposer, being first duly sworn, deposes and states that the Proposer does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the St. Louis Public Library, the undersigned Proposer will enroll in and agree to verify the work eligibility status of all its newly hired employees through the E-Verify program.

Proposer: \_\_\_\_\_

By (Written Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# ATTACHMENT F

## **BOARD OF DIRECTORS OF THE CITY OF ST LOUIS MUNICIPA DISTRICT DBA ST. LOUIS PUBLIC LIBRARY**

### **DIVERSITY STATEMENT OF THE BOARD OF DIRECTORS OF THE ST. LOUIS PUBLIC LIBRARY**

WHEREAS, the St. Louis Public Library(the "Library") is a municipal library district authorized pursuant to Chapter 182 of the Missouri Revised Statutes to, among other things, purchase, hold or lease grounds, and to occupy, lease or erect appropriate buildings for the use of the Library, and to exercise all powers and rights of political subdivisions or similar corporations; and

WHEREAS, the Board of Directors (the "Board") of the Library is vested with the power to make and adopt bylaws, rules and regulations for its own guidance and for the governance of the Library as may be expedient and not inconsistent with State law, and

WHEREAS, the Library provides free public library services for the City of St. Louis (the "City"), an urban area with vast ethnic, religious, socioeconomic and cultural backgrounds; and

WHEREAS, efforts to encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; to educate through seminars and workshops persons from diverse backgrounds the opportunity to contract with or become employees of the Library; to assist persons from diverse backgrounds to contract with or become employees of the Library; to adjust or modify, when appropriate, financing, bonding, or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; and to encourage partnering by persons from diverse backgrounds to contract with the Library will serve to further the governmental and public interest of the Library by providing outreach to the residents of the City; and

WHEREAS, a practice of the Library of contracting with and employing persons reflecting the ethnic, religious, socioeconomic and cultural backgrounds of the citizens of the City will serve to further the governmental interest of the Library; and

WHEREAS, a practice of the Library of contracting with and employing persons of varied ethnic religious, socioeconomic and cultural backgrounds will also further the governmental purposes of the Library by serving as a model to other public and private entities, by building the public trust, by creating role models, and by facilitating the interaction of persons of different backgrounds; and

WHEREAS, the Board of Directors of the St. Louis Public Library (the "Board") determined that it is feasible, necessary and in the public interest for the Board to adopt a diversity statement to provide guidance to the Library and adopted this Diversity Statement on March 31, 1997; and

WHEREAS, the Board wishes to amend this Diversity Statement to provide for annual review.

NOW THEREFORE, the Board of Directors of the St. Louis Public Library; does hereby resolve, determine and order as follows:

Section 1. Findings. The Board of Directors of the St. Louis Public Library hereby finds and determines those matters set forth in the preambles hereof as fully and completely as if set out in full in this Section 1.

Section 2. Diversity Statement. The Board of Directors of the Library hereby directs the officers and agents of the Library for the authorized Library purposes set forth in the preambles hereof and subject to the conditions hereinafter provided to develop and implement policies which encourage persons with diverse ethnic, religious, socioeconomic and cultural backgrounds in the City to contract with or become employed by the Library.

Section 3. Administration. The officers and agents of the Library are authorized and directed to (i) encourage by direct contact or general solicitation persons from diverse backgrounds to contract with or become employees of the Library; (ii) educate through seminars and workshops persons from diverse backgrounds of the opportunity to contract with or become employees of the Library; (iii) assist persons from diverse backgrounds to contract with or become employees of the Library; (iv) adjust or modify, when appropriate, financing, bonding or insurance requirements for persons from diverse backgrounds to contract with or become employees of the Library; (v) encourage partnering by persons from diverse backgrounds to contract with the Library; (vi) utilize alternative programs to facilitate participation; (vii) provide flexible provisions to account for special circumstances; (viii) maximize opportunities for persons to demonstrate any social, socioeconomic or other factors that would promote the Library's best interests; and (ix) adopt measures to minimize the impact of this policy on the rights of third parties.

Section 4. Actions of Officers Authorized. The officers of the Board, including the President, Vice President and Secretary of the Board and the Executive Director shall be, and they hereby are, authorized and directed to execute all documents and take such actions as they may deem necessary or advisable in order to carry out and perform the purposes of this Resolution and to make ministerial alterations, changes or additions in any agreements, statements, instruments and other documents herein approved, authorized and confirmed which they may approve and the execution or taking of such action shall be conclusive evidence of such necessity or advisability.

Section 5. Annual Review. The officers of the Board are authorized and directed to report upon the administration of the Diversity Statement at the Board's regular meeting in September of each year.

Section 6. Severability. If any section or other part of this Resolution whether large or small, shall for any reasons be held invalid, the invalidity thereof shall not affect the validity of the other provisions of this Resolution.

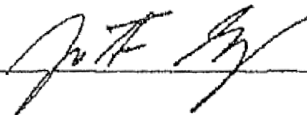
Section 7. Governing Law. This Resolution shall be governed exclusively by and construed in accordance with the applicable laws of the State of Missouri.

Section 8. Effective Date. This Resolution shall become effective immediately upon its passage.

ADOPTED by the Board of Directors of the St. Louis Public Library this 5th day of April, 2004.

BOARD OF DIRECTORS OF THE  
ST. LOUIS PUBLIC LIBRARY

Its President



[SEAL]

ATTEST:

Its Secretary

