

CITY OF ST JOSEPH

REQUEST FOR PROPOSAL

NO RFP2022-29

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Proposals Must Be Received No
Later Than

Time: 4:00PM Date: 7/7/2022

For Information Contact

Purchasing

at (816) 271-5330

This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein. All documents included in submission are to be of public record.

Proposals must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, MO 64501.

Financial Advisor

Please complete, sign and return this form with the proposal

Please have the Bid Name and Number on the outside of the sealed proposals.

The offeror must provide all information required in this document pursuant to the specifications attached and included herein.

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

SIGNATURE REQUIRED

Offeror's Signature: _____ Offeror's Printed Name: _____ Title : _____

Company Name: _____ Date of Proposal: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Email Address: _____

CITY OF ST. JOSEPH
PURCHASING DIVISION
TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL
OR INVITATION TO BIDDER

1. PREPARATION OF BIDS

- a. Bidder's are expected to examine the specifications, delivery schedule, bid prices, and all instructions of the Request for Proposal or Invitation to Bid. Failure to do so will be at bidder's risk. In case of a mistake in extension, the unit price(s) will govern. In case of an identified mistake in calculation the City may, but is not obligated to, correct the calculation based on the unit price submitted by the bidder.
- b. Any manufacturer's names, trade names, brand names, information, and/or catalogue numbers listed in a specification are for information and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item. If bids are based on equivalent products, indicate on the bid form the manufacturer's name and model number. The bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to bid on alternate brands will be received and considered in complete compliance with the specifications as listed on the bid forms.
- c. All supplies and equipment offered in a bid must be new and of current production unless the Request for Proposal or Invitation to Bidder clearly specifies that used or reconditioned supplies or equipment be offered.
- d. Firm fixed prices shall be bid and include all packing, handling, and shipping charges.
- e. Unless otherwise indicated, prices quoted shall be firm for acceptance for ninety days (90) from bid opening and for the specified contract period.

2. TAX EXEMPTION

- a. Do not bill federal tax. Certificate number 44-6000256.
Do not bill state tax. Certificate number 12493457.

3. SUBMISSION OF BIDS

- a. A bid submitted by a bidder must (1) be manually signed by the bidder on the Purchasing Division's Request for Proposal or Invitation to Bidder, (2) contain all requested information, (3) be priced as required, (4) be sealed in an envelope or container, (5) be attached to a security deposit if required, and (6) be delivered to: the Purchasing Division, 1100 Frederick Avenue, Room 201; St. Joseph, MO 64501, and officially clocked in no later than the exact time and date specified on the Request for Proposal or Invitation to Bidder.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the official closing date and time.
- c. Submission of this bid constitutes an assignment by the bidder to the City of all rights, title, and interest in and to all causes of action it may have under the antitrust laws of the United States or the State of Missouri, which causes of action have accrued or will accrue as the result of or in relation to the particular good or services purchased or procured by it in fulfillment of any contract with the City arising from this bid.

4. MODIFICATION OR WITHDRAWAL OF BIDS

- a. Bids may be modified or withdrawn by written or telegraphic notice received prior to the official closing date and time specified. Written notice may be in the form of an email provided the email is actually received by the Purchasing Agent prior to the official closing date and time specified; any email that is not actually received, whether due to a delay in delivery, delivery to a filtering service that does not release the email, or other failure in delivery shall not be deemed to be a written notice of modification or withdrawal. A bid may also be withdrawn or modified in person by the bidder or his authorized representative provided proper identification is presented before the official closing date and time. Verbal phone requests to withdraw or modify a proposal will not be considered.

- b. After the official closing date and time, no bid may be modified or withdrawn.

5. BID OPENING

- a. Bid openings shall be public on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegraph, email, or telephone will not be acceptable. Bid files may be examined during normal working hours by appointment. Bid tabulations will not be provided by telephone.

6. AWARDS

- a. Unless otherwise stated in the Price Inquiry, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.
- c. Awards will be made to the bidder whose bid (1) meets the specifications and all other requirements of the Price Inquiry and (2) is the lowest and best bid, considering price, responsibility of the bidder, the best interest of the City, and all other relevant factors. When multiple bidders are equally responsible and qualified and submit equivalent bids, those bidders that are equally responsible and qualified and submit equivalent bids may be allowed to submit a subsequent lower bid price in accordance with a schedule established by the Purchasing Agent; such bid price must be submitted in a sealed envelope or container clearly marked on the outside left corner with (1) the official Price Inquiry number and (2) the closing date and time established by the Purchasing Agent; the submission may modify only the bid price.
- d. Each bid is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all the materials, equipment, supplies, or services described therein shall constitute a contract between the bidder and the City; and shall bind the bidder to furnish and deliver at the price, and in accordance with the conditions of said accepted bid and detailed specifications.
- e. The City of St. Joseph is not obligated for expenditures unless funds have been encumbered by Purchase Order or Contract. The completion of the "Notice of Award" by the City is not an authorization for shipment or to proceed with services.

7. OPEN COMPETITION

- a. It is the intent and purpose of the Purchasing Division that the Price Inquiry permits free and open competition. However, it shall be the bidder's responsibility to advise the Purchasing Division if any language, requirements, or any combination thereof, inadvertently restricts or limits the requirement to a single source or otherwise prohibits the submission of a bid. The notification should be received by the Purchasing Division at least ten days prior to the Price Inquiry closing date and time. The bidder may submit notification after the bid closing providing sufficient time is permitted for a thorough review by the Purchasing Division and its decision will be final.

CITY OF ST. JOSEPH, MISSOURI
Request for Proposal for Financial Advisor Services

RFP2022-29

General Description of Requested Services

Consulting firm to act as the City’s financial advisor on all finance-related matters involved in its operations, including, but not limited to, general financial planning, debt management and cash management services.

Terms of Contract/Agreement

Five (5) year term commencing July 1, 2022 through June 30, 2027 subject to annual appropriation by the City Council.

Selection Process

The City’s selection process will depend on the number and quality of responses received. Generally, the City identifies four or five City staff members to participate in the review and analysis of service proposals. Staff narrows the candidate list to fewer than six for further comparisons and assessments. Staff then determines the need for additional inquiries, document gathering and/or oral presentations. Once this process is completed, staff notifies the successful firm, works the details of the professional service agreement, and submits the agreement to the City Council for approval. Annually, thereafter, City staff reauthorizes the annual service agreement via Council Resolution.

Timetable

The City will use the following timetable resulting in the selection of the successful firm on or before July 25, 2022:

June 11, 2022	Advertise for Request for Proposals
July 7, 2022	Proposals due by 4:00 P.M.
July 13, 2022	Select finalists for interviews (if needed)
July 18-22, 2022	Conduct interviews with finalists
July 25, 2022	Recommend approval of financial advisor firm to the City Manager and City Council

Minimum Qualifications; Response Requirements

Proposing firms must be able to demonstrate or provide the following:

- (1) Five years' experience serving as a financial advisor and innovative financing experience with municipal governments.
- (2) Sufficient number of adequately trained and experienced staff.
- (3) Ability to complete all aspects of the service engagement in a timely manner.
- (4) Proof of the following types of insurance coverage:
 - (a) Professional Liability – \$1,000,000 minimum
 - (b) Workers Compensation – Per Statutory Requirements
- (5) Comprehensive annual fee proposal for transactional and non-transactional services, which shall include out-of-pocket expenses, contingencies, and other reimbursable costs, for each of the five annual fiscal periods.
- (6) Verification of being a registered Municipal Advisor under the MSRB through:
<http://www.msrb.org/MARegistrants.aspx>

Instructions to Proposing Firms

- (1) All proposals should be sent, including questions and comments, to:

Summer Deatherage, Purchasing Agent
City of St. Joseph, Missouri
1100 Frederick Avenue
Room 201
St. Joseph, MO 64501
(816) 271-5330

- (2) All proposals must be in sealed envelope and clearly marked in the lower left corner: "Sealed Proposal – Financial Advisor Services." Five (5) copies of the proposal and one (1) electronic version on a USB drive must be received on or before July 7, 2022, by 4:00 P.M. Proposals received after this time will not be considered.

- (3) The Finance Director will notify the firms that have been selected to participate in the interview process and will establish the time for those interviews.

Content of Service Proposals

The City encourages the submission of detailed yet user-friendly information that concisely explains the consultant's approach to financial planning, debt management services and cash management services and the steps it will take to assist the City in each regard. Proposals may include information in audio, video, or hard copy media. The City will accept and review timely-submitted responses. At the present time we cannot accept proposals submitted via fax, internet, or other telephonic media.

Other Pertinent Information

- (1) City staff assists in providing all needed financial and operational data.
- (2) City staff assists in the review of draft documents.
- (3) Fiscal year end – June 30.
- (4) City data:
 - Total annual budget – \$167 million
 - Total City population – 76,780
 - Total number of major funds – 6
 - Total number of funds – 30
 - Total number of departments – 18 to 22
 - Total number of full time City employees – 650+
 - Total number of active TIF developments – 13
 - Major known contingencies and/or uncertainties – none
 - Form of Government – City Council/Manger + Charter City

City Contacts

The latest audited financial reports can be accessed on the City of St. Joseph, Missouri website:

www.stjosephmo.gov

For additional information, please contact:

Summer Deatherage, Purchasing Agent, (816) 271-5330 or
Laurie Tietjen, Finance Director, (816) 271-5526 or
Tom Mahoney, Assistant Finance Director, (816) 271-4759