



RE: RFP FOR BANKING AND PURCHASING CARD SERVICES

Background:

The City has used our current Depository Institution and purchasing card provider since 2021. In keeping with our purchasing policy, it is time for us to bid out those services. This is for depository services only as our investments are handled via a separate process.

Analysis:

The City is seeking a financial institution with a robust offering of treasury management services and options. This RFP is structured such that the bid can be awarded to two separate banks if it is in the best interest of the City (depository services and purchasing card services).

Recommendation:

Staff recommends passage of this Resolution.

MEMO SUBMITTED BY:

Jennifer Evans | Director of Finance

jevans@nixa.com | 417-724-5625

RESOLUTION NO. 2026-30

A RESOLUTION OF THE COUNCIL OF THE CITY OF NIXA AUTHORIZING THE CITY ADMINISTRATOR TO SOLICIT PROPOSALS FOR BANKING AND PURCHASING CARD SERVICES.

WHEREAS the Nixa City Code (Chapter 2, Article VI) authorizes the City Administrator to purchase supplies, materials, equipment, and services on behalf of the City when a competitive procurement method is utilized; and

WHEREAS said provisions require the City Administrator to obtain an authorizing resolution from the City Council prior to soliciting purchases that will total \$20,000.00 or more; and

WHEREAS City staff are requesting authorization to solicit proposals for banking and purchasing card services related to the City's depository services and purchasing policy; and

WHEREAS the City Council desires to authorize the City Administrator to undertake the purchase described herein in compliance with Chapter 2, Article VI of the Nixa City Code.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NIXA, AS FOLLOWS, THAT:

SECTION 1: The City Administrator, or designee, is hereby authorized, pursuant to the provisions of Chapter 2, Article VI, of the Nixa City Code, to solicit and undertake the purchase described in "Resolution Exhibit A," which said Exhibit is attached hereto and incorporated herein by this reference.

SECTION 2: The City Administrator and the officers of the City are hereby authorized to do all things necessary or convenient to carry out the terms and intent of this Resolution.

SECTION 3: This Resolution shall be in full force and effect from and after its final passage by the City Council and after its approval by the Mayor, subject to the provisions of section 3.11(g) of the City Charter.

[Remainder of page intentionally left blank. Signatures follow on next page.]

RESOLUTION NO. 2026-30

47 **ADOPTED BY THE COUNCIL THIS 23rd DAY OF June 2026.**

48

49

ATTEST:

50

51

52 _____
PRESIDING OFFICER

CITY CLERK

53

54

55 **APPROVED BY THE MAYOR THIS _____ DAY OF _____ 2025.**

56

57

ATTEST:

58

59

60 _____
MAYOR

CITY CLERK

61

62

63 APPROVED AS TO FORM:

64

65

66 _____
INTERIM CITY ATTORNEY



RFP-019-2026/Finance

Banking Services

Issue Date: 7/10/2026

Questions Deadline: 7/31/2026 12:00 PM (CT)

Response Deadline: 8/14/2026 10:00 AM (CT)

Contact Information

Contact: Stephanie Ewing

Address: Purchasing

City Hall

715 W. Mt. Vernon Street

PO Box 395

Nixa, MO 65714

Phone: (417) 449-0555

Email: sewing@nixa.com

Event Information

Number: RFP-019-2026/Finance

Title: Banking Services

Type: Request for Proposal

Issue Date: 7/10/2026

Question Deadline: 7/31/2026 12:00 PM (CT)

Response Deadline: 8/14/2026 10:00 AM (CT)

Notes: The City of Nixa is issuing a Request for Proposals for on Banking services.

NO EMAILED bids will be accepted.

The Response Deadline is the date and time public unsealing of bid responses will be held.

Public unsealing of bid responses will take place at:

City of Nixa

Purchasing

715 W. Mt. Vernon St.

Nixa, MO 65714

The City of Nixa reserves the right to accept or refuse any or all bids.

Ship To Information

Contact: Jennifer Evans

Address: Finance

City Hall

715 W. Mt. Vernon St.

PO Box 395

Nixa, MO 65714

Phone: (417) 725-3785

Email: jevans@nixa.com

Billing Information

Contact: Accounts Payable

Address: Finance

City Hall

715 W. Mt Vernon St.

PO Box 395

Nixa, MO 65714

Phone: (417) 725-3785

Email: accountspayable@nixa.com

Bid Attachments

SCOPE OF WORK.pdf

Scope of Work

[View Online](#)

APPENDIX A updated.pdf

Appendix A

[View Online](#)

Exhibit A 2026 RFP.xlsx

Exhibit A

[View Online](#)

Appendix B - Purchasing Card updated.pdf

Appendix B- P Card

[View Online](#)

Terms and Conditions 2025.pdf

Terms and Conditions

[View Online](#)

E-Verify

Business License Application

Requested Attachments

RFP Response

(Attachment required)

Please upload your RFP Response here.

Appendix A

(Attachment required)

Please upload your completed Appendix A here.

Appendix B

(Attachment required)

Please upload your completed Appendix B here.

Other Attachment

If you have additional documentation you wish to provide, please upload it here. File size limitation is 250MB. If your files are larger than the limitation, a zip file containing the documents can also be uploaded.

E-Verify

(Attachment required)

Please download the "Affidavit of Business Entity", located on the Attachment tab. Complete the document and upload it here.

Business License Application

Please download the "Business License Application", located on the Attachment tab. Complete the document and upload it here.

Bid Attributes

1	<p>Introduction</p> <p>There are attributes, including this one, associated with this bid. Some are notes and require no response, but most have a required response. **Please select each page on the right-hand side of the blue bar below (at the bottom of this list of attributes) in order to view the next page of Bid Attributes, if applicable.**</p>
2	<p>Bid Opening</p> <p>Any bid response received later than the specified time shall be disqualified.</p> <p>If the City of Nixa office where bids/proposals are to be submitted is closed due to inclement weather, natural disaster, or for any other cause including if the electronic bid system is unavailable on the due date, the deadline for submission shall be extended until the next City calendar business day, unless the bidder is otherwise notified. The time of day for submission shall remain the same.</p>
3	<p>Attachments Required</p> <p>Be sure to upload all required documents and forms to the "Response Attachments" Tab.</p>

4 Summary

The City of Nixa invites full-service banks that are Federal or State of Missouri chartered, and have full service locations within Nixa to provide comprehensive day-to-day depository and banking services.

This Request for Proposal (RFP) is intended to cover all operating accounts, banking services, safekeeping requirements, and overnight investment of surplus cash in bank balances. The investment of funds in long-term vehicles (six months or greater) will be placed by competitive bids at time of maturities or in the event of surplus and is separate from this RFP.

The City is also seeking proposals for the optional service of a Purchasing Card Program.

The City reserves the right to enter into separate agreements for this optional banking service.

5 Current Banking Services

The City currently maintains five (5) separate bank accounts, one of which is the main operating account to process receipts and payments. The other 4 accounts are primarily for savings and escrow.

Please see Exhibit A for a description of each account and the volume of activity.

The City's operating account includes a variety of activities consisting of various revenue receipts, such as utility receipts, tax receipts, and payments consisting of checks, wires and EFT transfers.

The City currently has online access to all accounts with the ability to initiate ACH payments.

6 Scope of Work

Download the Scope of Work, located on the "Attachments" tab. Thoroughly review the document and understand this is what the City is looking for in your proposal. Please indicate below you acknowledge.

I have downloaded, read and understand.

(Required: Check if applicable)

7 Response Requirements

The City of Nixa prefers responses to be submitted online via our electronic system.

Please reference the Scope of Work in the bid documents and elaborate on your company, including background information, other areas of operation, and any other information that might help us to understand your qualifications to deliver the services identified in this RFP.

Outline your experience with the City of Nixa or other similar municipalities.

RFP Responses should not exceed a total of 20 pages.

Information submitted in responding to this RFP shall include:

- Company Overview
- Bank name and contact info
- Contact person for this RFP
- Mailing address
- Phone numbers
- Email address
- Year established and former Bank name(s) if applicable.
- Brief company overview and number of years providing banking and cash management services, especially to public sector clients.
- Differentiators that set your solutions/services apart from your competitors.
- One-source vendors are preferred. If utilizing subcontractors for any portion of the RFP requirements, provide subcontractor company information and key personnel involved.
- Bank agrees to notify City of any new or modified services offered by the bank that would be beneficial for the City.
- Bank agrees to notify the City in advance of a change in senior relationship managers.
- Bank agrees to provide the City with annual financial statement upon request.
- Bank is an institution eligible to be a depository of public funds under Missouri Statutes.

8 Pricing Information

In order for your response to this RFP to be considered complete, information submitted in response to this RFP shall include:

- Attach Appendix A – Pricing Page for Banking Services with an ‘X’ in the appropriate blanks.
- Attach Appendix B – Purchasing Card Program filled out completely.
- Contact Information
- How should we contact you if we decide we want to learn more about your proposed services?

9 Evaluation Criteria

The following categories and criteria will be considerations in the evaluation and determination of the most qualified and capable individual and/or company. The sequence of the listing is not intended to reflect relative weight of each category:

- Compensation/Interest rate on accounts
- Scope of Services offered
- Cost of Services
- Relevant experience managing similar accounts and services with public sector and/or large commercial clients
- Experience, resources, and qualifications of the financial institution and individuals assigned to this account
- Financial strength of proposing institution
- Adequacy of financial controls and protection against loss
- Completeness of Proposal

The City of Nixa shall be the sole judge of the provider’s ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. The City reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive provider.

10 Bid Award

The City of Nixa reserves the right to award Bids to the Vendor whose bid response best serves the City's best interest. The City reserves the right to reject any and all Bids or waive any minor irregularity or technicality in Bids received.

I acknowledge.

(Required: Check if applicable)

11 Contract Requirements

The City of Nixa has requirements which will need to be met by the awarded vendor. Please review the information below on insurance and special requirements expected from the awarded vendor for this project. Acknowledge your understanding below.

Insurance - All contracts between the City and a Contractor shall state that Contractor shall include the City as “additional insured” during the term of the contract. Workers Compensation amount and type shall be in full compliance with applicable statutory requirements, and Employer Liability Coverage limits is to be provided consistent with any applicable legal requirements. Commercial General Liability and Comprehensive Automobile Liability coverage are to be in the amount equal to the sovereign immunity limits for Missouri public entities as calculated and published in Section 537.610 RSMo. In addition, for any projects utilizing state or federal transportation funds, Insurance requirements shall meet those necessary to comply with those funding requirements.

E-Verify, Federal Work Authorization - Pursuant to RSMo 285.530, if the Vendor meets the definition of RSMo 285.525 of a “Business Entity”, the Vendor must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to its employees hired after enrollment in the program who are proposed to work in connection with the services the City is bidding / contracting. The document is required for services when the awarded dollar value is equal or greater than \$5,000.00.

Background - All employees/staff must be able to pass a background check.

I acknowledge.

(Required: Check if applicable)

12 Contract Term

The Contract term for these services will begin the date of the executed contract. The contract will be for three (3) years, with two (2) additional one (1) year contract periods.

1
3 **General Terms and Conditions**

Download the General Terms and Conditions, located on the "Attachments" tab. Thoroughly review and indicate below.

I have downloaded, read and understand.

(Required: Check if applicable)

1
4 **Anti-Collusion Statement**

By offering a submission to this Bid, the bidder certifies the bidder has not divulged, discussed, or compared the Bid with other bidders and has not colluded with any other bidder or parties whatsoever. The bidder also certifies, and in the case of a joint Bid, each party thereto certifies as to their own organization, that in connection with this Bid:

Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.

Any prices and/or cost data for this Bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.

No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Bid for the purpose of restricting competition.

The only person or persons interested in this Bid, principal or principals are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into.

No person or agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

I affirm that I am duly authorized to execute this contract; that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other Bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

I agree.

(Required: Check if applicable)

1
5 **Vendor Approval**

The City of Nixa utilizes Payment Works for vendor verification. If awarded the bid, you will receive an email to register with Payment Works and upload your vendor information. By acknowledging this item you agree to register with Payment Works in order to become an approved vendor with the City, as requested.

I understand and agree to comply.

(Required: Check if applicable)

1
6 **Business License**

The City of Nixa has a Business License Code which requires all businesses performing a service within the city limits, regardless of their physical location, to obtain a business license. If awarded the bid, as a part of the contract, you and any subcontractors will be required to obtain a business license before any work shall begin.

By acknowledging this item, you agree to follow thru with this requirement.

I understand and agree to comply.

(Required: Check if applicable)

Supplier Information

Company Name: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Supplier Notes

By signing below, the bidder shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions. The bidder shall further agree that the language of this RFP shall govern in the event of a conflict with his/her bid. In addition, the bidder shall further agree that upon receipt of an authorized purchase order from the City of Nixa or when a Contract Resolution is signed and issued by an authorized official of the City of Nixa, a binding contract shall exist between the bidder and the City of Nixa.

Print Name

Signature

SCOPE OF WORK

Required Banking Services: The City of Nixa seeks the following banking services, preferably without charge. Please review the following required services and complete the Depository Proposal, Appendix A, making notation whether you can comply, and what, if any fees are associated with each service. Describe any proposed changes, deviations, or any additional features that would be included at no additional cost.

Account Maintenance: All deposits of the City shall be placed in an interest-bearing account. Interest must be credited to all eligible accounts on a monthly basis. Currently, the City maintains one general interest-bearing checking account, three money market accounts and one small business checking account. The City requires the option to create additional accounts as required.

Monthly Statements: Monthly bank statements for the full calendar month must be made available to the City no later than five (5) business days after the end of the month. The City does not require paper statements but must have online access to detailed statements.

Remote Deposit Capture: The City requires a remote deposit feature. Currently the City processes an average of 75 checks per day via remote deposit capture. All scanning devices and access to online processing features must be provided by the bank, preferably free of charge. All checks must be presented two times before returning.

Cash Deposits: The City deposits cash approximately 1-2 days per week. For this purpose, the Bank shall provide imprinted deposit slips for each account, and 5 locking bank bags.

Availability of Funds Deposited: The City desires to know the collected funds availability schedule for its deposits. These deposits include checks, money orders, cash, ACH credits, and wires from local, regional, and out-of-state banks. The City requires updates as the schedule changes.

Check Clearing: A total of 817 checks totaling \$666,505.43 cleared the City's general checking account from January 1, 2025, through December 31, 2025.

- The Bank shall provide imprinted checks (stock at option of the City).
- The City is not to be charged for stop payments.
- The Bank will pay all checks issued against the account even if payment creates an overdraft to the account. The Finance Director or designee will be notified about any overdrafts within 24 hours of the occurrence, at which time the City agrees to cover the overdraft. The Bank will not charge a fee for overdrafts.
- The Bank must be able to provide Positive Pay capabilities for check and ACH disbursement fraud protection with electronic file submission and with online decision-making capabilities.

ACH Received/Processed: The Bank must be both a sending and receiving bank on the Automated Clearing House system to accommodate payroll direct deposit, other payments, and incoming revenue to the City. The City processes payroll on a bi-weekly basis and originates approximately 6,150 payroll-related ACH transactions per year. The City services 12,000 utility customers; approximately 70% of those customers use ACH debits to make monthly payments.

Credit Cards/Other Payments: The City receives credit cards and other payments for various services; a third-party vendor processes all transactions. Invoice Cloud is used to process these transactions. The volume of these transactions (May 1 – May 31, 2026) is approximately as follows:

- Credit/Debit Cards: \$1,387,981
- EFT: \$666,732
- Online Bank Direct: \$77,760
- PayPal: \$22,632
- Venmo: \$3,281

Wire Transfers: The City prefers the ability to execute wire transfers either by phone or by Internet at the option of the City.

Online Banking Services: The City requires online banking services. Please provide a description of the bank's online products and services. This online access should include security measures to insure protection of the City's information. At a minimum, the City requires the following online banking services:

- Current day's balance (activity and credits)
- Daily balance reporting available by 8:00 am the following business day.
- Detailed debit and credit postings.
- Initiation of regular recurring wire transfers.
- Initiation of ACH debit and credit transactions.
- Placement of Stop Payment orders.
- Ability to create reports for above transactions.
- Multi-level security for various City staff.
- No fee should be associated with online banking services.

Stop Payment Process: The City will require the bank to issue stop payments including stale date check stop payments upon online communications from authorized City personnel.

Designated Account Liaison: The City will require the selected bank to designate a senior officer as a liaison. This officer must be capable of coordination of all City activities with the bank and be able to resolve any problems or issues that may arise.

Record Retention: The bank shall maintain all transaction records with the City for the term of ten (10) years following transaction date.

Employee Payroll: The City of Nixa requires all employees to enroll for direct deposit. The bank must be able to provide employee payroll using ACH payments. The City currently has 175 full-time employees and 145 part-time and seasonal employees.

Banking Supplies: The bank will provide lockable or disposable money bags, preprinted security checks, and printed deposit slips for all accounts. The City desires no charge for these supplies.

Returned Items: The City requires prompt notification of returned items whether checks or ACH. This notification should include an image of the item if it is a check or a detailed description (including customer's name, date, and amount) if it is an ACH. In either case, the reason for the return should be included. There should be no fee associated with returned items.

Collateralization: For the protection for the City's deposits, the City requires pledged collateral.

- The Depository shall at all times maintain securities as pledged collateral in an amount equal to 102% of the amount on deposit with the depository, less the amount which is an insured deposit pursuant to the Federal Deposit insurance Act, as amended.
- The depository shall maintain such collateral with a disinterested banking institution chartered under existing Federal and State of Missouri laws. The depository and the disinterested banking institution must agree to execute a Collateral Pledge Agreement which provides that the disinterested banking institution would immediately surrender the pledged collateral to the City and the City shall have the right to convert such collateral into cash and dispense it in the event the depository shall fail to pay any City deposit or part thereof.
- If at any time pledged securities are not satisfactory to the City for deposits made as provided by laws, the City may require additional or substitute securities be pledged as are satisfactory to it.
- Pledged securities may from time to time be withdrawn and other securities of like kind and character may be substituted with the consent of the City prior to the action. The custodian bank shall confirm in writing the receipt, substitution, and release of securities to and from the custodial account.
- Securities pledged as collateral shall be evidenced with safekeeping receipts to be received by the City. The City will release safekeeping receipts by signing same and forwarding to the banking institution upon request and receipt of confirmation that the substitute securities have been received by the disinterested banking institution.

Optional Banking Services: The City requests the proposed banks to offer any optional services or make any recommendations it believes would enhance the cash management capabilities of the City. All proposed banks are encouraged to make suggestions or add additional information not requested in this proposal. Banks are encouraged to describe factors that distinguish their institutions from potential competitors. However, all respondents must submit a proposal on all required services in

the proposal format provided. Failure to submit proposals on required services will result in elimination from consideration.

Investments: The City may request bids from local banking and investment institutions for certificates of deposits. This is a competitive bid process, and the contracted banking institution is encouraged to provide bids on these investments, but such investments will not be held exclusively by the contracted institution.

Purchasing Card: The City currently issues approximately 150 purchasing cards and of those, uses approximately 75 purchasing cards during any given month. The average monthly amount spent on purchasing cards is \$65,000.

The City reserves the right to enter into separate contracts for optional banking services.



APPENDIX A - Pricing Page for Banking Services

The bidder must provide pricing information as specified below to provide Banking Services in accordance with the terms and conditions of this Request for Proposal

1. Bank will provide the following services free of charge to the City of Nixa **If NO is selected on any item, please state cost**

COST

2. Checks (stock at option of City)
3. Deposit Slips (stock at option of City)
4. Stop Payment Orders
5. Outgoing domestic wire transfers
6. Incoming domestic wire transfers
7. Money Bags (5)
8. Bi-Weekly Direct Deposit for City Employee Payroll
9. No Service charge to City Accounts
10. Charge Back Checks
11. Remote Deposit Capture
12. All funds will be pledged as required by law
13. Detailed bank statements (electronic)

14. Bank statements can be available within 5 days after month end
15. Monthly report of collateral pledged and its market value
16. Overdraft
17. Transfers between accounts
18. Positive Pay for checks
19. Positive Pay for ACH

2. Bank can provide ACH origination for the City of Nixa
3. Bank can provide Internet access to all City Accounts



COST

4. Bank can provide online banking services.

Describe what banking services are available online

5. Checking Account (no minimum balance). Quote interest rate

6. Money Market Checking Account (no minimum balance).

(limited number of checks) will earn interest based upon:



APPENDIX B – Purchasing Card Program

1. Introduction

The City currently issues approximately 150 purchasing cards to its employees as a means of payment for on-line purchases, travel and other items, with an average of 75 cardholders using their cards on a regular basis. Average monthly spend is \$62,225.26

2. General Information

Please provide the following information regarding your purchasing card program:

- a. How long has your company been providing these services?

- b. Will one primary contact be assigned to the City's account for this program?

3. Program Features

- a. On what platform do you issue commercial payment solutions? (i.e. American Express, Visa, MasterCard)? What are the prime benefits of this platform?
- b. Is a third-party processor used for authorizations and transaction posting?
- c. Discuss settlement terms – what billing cycles are available, how will statements be received, what are payment terms from “statement date.” What options are available for the City to make payment, i.e. ACH, EFT? What options are available to customize billing statements and cycles?
- d. Describe any unique features provided by your program that need to be considered.
- e. Is there a mobile app available for cardholders?

4. Controls

- a. Describe the card controls and usage restrictions supported by the issuer's program.
 - City level restrictions
 - Cardholder level restrictions
 - Merchant Category Code/Standard Industry Classifications (MCC/SIC) restrictions
 - Cash advance restrictions
 - Dollar limits
 - Multiple purchase limits

- b. What are the liabilities of the City of Nixa and employees in the event of fraud, abuse, or loss of a card?

- c. Does your program screen transactions for fraud patterns?

- d. What (if any) credit limits would be imposed?

- e. How are cards replaced in an emergency situation? Is there a fee?

- f. Describe incentives, price breaks, rebates offered based on business volume, timeliness of payments, etc.

- g. Provide information about on-line access and report generation.

5. Technical Capabilities

- a. What are the hardware and software requirements for using your card transaction reporting software packages?

- b. What technical support is available for your reporting packages and what hours are they available?

- c. How do you ensure that no unauthorized individual accesses the system both internally (at the City) and externally (at your location)?

6. Information Reporting

- a. Provide a general description of the reporting packages you offer including sample screenshots (e.g. welcome page, menus, transaction screen, reconciliation module, etc).

- b. How quickly after a transaction has been conducted is information available?

7. Implementation

- a. Provide a complete description of your implementation process, including a sample plan and description of various implementation tasks for both you as the issuer and the City. How long will implementation take?

- b. Describe the support provided during implementation, including user manuals, instructional and/or educational materials, on-site visits, or other assistance.

- c. Do you offer live, in-person training based on our timeframe and at our convenience?

- d. What are some of the common implementation obstacles you have observed?

The proposal submitted would be the primary document upon which each proposing bank will be evaluated. Bidders may be asked to demonstrate electronic finance software concentrating on, but not limited to, ease of use, features, reporting options available and compatibility with our hardware.

PURCHASE CARD SERVICES

Purchase Card Service Item Pricing

In order to fully evaluate each bank's ability to meet the Purchase Card service needs of the City, a standard reply format is required. Each proposal must include a response to each item of the RFP in the order given. Only proposals submitted in the exhibit format provided will be evaluated for contract award.

Transactional charge fee schedule:

Annual Percentage Rate		%
Monthly Periodic Rate		%
Grace Period for Repayment of Purchases		
Annual Membership Fees	\$	
Over Limit Fees	\$	
Late Fees	\$	
Minimum Finance Charge	\$	
Annual per Card	\$	
Per Transaction	\$	
Program Implementation/set-up	\$	
Reporting – standard and customized	\$	
Fraud Protection	\$	
Other:		

PURCHASE CARD SERVICES

We have read the Request for Proposal and fully understand its intent, contents and scope. We certify that we have adequate personnel, equipment, technology and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be judged solely by the City.

The undersigned is aware the City reserves the right to reject any, and all proposals and is submitting this proposal without collusion with any other person, individuals or corporations. I certify that I am a duly authorized representative for the Bank listed below and that information and material enclosed with this proposal accurately represents the capabilities of the Bank for providing these services.

Submitted by:

Banking institution _____

Signature _____

Printed name _____

Title _____

Date _____

CONTACT PERSON FOR BID

Printed name _____

Address _____

Email _____ Phone _____

EXHIBIT A

Averages for 12 months prior to 6/1/2026	City of Nixa Checking		GEN Money Market		UT-Money Market		Police Evidence	
	#	\$\$	#	\$\$	#	\$\$	#	\$\$
Deposits	70	769,366.58	0	-	0	-	0	-
Checks	43	28,831.05	0	-	0	-	0	172.48
Returned Items	4	16,839.26	0	-	0	-	0	-
ACH In	30	2,373,992.07	0	-	0	-	0	-
ACH Out (includes payroll)	790	5,251,775.94	0	-	0	-	0	-
Ending Balance		8,905,829.57		6,127,324.98		15,925,071.89		11,360.98
Average Collected Balance		9,335,191.33		6,114,741.69		15,885,635.29		11,527.89

CITY OF NIXA, MISSOURI
GENERAL TERMS AND CONDITIONS OF COMPETITIVE PROCUREMENT PROCESS

- 1. Authority.** Chapter 2, Article VI, Division 1 of the Nixa City Code, contains the provisions which govern the City's competitive procurement processes. Section 2-172 of the Nixa City Code authorizes the establishment of additional rules and procedures to implement the provisions of Chapter 2, Article VI, Division 1 of the Nixa City Code. These terms and conditions (hereinafter "Terms") are promulgated pursuant to the authority set out herein.
- 2. Scope.** These Terms shall govern and control the competitive procurement process. Once a contract is executed between the City and the awarded Offeror, these Terms shall no longer apply to that specific contractual arrangement. By providing a submittal as part of this solicitation, Offerors agree to be bound by the terms and conditions contained in this document.
- 3. Opening Location and Due Date.** Sealed Submittals will be received at Nixa City Hall, 715 W. Mt. Vernon St., Nixa, MO 65714, until the due date and time specified in the solicitation, local Nixa, Missouri time (Central Time) (hereinafter the "Due Date").
- 4. Opening of Submittals.** Submittals shall be opened at a public opening. Offerors who have submitted a Submittal and the public are allowed to attend the opening. No decision related to an award shall be made at the opening.
- 5. Delivery of Submittals.**

 - 5.1.** Submittals shall be delivered in person or by mail. In all cases, Submittals shall be submitted in a sealed envelope identified with the solicitation number and date of closing on the outside. Facsimile, telephone, and email Submittals shall not be accepted by the City. The City will not accept any Submittal received after the Due Date. It is the sole responsibility of the Offeror to ensure timely delivery of their Submittal.
 - 5.2.** If electronic submittals are permitted or required, Offerors shall comply with all instructions and requirements outlined on the City's electronic bidding website <https://nixa.ionwave.net>. Offerors are solely responsible for ensuring their electronic submittals are complete, properly uploaded, and received by the specified deadline. The City is not responsible for technical difficulties encountered by Offerors during the electronic submission process.
- 6. Prices.** Submittals shall provide unit price, extended total, or both if applicable. Price must be stated in the units of quantity as specified in the City's specifications. The unit price shall control in the event of any discrepancy. Each item must be priced separately, and Offerors shall not attempt to tie any item or items in with any other item or items. All pricing shall be submitted as "Free on Board" ("FOB") for the destination Nixa, Missouri 65714, freight prepaid.
- 7. Taxes.** Federal or State excise, sales, or use taxes should not be included in any prices submitted as part of this Solicitation. The City is tax exempt as a matter of law. A Tax Exemption Certificate may be furnished by the City if required.
- 8. Estimated Quantities.** The estimated quantities indicated in the City's Solicitation represent anticipated requirements only. The City reserves the right to exceed or diminish these estimates.

9. Solicitation Forms, Variances, and Alternates. Solicitation responses shall be submitted on City forms provided as part of the Solicitation. Offerors submitting a Submittal as part of this Solicitation shall indicate any variances from the City's requested specifications, terms, conditions, and the anticipated contract document. Alternate Submittals may be provided as part of a Submittal but will only be considered at the sole discretion of the City.

10. "Or Equal" Interpretation. When a particular manufacturer's name or brand is specified within the Solicitation along with the words "or equal", then the City will consider other brands which are substantially similar. Offerors submitting an alternative shall clearly indicate the product (brand and model number) on which they are providing as an alternative. Additionally, they shall supply a sample or sufficient data in detail to enable an intelligent comparison to be made with the brand or manufacturer specified by the City. Catalog cuts and technical descriptive data shall be provided where applicable.

11. Withdrawal of Submittals. Submittals may be revised, modified, or withdrawn by the Offeror at any time prior to the Due Date. Any such revision, modification, or withdrawal shall be in writing. After Submittals are opened, they shall be irrevocable for a period of sixty (60) days, unless otherwise stated.

12. Clarification and Addenda. Each Offeror submitting a Submittal as part of this Solicitation shall examine all solicitation documents posted by the City and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions concerning interpretation, clarification, or additional information pertaining to this Solicitation shall be made through the Purchasing Department in writing through email. No oral interpretation shall be made by the City. The issuance of written addenda shall be the only method whereby interpretation, clarification, or additional information is given by the City. It is the responsibility of each Offeror to contact the Purchasing Department to determine if addenda were issued and to make such addenda a part of their Submittal. Any and all addendums shall be posted on the City's electronic bidding web site: (<https://nixa.ionwave.net/HomePage.aspx>). Offerors are responsible for checking this website regularly for any issued addenda.

13. Contract Forms. Any contract resulting from the City's acceptance of a Submittal shall be on forms either supplied by or approved by the City. The City has provided a template contract as part of the City's Solicitation. Any edits, modifications, or exceptions to this template document shall be provided as part of any Submittal.

14. Reserved Rights. The City reserves the right to make such investigations as it deems necessary to determine whether any Submittal is responsive and that the Offeror providing the Submittal is sufficiently responsible or capable of performing any potential contract. The City may require any Offeror to provide current financial statements, verification of availability of equipment and personnel, past performance records, or any other documents which will enable the City to determine whether the Submittal or the Offeror is sufficient.

15. Applicable Law. This competitive procurement process shall be governed by the laws of the State of Missouri.

16. Protest.

16.1. Right to Protest. Any actual Offeror who is aggrieved in connection with the award of a contract as part of this Solicitation may protest the award in accordance with the procedure set forth in this section.

16.2. Grounds for Protest. Protests shall be limited to the following grounds:

16.2.1. Errors in the Evaluation Process: The City made a substantial error in the application of the evaluation criteria specified in this Solicitation.

16.2.2. Non-Responsive or Non-Responsibility: The City improperly determined a Submittal to be non-responsive or an Offeror to be non-responsible.

16.2.3. Improper Award: The award of a contract was not made in accordance with the requirements of this Solicitation or applicable law.

Protests shall be based on clear and convincing evidence of bias, fraud, or misapplication of stated evaluation criteria.

16.3. Filing a Protest: To be considered valid, a protest must be submitted in writing and must contain the following:

16.3.1. Identification of the Protestor: The name, mailing address, telephone number, and email address of the Protestor.

16.3.2. Identification of the Solicitation: The title and solicitation number of the procurement.

16.3.3. Detailed Statement of Grounds for Protest: A clear and concise statement of the specific grounds for the protest, including all relevant facts, and supporting documentation. Mere disagreement with the City's decision is not sufficient.

16.3.4. Signature: The signature of the Protestor by an authorized representative of the Protestor.

16.4. Deadline for Filing: Protests must be received by the City no later than 7 calendar days after the notice of award of the contract. Protests shall be submitted to the City Administrator.

16.5. Review of Protest:

16.5.1. Initial Review: Upon receipt of a timely and properly filed protest, the City Administrator, or designee, shall conduct an initial review to determine if the protest meets the requirements of this section. Protests that do not meet these requirements may be rejected without further consideration, and the Protestor shall be notified accordingly.

16.5.2. Suspension of Procurement Process: Unless the City Administrator makes a written determination that the award of the contract is urgently required without delay for compelling reasons, the procurement process may be suspended pending the resolution of the protest. In the case where the City Administrator determines that he award of the contract is urgently required, then no further action shall be taken on the protest.

16.5.3. Opportunity to Respond: The City Administrator may provide other

interested parties with notice of the protest and an opportunity to respond within a specified timeframe.

16.5.4. Investigation and Decision: The City Administrator shall investigate the protest, which may include a review of relevant documents and meetings with the Protestor and other parties. A written decision on the protest shall be issued within 15 business days after the filing of the protest. The decision shall state the findings of fact, the reasoning of the decisions, and any corrective action to be taken, if any.

16.6. *Limitation of Remedies:* In the event that a protest is determined to be valid, the exclusive and sole remedy available to the Protestor and any other interested party shall be the cancellation of the current Solicitation and the commencement of a new, independent competitive procurement process. The City reserves the right to revise the specifications or requirements in any subsequent solicitation. Under no circumstances shall a successful protest result in the amendment of the original award or the award of the contract to the protesting party under the terms of the protested Solicitation.

16.7. *Finality of Decision:* The written decision of the City Administrator shall be the final administrative determination of the City regarding the protest.

16.8. *Waiver of Objections:* By providing a submittal pursuant to this solicitation, and as consideration for the City's review of the Offeror's submittal, said Offeror shall waive any objections or challenges to the protest process provided for herein. The protest process outlined herein shall be Offerors sole recourse to dispute a contract award made as part of this solicitation.

17. Quality Guaranty. If any product delivered does not meet the City's specifications or if the product will not produce the effect that the Offeror represented to the City, the Offeror shall pick up the product from the City at no expense to the City. Additionally, the Offeror shall refund to the City any money which has been paid for same. The Offeror shall be responsible for attorney fees in the event the Offeror defaults and court action is required.

18. Quality Terms. The City reserves the right to reject any or all materials if, in its judgment, any item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

19. Solicitation Tabulation. Offerors may submit a request for a copy of the tabulation of the Solicitation through the City's purchasing department.

20. Expenses. All expenses for responding to the City's Solicitation shall be borne by the Offeror submitting their Submittal.

21. Anti-Collusion Certification. The Offeror warrants and represents that their submission is made in good faith and without any agreement, understanding, or arrangement with any other person or entity to submit a fictitious or fraudulent submission, or to refrain from submitting a submission, or to otherwise collude with any other person or entity in any manner whatsoever in connection with this Solicitation. The Offeror further warrants and represents that:

21.1. The prices in this submission have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating

to such prices with any other Offeror or potential Offeror.

21.2. Unless otherwise required by law, the prices which have been quoted in this submission have not been knowingly disclosed by the Offeror and will not knowingly be disclosed by the Offeror prior to notification of award, directly or indirectly to any other Offeror or to any competitor.

21.3. No attempt has been made or will be made by the Offeror to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

21.4. The Offeror has not offered, conferred, or agreed to confer any pecuniary benefit or other consideration to any official or employee of the City in connection with this Solicitation.

22. Liability and Indemnity. In no event shall the City be liable to the Offeror for any special, indirect, or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with this Solicitation.

The Offeror shall defend, indemnify and save harmless the City, its elected or appointed officials, agents, and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays, and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this Solicitation, including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this contract to Contractor.

23. Information is Public. All documents submitted with any Submittal shall become public documents and subject to RSMo. Chapter 610. By submitting any document to the City in connection with this Solicitation, the Offeror recognizes the public nature of the document and waives any claim against the City and any of its officers and employees relating to the release of any document or information submitted. Each Offeror shall hold the City and its officers and employees harmless from any claims arising from the release of any document or information made available to the City arising from this Solicitation.

24. Authorized Product Representation. The successful Offeror(s) by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the City that the Offeror(s) is legally authorized to submit, and the successful Offeror(s) will be legally bound to perform according to the documents.

25. Regulations. Each Offeror is responsible to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.

26. Awards. Awards shall be made pursuant to the applicable provisions of Section 2-173 of the Nixa City Code. Notice of the award of a contract shall be made to all Offerors who submitted a Submittal as part of the Solicitation.

27. Additional Purchases by Other Public Agencies. The awarded Offeror, by submitting a Submittal, agrees to allow other public agencies to engage in cooperative purchasing utilizing the pricing submitted by the Offeror.

28. Cancellation of Solicitation. The City reserves the right to cancel this Solicitation in whole or

in part at any time prior to contract award, without obligation or liability to any Offeror. The reasons for cancellation may include, but are not limited to, insufficient funding, changing requirements, or the determination that it is in the best interest of the City to do so. Notice of cancellation will be provided to all Offerors who submitted a Submittal, if possible.

29. No Guarantee of Award. Submission of a Submittal does not guarantee that the City will award a contract. The City reserves the right to reject any or all Submittals, to waive minor irregularities or informalities in Submittals, and to make an award to the Offeror whose Submittal is deemed to be in the best interest of the City, considering all evaluation factors.

30. Debarment/Suspension. By submitting a Submittal, the Offeror certifies that neither it nor its principals are currently debarred, suspended, or otherwise ineligible from participating in federal, state, or local government procurement activities. The City reserves the right to reject any Submittal from an Offeror that is debarred or suspended.

31. Definitions. The following terms shall have the meaning set forth below when used in this document:

City: Refers to the City of Nixa, Missouri.

Due Date: Refers to the specific closing date and time for the submission of Submittals as indicated in Section 3 of these Terms.

Offeror: Refers to the person or entity submitting a Submittal in response to the City's Solicitation.

Solicitation: Refers to the competitive procurement process referenced in Section 2 of these terms, including all associated documents, specifications, and addenda.

Submittal: Refers to the Offeror's complete response to the City's Solicitation, including all required forms, pricing, and other documentation.

**BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION**

BUSINESS ENTITY CERTIFICATION:

The bidder/contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (Bid/SFS/Contract Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, _____(Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the _____(insert agency name) with all documentation required in Box B of this exhibit.

Authorized Representative’s Name (Please Print)

Authorized Representative’s Signature

Company Name (if applicable)

Date

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity Representative's
Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the bidder/contractor must perform/provide each of the following. The bidder/contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/files/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the bidder's/contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/contractor's name and the MOU signature page completed and signed, at minimum, by the bidder/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The bidder/contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

_____	_____
Authorized Representative's Signature	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

_____	_____
Signature of Notary	Date

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder’s/contractor’s name and the MOU signature page completed and signed by the bidder/contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted: _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted:

(if known)

Authorized Business Entity Representative’s Name (Please Print)

Authorized Business Entity Representative’s Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date



2026 Business License Application

PO Box 395, 715 W. Mt. Vernon
Nixa, MO. 65714
Ph. 417-725-3785 Fax 417-725-6394

New License Fee= \$50.00
Annual Renewal Fee= \$25.00
License # _____
Infill# _____

Application Date _____

BUSINESS INFORMATION

Business Name _____

dba Name _____

Business Physical Address _____

City _____ State _____ Zip Code _____

Mailing Address (if different) _____

City _____ State _____ Zip Code _____

Business Phone _____ Cell Phone _____

FEIN# _____ - _____ Retail Sales Tax# (if conducting sales) _____

Description of Business _____

Sole Proprietor Partnership Limited Partnership Limited Liability Company

GENERAL/OPERATING MANAGER

Name(s) _____ Title _____

Contact # _____ Email Address _____

BUSINESS OWNER

Name(s) _____ Contact # _____

City _____ State _____ Zip Code _____

APPLICANT INFORMATION

Name(s) _____ Title _____

Contact# _____ Email Address _____

Print Name

Signature ***REQUIRED



Department of Compliance Information

PO Box 395, 715 W. Mt. Vernon
Nixa MO 65714
Ph. 417-725-3785 Fax 417-725-6394

Application Date _____ **BUSINESS INFORMATION**

Business Name _____

Physical Address _____

Applicant Name _____ Contact # _____

Is this a Home Occupation? _____ Estimated # of Employees _____ Opening Date _____
(REQUIRED)

Description of Business Practices you are proposing:

OFFICE USE ONLY

Building Department Approval

___ Building permit is currently under review

___ Change of use permit is required

___ Building permit is required with construction plans containing the following information.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Date: _____

Approved By: _____

Planning and Zoning Approval

___ Current Zoning _____

Proposed use meets Land Development Code requirements.

Proposed use is allowed but subject to the following conditions.

1. _____
2. _____
3. _____

___ Proposed use is not allowed.

Reason: _____

Section: _____

Date: _____

Approved By: _____



911 Emergency Information

PO Box 395, 715 W. Mt. Vernon
Nixa MO 65714
Ph. 417-725-3785 Fax 417-725-6394

Opening Date _____

BUSINESS INFORMATION

Business Name _____

Physical Address _____

City _____ State _____ Zip Code _____

Business Phone# _____

Business Hours- (Weekdays) _____ (Weekends) _____

Alarm _____ Alarm Company Phone# _____

Safety Information: (Please list any hazardous materials and their location in the business of safety issues that May affect first responders.

KEY HOLDERS OUTSIDE OF BUSINESS HOURS

Name _____ Title _____

Contact # _____

Name _____ Title _____

Contact # _____

Name _____ Title _____

Contact # _____

Be sure to list at least one key holder as it is important that the police department be able to contact someone with access to the business in the event of an emergency. If information on list form changes please contact City Hall at 417-725-3785 for a new form. Questions can be directed to the Nixa Police Department by calling 417-725-2510.

NOTE: Information on this form is strictly confidential and will not be released outside of our agency.

BUSINESS LICENSE AFFIDAVIT OF OWNING A BUSINESS AND WORK AUTHORIZATION

State and/or Federal Law provisions regulate the presence of aliens in the United States. I understand that pursuant to 2008 State Statute 285.530 certain public benefits are prohibited by law from the being provided to aliens unlawfully present in the United States and that I do not and will not knowingly employ a person who is an unauthorized alien in connection with the business for which the permit or license has been or is being obtained and assert that the obtaining of the permit or license will not violate the prohibition on providing certain public benefits for aliens unlawfully present in the United States as set forth in State Statute 285.530. Should I become aware, after issuance of the permit or license and during the term of the permit or license that the business is in violation of State Statute 285.530, I will immediately notify the city of the violation and failure to do so may result in denial/revocation/suspension of the permit or license. After notification of the violation is provided to the city, the business shall immediately advise the city of steps being taken to correct the violation. A failure to timely correct the violation may result in denial/revocation/suspension of the permit or license.

I affirm that, I, _____ a citizen of the United States. I also affirm

that my company _____ does not and will not knowingly

employ a person who is an unauthorized alien.

In Affirmation thereof, the facts stated above are true and correct.

Signature

Date