

CITY OF ALPINE, TEXAS

REQUEST FOR PROPOSAL
BANK DEPOSITORY AND
SECURITY CLEARANCE AND SAFEKEEPING SERVICES

RFP # 2022-11-01



**BID TITLE: RFP FOR BANK DEPOSITORY SERVICES AND
SECURITY CLEARANCE AND SAFEKEEPING SERVICES**

**BID DUE DATE: November 28, 2022
4:00 PM**

**BID CONTACT: Alicia Salinas
DIRECTOR OF FINANCE
director.finance@ci.alpine.tx.us
432-837-3301**

CITY OF ALPINE, TEXAS
RFP BANK DEPOSITORY AND SECURITY CLEARANCE AND SAFEKEEPING SERVICES

TABLE OF CONTENTS

I.	Introduction	Page 4
II.	Qualifications	Page 5
III.	Proposal Process	Page 6
IV.	Bank Depository Services Specifications – Part 1	Page 7
	a. Examination of Documents and Requirements	
	b. Exceptions	
	c. Response Format and Preparation Instructions	
	d. Selection Criteria	
	e. Required Information	
	f. Fee Schedule	
	g. Designated Depository Contact Personnel	
	h. Agreements	
	i. Account Structure	
	j. Deposits	
	k. Account Reconciliation Services	
	l. Internet Banking Requirements	
	m. ACH Transactions	
	n. Wire Transfers	
	o. Debit and Credit Adjustments	
	p. Direct Fees for Services Provided	
	q. Account Analysis	
	r. Returned Items	
	s. Daylight Overdrafts/ Funds Availability	
	t. Positive Pay	
	u. Collateral Requirements	
	v. Stop Payments and Voids	
	w. Additional Services	
V.	Questions Requiring Responses	Page 16
VI.	Security Clearance and Safekeeping Services – Part 2	Page 18
	a. Fee Schedule / Pricing	
	b. Selection Criteria	
	c. Required Information	
	d. Additional Items	
	e. General Requirements	
VII.	Additional Required Forms	Page 21

I. Introduction

The City of Alpine (the City) is requesting proposals from qualified banking institutions to provide bank depository services (Part 1) and security clearance and safekeeping services (Part 2). The objective of this Request for Proposal (the RFP) is to identify the financial institution that will provide the highest quality services at the best value.

Sealed proposals addressed to the Director of Finance, City of Alpine, Texas will be received at City Hall, 100 North 13th, Alpine, Texas 79830 prior to 4:00 pm, Central Standard Time, November 28, 2022. Proposals will be reviewed after 4:00 pm by the Finance Director and City Manager. Proposals will be presented to the Alpine City Council at their regular scheduled meeting on Tuesday, December 6, 2022.

Consideration and award of each service will be independent of the other services.

Each proposal must be complete and specifically address the requirements described in the RFP. Proposers must respond to all specified requirements.

No questions will be answered over the phone. Please post any questions you have through email. All questions will be answered prior to the deadline.

NO LATE PROPOSALS WILL BE ACCEPTED.

Time Critical Proposal Deliveries: The City of Alpine cannot guarantee, due to internal procedures, any proposals sent Priority Mail will be picked up and delivered by the closing date and time. It is recommended that critical proposal deliveries be made either in person or via an alternate delivery method.

II. Qualifications

The objective of this Request for Proposal (the RFP) is to identify the financial institution that will provide the highest quality services at the best value. Consideration and award of each service will be independent of the other services.

Each proposal must be complete and specifically address the requirements described in the RFP. Proposers must respond to all specified requirements.

By submitting a proposal, the Proposer certifies that they are duly qualified, capable, and otherwise bondable business entity that is not in receivership or contemplates same, nor has filed for bankruptcy. The Proposer must further certify that they are not indebted to the City and do not owe any back taxes to the City. The Proposer warrants that they are familiar with all laws, regulations and customs applicable to the type of business required herein.

Proposer must meet the requirements of Chapter 105 of the Local Government Code governing the requirements of Depositories for Municipal Funds. Pursuant to §105.031 of the Local Government Code, Proposer, no later than five (5) days before the commencement of the term of the Depository Contract and at all times thereafter, will pledge sufficient identifiable collateral to secure the City's deposits. Chapter 2257 of the Government Code shall govern the type, level, substitution, possession, release and method of valuation of the security necessary to secure the funds of the City.

Proposer must meet compliance with the City of Alpine's Investment Policy.

Proposer must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit of \$250,000. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside any holding company of Proposer.

Only banks, credit unions and other financial institutions with locations/branches in the City Limits are eligible to propose, and must be able to offer a full range of depository services as required by this RFP.

III. Proposal Process

1. To be eligible for consideration under this RFP, three (3) copies of the proposal shall be submitted by 4:00 pm, Central Standard Time, on November 28, 2022 at the address listed below. Proposals received after that time will not be accepted.
2. An electronic copy of the RFP is available on the City's website www.cityofalpine.com or upon request.
3. Proposals must be in a sealed envelope marked "**Proposals for Banking Services.**"
4. Proposals must be submitted to: City of Alpine
c/o Alicia Salinas
Director of Finance
100 North 13th
Alpine, Texas 79830
5. Questions can be submitted to: Megan Antrim
City Manager
city.manager@ci.alpine.tx.us
6. Schedule for Proposal Process: November 8, 2022 – Release of Request for Proposal

November 8, 2022 – Post RFP on City's Website

November 10, 17 & 24, 2022 – Publish RFP in local paper

November 22, 2022 - 12:00 pm (CST) – Deadline for submission of questions about RFP

November 28, 2016 – 2:00 pm (CST) – Proposal Submission Deadline

December 6, 2022 – Alpine City Council Meeting – proposal review and selection

January 1, 2023 – Contract Commencement

IV. Bank Depository Services – Part 1

a. Examination of Documents and Requirements

Each Proposer shall carefully examine all RFP documents and thoroughly familiarize itself with all requirements prior to submitting a proposal to ensure that the proposal meets the intent of this RFP.

Before submitting a proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and requirements affecting the requirements of this RFP. Failure to make such investigations and examinations shall not relieve the Proposer from obligation to comply, in every detail, with all provisions and requirements of the Request for Proposal.

Unauthorized modifications of the City of Alpine proposal specifications, forms, or terms may render the proposal invalid.

b. Exceptions

Any exceptions to the requirements stated herein must be stated in the formal proposal. Explanation must be made for each item for which exception is taken, giving in detail the extent of the exception, and the reason for which it is taken, in order for consideration to be given to the proposal.

c. Response Format and Preparation Instructions

Proposer shall use the prescribed format outlined in this RFP to clearly indicate their experience and qualifications, describe their technical approach to this project, and fully describe their proposal.

d. Selection Criteria

The City of Alpine will select the proposal that is determined to be the most advantageous to the City, considering the relative importance of the following criteria and weights and any other facts considered relevant by the City. The City reserves the right to request presentations or demonstrations from some or all proposers in order to further develop evaluation scores.

1. 40% - Ability of the proposer to provide the depository services described in the RFP (Both Part 1 and Part 2)

2. 40% - Cost of the proposed depository services.
3. 10% - Experience and success in providing depository service to municipal governments in Texas.
4. 10% - Financial Strength of Bank

e. Required Information

Each proposal must include the following:

1. Sample account analysis and monthly statement.
2. Availability of funds schedule.
3. Sample of daily balance report.
4. New customer conversion procedures and applicable information.
5. Daylight overdraft definition and policy.
6. Answers to the questions included in the RFP.
7. Current Texas local government references for treasury management services.
8. Depository Contract.
9. Proposed wire transfer agreement.
10. Proposed three party (City of Alpine, the Depository, and Federal Reserve Bank or Federal Home Loan Bank) collateral agreement.
11. Proposed automated clearing house agreement.
12. Any additional agreements that require City approval.
13. Bid Form/Fee Schedule for Depository Services.
14. Explanation of the earnings credit rate along with a list of minimum ledger and collected balances required to earn interest. Also list the number of maximum transactions that may occur in the accounts.
15. Audited financial statement for the most recent fiscal year.
16. Ratings on outstanding debt.

f. Fee Schedule

Each proposer shall use the attached Bid Form in submitting a proposal. It is required that the Schedule be completed in its entirety.

If a service requirement cannot be provided by the proposer, the term "No Proposal" should be entered on the Schedule for that specific requirement. In the case of a "No Proposal" remark, the proposer may offer an alternative equivalent service for the City's consideration.

Services for which a proposer intends to charge a fee must have the applicable fee indicated on the Schedule. **Any service that does not have a fee indicated on the Schedule will be considered to be free of**

charge in the Depository Contract.

g. Designated Depository Contact Personnel

Upon selection, the Depository shall designate one account officer with authority and responsibility for the City's entire account. The Depository shall be responsible for training and communication the terms of this contract to all of its employees.

Upon selection, the Depository shall provide a list of personnel (including the physical location where each employee works) qualified to provide product information and assistance in the following areas during the City's business hours of 8:00 am to 5:00 pm Central Time, Monday through Friday. If personnel are not available during the City's business hours, please specify the times that personnel are available:

1. General Information
2. Accounting and Bookkeeping
3. Deposit discrepancies
4. Wire Transfers
5. Reconciliations
6. ACH Services
7. Balance Reporting
8. Pledged Collateral
9. Positive Pay
10. Automated Clearing House
11. Name of Branch Manager and contact information at each back located in City of Alpine and neighboring Cities.

h. Agreements

The following is a list of agreements which shall be executed between the successful depository and the City, and which shall be effective January 1, 2023:

1. Depository Contract
2. Wire Transfer Agreement
3. Third Party Custodial/Three Party Collateral Agreement
4. Automated clearing house agreement
5. Positive Pay Agreement (City of Alpine currently does not use Positive Pay agreement. In the event the City requires Positive Pay services, the City will agree with the depository under separate agreement to the terms and conditions. Fees will be negotiated that time.)

Additional services may be added during the contract period which might require supplemental agreements to be added to the original contract. All supplemental agreements to the Depository Contract must be approved as to both form and content by the City. All supplemental agreements will be attachments to the Depository Contract.

The Depository Contract shall provide that the City reserves the right to cancel any agreement at any time upon 60 days prior written notice of its intent to terminate any agreement. The designated depository shall provide the City 60 days' prior written notice of its intent to terminate any agreement.

i. Account Structure

The City reserves the right to open or close any number or types of accounts throughout the contract period. The City currently has 16 accounts. The following are primary accounts used by the City:

1. General Fund – NOW Account (Master Account)
2. Water-Sewer-Sanitation - NOW Account
3. Health Insurance Account – NOW Account
4. Motel Tax – NOW Account
5. Gas Department – NOW Account
6. Airport – NOW Account
7. I&S – NOW Account

j. Deposits

Each day, the City deposits currency, coins, checks directly to the Depository.

The Currency and cash deposit volume averages \$300,000 per month. The volume is about 4,000 checks per month. The city receives funds at multiple locations including – City Hall, the Municipal Court, Alpine Police Department, and Alpine Animal Control.

If the Depository is processing and discovers an error in the City's deposit, the City requires a written notification noting adjustments with appropriate documentation attached to justify the correction to the City's account. The City also requires written notification of the credit or debit advice immediately after the account is adjusted. All checks returned must be presented **twice** for clearance before returning the item to the City.

k. Account Reconciliation Services

The operating account will require deposit account reconciliation.

The City must receive statements for all accounts within five (5) business days after month end. The statement must include all transactions which occurred in the account during the month. The statement can be delivered via electronic format. If this is your intended method, include a sample of the statement with your proposal.

l. Internet Banking Requirements

The City requires an Internet based system that allows inquiry and downloads and includes reports that can be utilized for balance accounts and other reconciliation purposes. This Internet based system will include but not be limited to the following:

1. Current Day Balance Report
2. Previous day Balance Report
3. Debit and Credit Detail
4. ACH Activity Report
5. Positive Pay Activity Report
6. Stop Payment Status Report
7. Wire Transfers
8. Ability to view images of checks cleared in the last 180 days
9. Monthly Bank Statements

m. ACH Transactions

The City receives/sends ACH payments for the following purposes:

1. Utility payments from customers (a file is transmitted monthly to the depository. The file contains the citizen's bank account information in order to complete an ACH draft for payment of utility bills.)
2. Payroll Direct Deposit Compensation
3. Transactions with the State of Texas
4. Transactions with the Federal Government
5. Transactions with other governmental and nongovernmental entities.

n. Wire Transfers

The City requires internet-based repetitive and non-repetitive wire transfer services. The City also requires the ability to verify and monitor

the status of incoming and outgoing wire transfers online. All outgoing wire transfers will be released within one hour of origination.

o. Debit and Credit Adjustments

All debit and credit adjustments will be delivered to the City with supporting documentation as the entries are made daily throughout the month. The monthly bank statement must include a copy of all debit and credit adjustments. Adjustment documentation must include description, date and amount. The City will not be responsible for the cost of credit and debit adjustments caused by bank error.

p. Direct Fees for Services Provided

The City desires an equitable reimbursement arrangement for the banking services provided. A flat monthly fee or a direct fee basis for services provided by the bank with an offsetting earnings credit for available balances are the methods preferred. The direct fee basis for services provided by the bank requires monthly service costs for all accounts and the total monthly earnings credit for all accounts on the account analysis statement. The net of total service cost and total earnings credit equals net banking service costs for the month. Credit must be given for all account balances grouped together and not single account balances. If the cost of any fees are contingent on the City maintaining a specific account balance at the bank, clearly indicate in your proposal the minimum balance required for the fee proposal, and indicate the alternate fee structure if the minimum balance is not maintained.

q. Account Analysis

The City will require an account analysis each month, which will include the following:

1. Volume Counts
2. Itemization of fees charged by service and total service charge
3. Average ledger balances
4. Average uncollected funds
5. Average collected balances
6. Reserve requirements
7. Earnings credit rate

Proposals must explain the method or calculation used to determine the earnings credit rate applied to balances on the monthly account analysis. Identify which balance, ledger or collected, to which earnings credit shall

be applied, and if a percentage reserve requirement is subtracted from this balance. Identify if the earnings credit requires the maintenance of any minimum or maximum balances. Proposals must also include the methodology used to determine the average daily ledger balance, average uncollected funds, and average collected balances.

r. Returned Items

All deposits that do not clear the first time must be submitted a second time before returning the item to the City. A returned check that does not clear on the second attempt shall be returned to the City after the second attempt.

s. Daylight Overdrafts/ Funds Availability

The Depository will not charge a fee for daylight overdrafts. When a daylight overdraft is anticipated, a member of the City staff will notify a designated Depository Official about the situation. Provide a schedule of funds availability.

t. Positive Pay

The City does not currently use Positive Pay.

u. Collateral Requirements

The Depository is required to comply with Government Code Chapter 2257, Collateral for Public Funds. Eligible securities as defined in Chapter 2257 and identified below shall be deposited with a third party custodian, (Federal Reserve Bank or Federal Home Loan Bank) prior to the deposit of City Funds. In order to protect the City's security interest in the pledged collateral under the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), it is required that a collateral agreement between the City, Depository and approved custodian be signed by all parties prior to the deposit of City Funds. The collateral agreement must be approved in resolution form by the Board of Directors or Loan Committer of the Depository as reflected in certified minutes given to the City. The resolution must also state that the officer signing the collateral agreement is authorized to sign on behalf of the Depository. The signed collateral agreement, Board Resolution, and minutes certifying approval of the collateral agreement must be presented to the City prior to the deposit of City funds.

The pledged collateral must be maintained at all times during the term of the Depository contract and equal to 102% of the account balance.

Other request for additional collateral will be made on an as needed basis. If a minimum balance is required to maintain a specific account fee structure, collateral must be set at a reasonable level higher than the minimum required balance.

The following securities are approved collateral for City funds:

1. FDIC insurance coverage
2. United States Treasury Notes, Bills or Bonds or Obligations fully and unconditionally guaranteed as to principal and interest by the full faith and credit of the United States.
3. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
4. A bond of the State of Texas or a county, city or other political subdivision of the State of Texas having been rated at no less than "A" or its equivalent by a nationally recognized rating agency with a remaining maturity of ten years or less.
5. Obligations of the United States' agencies and instrumentalities, limited to the FHLB, FNMA, FFCB, and FHLMC mortgage backed securities issued by the Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Farm Credit Bank.
6. An irrevocable standby letter of credit issued by the City by the Federal Home Loan Bank.

Corporate debt which has received full faith and credit guarantees from the FDIC or other agencies is not acceptable.

The Depository may substitute approved securities as long as the total value of the pledged securities meets the required levels. Substitution may be made after obtaining permission from the City's Director of Finance or the appointed designee. The Depository may also request release of securities whenever the total amount pledge is in excess of City requirements.

The securities pledged shall be held in safekeeping under the name of the depository bank and pledged to the City of Alpine. The City, Depository, and third party custodian shall operate in accordance with a Third Party Custodial Agreement signed by all parties. This agreement must clearly state that the third party custodian is instructed to release collateral securities to the City when the Depository has failed to pay on any accounts, or is in default of this agreement, or the City believes the

funds are in jeopardy for whatever reason including involuntary closure by order of a federal regulatory authority, or change of ownership, and the instructions for release have been formally requested by the Director of Finance or appointed designee. The City does not intend to participate in any state sponsored pooled collateral programs during the term of the contract.

Upon receipt of the collateral, the third party custodian shall provide the City information detailing the security.

The Depository shall provide the City a report of securities pledged on a monthly basis or at any time requested by the Director of Finance or a designated representative. This report must reflect the following information as of the end of the month and be delivered within seven (7) business days after month end/

Total pledged securities itemized by:

1. Security Description
2. CUSIP Number
3. Par Value
4. Market Value as of the report date
5. Maturity Date
6. Bond Rating, if applicable

v. Stop Payments and Voids

The City will require the Depository to issue stop payments upon telephone or internet notification from authorized staff. The method of stop payment notification is at the City's discretion. The City will provide all stop payment information, and the Depository will provide the City with hard copy confirmation for each stop payment.

The City will require the Depository to issue voids on checks from authorized staff. The City will provide all information to void a check. The Depository must confirm the status of the check before the void is processed.

w. Additional Services

Provide information, including costs, of additional services which could enhance the City's banking practices.

V. Questions Requiring Responses

1. Provide the name and location of the disbursement bank that would be handling the City's checks. How many check presentments will this bank have? What times are these presentments made? What percent of the dollars are received at each presentment? What are the average daily dollars and items at each Controlled Disbursement site?
2. Please provide an estimate of the disbursement bank's clearing times from the most current survey available.
3. What back-up arrangements for check processing exist in case of system failures?
4. Please describe the partial or full reconciliation service offered by the bank and attach a sample reconciliation statement.
5. How long are stop payment orders effective? Does the bank offer automated stop-payment including confirmations over an online system?
6. Automatic Payroll Direct Deposit is a service the City offers its employees. The City has an average of 68 employees and 49 are set up for direct deposit for payroll. The bank would be required to produce bi-weekly payroll transfers furnished by the City in ACH format for transfer of funds directly to the employee bank, savings and loan, or credit union account. Please state the bank's procedure for this service and list appropriate cut-off times that would apply.
7. Has the bank had any significant problems noted by regulatory agencies in the past 24 months? If yes, please explain. Indicate the bank's capital to assets and return on assets ratios for the last three years.
8. Please describe the process by which service problems can be resolved. What person or organizational unit is available for complaint or problem resolutions?
9. The City may have ACH debit and credit transactions in addition to auto-mated payroll deposit services and utility billing drafts. Does the bank have a service that allows the City to specify certain parameters under which the transactions would be either accepted or blocked? If so, please describe the service, list charges, and attach a sample agreement.
10. Describe any other cash management or banking services that could be offered to the City. List all charges that apply.

11. For what period of time can checks, account statements, and voids be viewed online?
12. What are the specific status messages when inquiring online on a check?
13. What systems are compatible with your online banking system? Apple iPad, iPhone, Android, etc..
14. How often do you experience system issues? What is the turnaround time for resolution?
15. Are all uncashed checks on an outstanding check list, regardless of the age of the check?
16. Detail your procedures and cut-off times for ACH payments.
17. Identify in your proposal the provisions for the release of wire transfers.
18. Identify in your proposal the provisions for the release of wire transfers.
19. Please provide an explanation of your positive pay service, including what information will be provided to the City, and also what file layouts and methods are used for transmission of information.
20. What is the time frame for implementation?
21. In addition to the reports listed under "Internet Banking Requirements," detail any other internet services available. Provide detail on the timing of when current day transactions are available for viewing online.

VI. Security Clearance and Safekeeping Services

a. Fee Schedule / Pricing

Services for which proposer intends to charge a fee must have the applicable fee indicated on the Bid Form. **Any service that does not have a fee indicated on the Bid Form will be considered to be free of charge.**

All charges for securities clearance and safekeeping, including fees passed on from the Federal Reserve Bank will be included on the account analysis statement and not deducted from each security settlement. The City will pay for these charges monthly.

The fees and charges presented in this proposal shall remain firm for the entire term of the contract.

b. Selection Criteria

The City of Alpine will select the proposal that is determined to be the most advantageous to the City, considering the relative importance of the following criteria and weights and any other facts considered relevant by the City. The City reserves the right to request presentations and demonstrations from some or all proposers in order to further develop evaluation scores.

1. 45% - Ability of the proposer to provide the safekeeping services described in the RFP (Required Information Section 1)
2. 40% - Total Cost to the City. (Required Information Section 2)
3. 15% - Experience and success in providing safekeeping services to municipal governments in Texas. (Required Information Section 3)

c. Required Information

Each proposal must include the following:

Section 1 –

1. Description of services to be provided.
2. Audited financial statements for the most recent fiscal year
3. Sample of monthly statement
4. Proposed safekeeping agreement with the Safekeeping Agents bank's trust department or third party for the City's investment securities.

5. Sample confirmation statement.

Section 2 –

6. Provide a Fee Schedule for Securities and Safekeeping Services

Section 3 –

7. Company profile including structure and longevity of company and resumes of key personnel.

8. References. (Client Work History)

Proposers are cautioned that the City may use information obtained from other sources as well as information submitted in the proposal for evaluation of past and present performance.

d. Additional Items

Additional services may be added during the contract period which might require supplemental agreements to be added to the original contract. All supplemental agreements to the Safekeeping Services Contract must be approved as to both form and content by the City. All supplemental agreements will be attachments to the Safekeeping Services Contract.

The Safekeeping Services Contract shall provide that the City reserves the right to cancel any agreement at any time upon thirty (30) days prior written notice of its intent to terminate any agreement.

e. General Requirements

The Safekeeping Agent may act as transfer agent for some or all security transactions.

1. All security transactions shall be executed delivery versus payment. (ie – payment shall not be made until the security is received)
2. The City requires safekeeping accounts that allow debits and credits to be made to City bank accounts.
3. The Safekeeping Agent must have the capability of executing transactions on behalf of the City, through the Depository Trust Company (OTC) and Federal book entry security purchases and sales through the Federal Reserve Bank. The City will hold the Safekeeping Agent responsible for carrying out all normal securities clearance and safekeeping transactions.
4. Controls for securities clearance will be established by mutual agreement.
5. The City expects the Safekeeping Agent to give prompt notification of any settlement problems, including securities

delivered where the instructions do not match or where instructions have not been provided by the City to the Safekeeping Agent.

6. A safekeeping confirmation for each security transaction will be issued to the City within two (2) business days of settlement. The confirmation can be delivered via electronic format. If this is your intended method, include a sample of his document with your proposal.
7. A monthly report listing all securities held in safekeeping be issued to the City within two (2) business days of the end of each month. The monthly report can be delivered via electronic format. If this is your intended method, include a sample of this document with your proposal.

VII. Additional Required Forms

1. Vendor Acknowledgment Form
2. Vendor Supplemental Information
3. Conflict of Interest Questionnaire
4. Bid Form
5. Banking Services Cost
6. Client Work History

Vendor Acknowledgment Form

The undersigned hereby certifies that he/she understands the specifications, has read the document in its entirety and that the prices submitted in this bid/proposal have been carefully reviewed and are submitted as correct and final. Vendor further certifies and agrees to furnish any or all products/services upon which prices are extended at the price offered, and upon conditions in the specifications of the Invitation for Bid/Proposal.

The following information must be filled out in its entirety for your proposal to be considered.

Company Name: _____

Address of Principal Place of Business: _____

Phone/Fax of Principal Place of Business: _____

Email Address of Representative: _____

Authorized Representative:

Signature: _____

Title: _____

Date: _____

Printed Name: _____

VENDOR SUPPLEMENTAL INFORMATION

The following information is required for contract development.

1. In what state was your business formed? _____

2. Provide the following information for the person authorized to execute contracts on behalf of your organization:

Name _____ Title _____

Mailing Address _____

City, State, Zip _____

3. Provide the following information for the contact person authorized to implement this contract on behalf of your organization:

Name _____ Title _____

Mailing Address _____

City, State, Zip _____

4. Select and complete one of the following:

Is your business a

Sole Proprietorship _____

General Partnership _____

Omitted Partnership _____

Corporation _____

Limited Liability Company _____

Other Entity (not listed) _____

Legal Name of Business _____

Business Address _____

City, State, Zip, _____

**CITY OF ALPINE
RFP FOR BANKING SERVICES
BID FORM**

Accounts Offered

Type of Account	Criteria for Account	Interest Rate Basis

Bidder should submit a sample of monthly account statement or a sample of the monthly billing document.

Collateral Requirements

Collateral to be provided as specified: Yes _____ No _____

Third Party Safekeeping/Clearing Agent: Yes _____ No _____

Provide a written cost proposal with this form.

Listing of securities to be initially pledged:

Bidder should submit a copy of the Safekeeping Agreement to be used in the event of Depository award.

Banking Services Cost

Monthly Maintenance Charge	\$	Per Account
Credit Entries	\$	Per Item
Debit Entries	\$	Per Item
Items Deposited	\$	Per Item
Wire Transfers - Incoming	\$	Per Item
Wire Transfers - Outgoing	\$	Per Item
Returned Checks	\$	Per Item
Stop Payment	\$	Per Item
Photo Copies (account items)	\$	Per Item
Telephone Balance Inquiries	\$	Per Item
Bank Drafts	\$	Per Item
Extra Statements	\$	Per Item
Check sorting numerically	\$	Per Item
Direct Deposit- Payroll Transactions	\$	Per Item
Online Transaction Detail	\$	Per Item
Other	\$	Per Item

Indicate methodology used to compute earning allowance:

Banking Services Cost - Continued
Other Services and Supplies

Will Provide

Service	Yes/No	Charge	Comments
Deposit Slips			
Locking Bank Bags			
Safety Deposit Box			
Coin Envelopes			
Currency Bands			
Money Orders			
Cashier's Checks			
Traveler's Checks			
Letter of Credit			

Suggestions

Offer any suggestions to improve services and/or offer cost savings:

**Banking Services Cost- Continued Other
Services Offered**

1. Bank will honor as current day posting all transactions received by o'clock when delivered to the bank facility.
2. Bank should describe online services available to the customer by computer/modem hookup such as daily transaction lists, balance inquires, automated wire transfers, transfers between City accounts.
3. Other services offered: _____

The undersigned hereby certifies that he understands all the terms, conditions, and specifications and has read them carefully and will furnish and deliver all articles or services specified within this document as is or with the exceptions noted below:

This proposal was requested by the City and is made by Bidder with the expressed agreement and understanding that the City reserves the right to reject any and/or all proposals and the further right that if any portion or provision of this bid and/or any contract between the Bidder and City entered into by virtue thereto is invalid, the remainder of this bid and/or resulting contract at the option of the City shall remain in full force and effect, and not be affected by said invalid portion or provision.

Bank Name. _____

Telephone _____

Fax _____

Email _____

Date _____

CLIENT WORK HISTORY

list all references for contracts similar in scope.

1. Client Name _____
Contact Name _____
Phone Number _____
Dates of Service _____
Brief Description of Service Provided

2. Client Name _____
Contact Name _____
Phone Number _____
Dates of Service _____
Brief Description of Service Provided

3. Client Name _____
Contact Name _____
Phone Number _____
Dates of Service _____
Brief Description of Service Provided

4. Client Name _____
Contact Name _____
Phone Number _____
Dates of Service _____
Brief Description of Service Provided

In the last three years, have you been released or removed from a job prior to the job being completed? Yes_____ No_____

If yes, give reason(s)_____

FORM CIQ CONFLICT OF INTEREST QUESTIONNAIR
For vendor or other person doing business with local government entity.

This questionnaire reflects changes made by HB 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date 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 knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

Name of Company: _____ Name of person who has a business relationship with local governmental entity: _____

_____ Check this if you are filling in an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7-business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

Name of local government officer with whom filer has employment or business relationship.
Name of Officer _____

(Item A, B, C, & D must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

- A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire? Yes _____ No _____
- B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section and the taxable income is not received from the local governmental entity? Yes _____ No _____
- C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds ownership of 10 percent or more? Yes _____ No _____
- D. Describe each employment or business relationship with local government officer named in this section.

Signature of person doing business with the governmental entity and date

Signature _____ Date _____