



CITY OF ORCHARD, TEXAS REQUEST FOR PROPOSALS FOR DEPOSITORY SERVICES

RESPONDENTS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED

I. INTRODUCTION

In accordance with the provisions of Chapter 105 of the Texas Local Government Code, the City of Orchard, Texas is requesting applications in the form of proposals from eligible and qualified financial institutions (banks, credit unions, or savings associations) for a depository services contract to be awarded June, 2019 with service to begin July, 2019. The agreement will be for an initial period of three years with an option to renew for two one-year periods. Through this contract the City intends to minimize depository costs, improve operational efficiency, and maximize investment capabilities. This Request for Proposal (RFP) represents the cash management goals, specifies all qualified financial institutions required qualifications, the depository services required, the estimated activity volumes on all accounts, the method and terms of compensation, submission instructions and the contract award provisions.

II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

A. MINIMUM QUALIFICATIONS

To assure a close working relationship, to facilitate available services. Any required statement regarding equal opportunity and affirmative action should be included if required/desired. The proposal submitted will become part of the final contract.

B. PROPOSAL SUBMISSION INSTRUCTIONS

1. Proposal Format

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

2. Submission Requirements

All submissions should be submitted so as to arrive in the office of the City Secretary, City of Orchard, 9714 Kibler, Orchard, TX 77464 no later than 2:00 P.M. Friday, May 31, 2019. The submissions will be opened publicly at the Orchard City Hall at 2:00 P.M. Friday, May 31, 2019 at which time determination of compliance with consideration criteria will be made. Further and final review will be made by City banking committee with recommendations presented to City Council at their regular meeting.

Submissions arriving later than the specified time will not be opened and will not be considered. Facsimile and email responses are not acceptable when in response to this Request for Proposals.

Please submit one (1) original proposal and three (3) copies marked as such. Submissions should address all questions, as applicable, as specified in item B.1. above. Each submission should be clearly marked on the cover page indicating:

CITY OF ORCHARD PROPOSAL FOR DEPOSITORY SERVICES TO BE OPENED 2:00 P.M., FRIDAY, MAY 31, 2019

The City reserves the right to reject any or all proposals and to waive irregularities contained therein and to accept any proposals deemed most advantageous to the City. Proposer must meet all legal requirements and the requests outlined in this RFP. Failure to do so will result in disqualification.

3. RFP Questions

Questions regarding this RFP or the service requested will be accepted in written form at the address below on or before 2:00 p.m., May 31, 2019. Responses to all material questions submitted will be communicated in writing to each prospective bidder.

Contact: Melissa Andel, City Secretary City of Orchard 9714 Kibler St Orchard, TX 77464

4. Request for Proposal Amendments

Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made in writing to all known bidders.

5. Selection Criteria

Evaluation of proposals will be made on the basis of the following objectives:

Time deposit interest rates 20%

Cost of Service 30%

Service availability 25%

Safety and creditworthiness of 25%

6. Award of Bid and Service Initiation

The contract is expected to be awarded by City Council at its regular meeting at 6:00 P.M., Tuesday, June 11, 2019. The initial term of the agreement will commence on July 1, 2019 at the beginning of the business day.

III. REQUIRED FINANCIAL INSTITUTION INFORMATION

All qualified financial institutions must provide, as part of the proposal:

- A statement regarding any recent or foreseen merger or acquisition.
- Experience and references, if any, with local government banking needs.
- The qualified financial institution should have a detailed check fraud detection service.

IV. REQUIRED DEPOSITORY SERVICES

This section lists all the services to be provided by the bank under this agreement. Attachment A lists each of these services. The bank should use Attachment A to provide the specific price for each service.

V. Legal Compliance

Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of the City not later than the 7th business day after the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. By submitting a response to this request, vendor represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

In accordance with Chapter 2270, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract. A qualified financial institution that submits a response to this Request For Proposals verifies that the qualified financial institution does not boycott Israel and will not boycott Israel during the term of this contract if so awarded.

Attachment A

	Service	Unit Basis	Vol	Bank #2	
				cost	total
1	Monthly Account Maintenance Fees				
	Master Account Maintenance Fee	Per account			0
	ZBA Accounts Maintenance Fee	Per account			0
	Money Market Account Maintenance Fee	Per account			0
	Interest Bearing Accounts Maintenance Fee	Per account			0
	Non-interest Bearing Account Maint. Fee	Per account			0
	FDIC Assessment	Per account			0
	Negative Collected Balance Fee	Per account			0
2	Sweep Account Fees				
	Monthly Maintenance (Base) Fee*	Per month			0
	Master Account	Per account			0
	Swept Accounts	Per account			0
	Sweep Reporting	Per account			0
					0
3	On-Line Reporting				
	Set up fee	One Time			0
	One Time Software Fee Required	One Time			0
	Monthly Maintenance (Base) Fee*	Monthly			0
	Cost per account	Per account/overall			0
	Cost per additional accounts	Per account/overall			0
	Balance Reporting Module	Per account/overall			0
	Additional Accounts	Per account/overall			0
	Daily Balance Reporting	Per account/overall			0
	Transactions	Per item			0
	Detail Daily Reporting	Per account/overall			0
	Previous day Reporting				0
	Intra-day Reporting	Per item			0
	ACH Module	Per account/overall			0
	EDI Reporting Module	Per account/overall			0
	Reconciliation Module	Per account/overall			0
	Stop Pay Module	Per account/overall			0
	Sweep Module	Per account/overall			0
	Wire Transfer Module	Per account/overall			0
	Addenda	Per item			0
	Internal Transfer Module	Per account/overall			0
	Detail item fee (all modules)	Per item			0

	Addenda Received	Per item			0
					0
4	Deposits - Include and list <u>branch</u> fees if different				
	Deposit	Per item			0
	Electronic Credits Posted **				0
	On-us Deposits	Per item			0
	Local City Clearing	Per item			0
	Local RCPC	Per item			0
	11th District City	Per item			0
	11th District RCPC	Per item			0
	In District Country	Per item			0
	Cash Deposits - Coin Rolls	Per item			0
	Currency Straps	Per item			0
	National FRB	Per item			0
	Commercial Check Cashing	Per item			0
	Debits Posted	Per item			0
	Deposit Corrections	Per item			0
	Encoding Charge	Per item			0
	Night Deposit charge	Per item			0
	Rejected items	Per item			0
	Return Items	Per item			0
	Advice	Per item			0
	NSF Paid	Per item			0
	Immediate Verification	Per item			0
					0
5	Checks Paid				
	Checks and Other Debits	Per item			0
	Special Signature Requirement	Per account			0
	Special Signature Items	Per item			0
	Payroll Cards				0
	Card origination				0
	Credits				0
	Notification				0
	Transmission				0
	Corrections				0
					0
6	ACH Processing				
	Set Up Fees	One time			0
	Monthly Maintenance (Base) Fee*	Per Month			0
	Origination of file	Per file			0
	Entries	Per item			0
	Debits two day	Per item			0
	Credits two day	Per item			0
	ACH Return Items	Per item			0
	ACH Items - On-us	Per item			0
	Out of District	Per item			0
	Deletions or Reversal Charges	Per item			0
	Transmission - on disk or tape	Per file			0

	- via transmission	Per file			0
	Notification	Per item/file			0
					0
7	Returned Items	Per item			
	Reclear	Per item			0
	Buybacks	Per item			0
	Telephone notification	Per item			0
	Alternative Address	Per item			0
					0
8	Positive Pay				0
	Monthly Maintenance (Base) Fee*	Per month			
	Per item charge	Per item			0
	Notification Charges	Per item			0
	Reporting	Per month			0
	Image	Per item			0
	CD Image - Item	Per item			0
	Transmission	Per item			0
					0
9	Reconciliation				
	Monthly Maintenance (Base) Fee*	Per Month			0
	Monthly Sort & List Maintenance	Per month			0
	Serial Sort and List	Per item			0
	Partial Recon Monthly Maintenance				0
	Partial Recon without positive pay	Per item			0
	Partial Recon with positive pay	Per item			0
	Full Recon Monthly Maintenance				0
	Full Recon without positive pay	Per item			0
	Full Recon with positive pay	Per item			0
	Deposit Reconciliation - Partial	Per item			0
	Transmissions	Per			0
	Credits received	Per item			0
	Debits received	Per item			0
	Addenda	Per item			0
					0
10	Safekeeping				
	Monthly Maintenance (Base) Fee*				0
	Asset Maintenance	Per item			0
	Clearing Fees				0
	FRB	Per item			0
	Safekeeping Fees				0
	FRB	Per item			0
	Income Collection to DDA				0
	Coupons	Per item			0
	Maturities	Per item			0
					0
11	Stop Pays				
	Monthly Maintenance (Base) Fee*	Per item			0
	Automated	Per item			0

	Manual	Per item			0
	Confirmations	Per item			0
	Renewals	Per item			0
					0
12	Wire Transfers				
	Monthly Maintenance*	Per month			0
	Incoming - domestic	Per item			0
	Outgoing - repetitive - phone	Per item			0
	- repetitive - automated	Per item			0
	- non-repetitive - phone	Per item			0
	- non-repetitive - automated	Per item			0
	Internal transfers	Per item			0
	Phone or Fax Advice	Per item			0
	Access Charges				0
					0
13	Inter-Account Transfers				
	Transfer with PC	Per item			0
	Transfer with telephone	Per item			0
					0
					0
14	Overdraft Charges	Charge or cap			
					0
15	Optical Imaging				
	Software and Setup	One time			
	Monthly Maintenance (Base) Fee*	Per month			0
	Per item Fee	Per item			0
	CD Charges	First CD			0
	Additional CD	Additional CDs			0
					0
16	Vault Services				
	Vault Deposit	Per item			0
	Coin	Per item			0
	Mixed	Per item			0
	Locked bag	Per item			0
	Strapped	Per item			0
	Change order	Per item			0
	Drop bag processing	Per item			0
					0
17	Lockbox				
	Monthly Maintenance	Per account			0
	Processing	Per item			0
	Transmission	Per item			0
	Special Handling	Per item			0
					0
18	Collateral Restriction Fees	(note basis)			
	Excess Collateral Fees	(note basis)			0
	Security Pledging and Releasing	(note basis)			0
					0

19	Bank Supplies				0
	Bank Bags	Per item		0	0
	Deposit Slips	Per item			
	Extra Statement	Per item		0	0
	Photocopies	Per item		0	0
	Cashier Checks	Per item		0	0
	Check Printing	Per item			