

## **CITY OF BEASLEY, 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 Beasley, 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 August, 2019 with service to begin October, 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 and transactional accounts 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 Bookkeeper, City of Beasley, 309 S. Third St., Beasley, TX 77417 no later than 2:00 P.M. Friday, August 16, 2019. The submissions will be opened publicly at the Beasley City Hall at 2:00 P.M. Friday, August 16, 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 BEASLEY PROPOSAL FOR DEPOSITORY SERVICES TO BE OPENED 2:00 P.M., FRIDAY, August 16, 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., August 16, 2019. Responses to all material questions submitted will be communicated in writing to each prospective bidder.

Contact: Wanda Andel, Bookkeeper City of Beasley 309 S. First St., Beasley, TX 77417

### **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 6:30 P.M., Tuesday, August 20, 2019. The initial term of the agreement will commence on October 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	<b>Monthly Account Maintenance Fees</b>				
	Master Account Maintenance Fee	Per account			
	ZBA Accounts Maintenance Fee	Per account			
	Money Market Account Maintenance Fee	Per account			
	Interest Bearing Accounts Maintenance Fee	Per account			
	Non-interest Bearing Account Maint. Fee	Per account			
	FDIC Assessment	Per account			
	Negative Collected Balance Fee	Per account			
2	<b>Sweep Account Fees</b>				
	Monthly Maintenance (Base) Fee*	Per month			
	Master Account	Per account			
	Swept Accounts	Per account			
	Sweep Reporting	Per account			
3	<b>On-Line Reporting</b>				
	Set up fee	One Time			
	One Time Software Fee Required	One Time			
	Monthly Maintenance (Base) Fee*	Monthly			
	Cost per account	Per account/overall			
	Cost per additional accounts	Per account/overall			
	Balance Reporting Module	Per account/overall			
	Additional Accounts	Per account/overall			
	Daily Balance Reporting	Per account/overall			
	Transactions	Per item			
	Detail Daily Reporting	Per account/overall			
	Previous day Reporting				
	Intra-day Reporting	Per item			
	ACH Module	Per account/overall			
	EDI Reporting Module	Per account/overall			
	Reconciliation Module	Per account/overall			
	Stop Pay Module	Per account/overall			
	Sweep Module	Per account/overall			
	Wire Transfer Module	Per account/overall			
	Addenda	Per item			
	Internal Transfer Module	Per account/overall			
	Detail item fee (all modules)	Per item			

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

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

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

19	<b>Bank Supplies</b>				
	Bank Bags	Per item			
	Deposit Slips	Per item			
	Extra Statement	Per item			
	Photocopies	Per item			
	Cashier Checks	Per item			
	Check Printing	Per item			