



INSTRUCTIONS TO BIDDERS

Bid Title..... **Depository Banks**
Bid Opening Date..... February 10, 2025
Bid Opening Time..... 10:00 am
Bid Number..... 25-1002
Mark Envelope..... Application for Depository Banks
Contact Person..... **Christina Mutz, County Treasurer**
Telephone Number..... **830-393-7310**

DESCRIPTION

Except for specification and requirements provided below, see the section Specifications/Minimum Requirements 5 & 6, there are no other fees charged to the vendor to participate.

The Commissioners Court of Wilson County reserves the right to reject any or all bids, in whole or in part, to waive any informality in any bid, and to accept the bid which in the County’s sole discretion, is in the best interest of the county. Late bids will be returned to the Bidder unopened.

Bank applications for County Depository, **must be delivered before 9 a.m. on Monday, February, 10, 2025 to the office of the County Auditor, in the Wilson County Courthouse, Floresville, Texas.** Applications received after that time to the County will not be accepted. Applications must be submitted in a sealed envelope or packet marked “Application for Depository Banks”. Must include a statement of the paid-up capital stock and the permanent surplus of the applicant bank. Also, a statement of the financial condition of the bank must be included along with the good faith check.

Public opening of the bids will be held in the Commissioner’s Courtroom at the Wilson County Courthouse, Floresville, Texas on Monday, February 10, 2025 at 10 am.

Bids may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Bidder to guarantee authenticity.

The bank agrees, if this bid is accepted, to furnish any and all services upon which fees or interest rates are offered and upon the terms and conditions contained in the Specifications. The period for acceptance of this bid will be thirty (30) calendar days unless a different period is noted by Bidder.

Bids must be submitted on the attached Bid Worksheet. By returning the Bid Worksheet, the Bank certifies that:

1. All rates and fees bid are to be firm for one (1) month.
2. Award of contract(s) will be executed by the Wilson County Commissioners’ Court and will be confirmed by an award letter.
3. Any deviations from these terms and conditions must be stated as such when returning the Bid Worksheet.

The County will make every effort to adhere to the following schedule.

1/13/2025	Approval to advertise for bids for bank depository
1/22/2025	First notice published in newspaper
1/29/2025	Second notice published in newspaper
2/5/2025	Third notice published in newspaper
2/10/2025	Deadline for applications
2/24/2025	Approval of Depository Bid by Commissioners Court
5/1/2025	New Contract begins with depository bank

SPECIFICATIONS/MINIMUM REQUIREMENTS

1. It is the intent of Wilson County to execute a contract with a bank desiring to be designated as the County Depository Bank for County funds and for Trust funds of the County and District Clerk. By returning the Bid Worksheet, Bank acknowledges that it understands the Local Government Code of the State of Texas, Chapter 116.001 through 116.155 that pertains to the managing and safekeeping of County fund and that it will comply with that statute.
2. Term – The bank contract will be effective for a period of four (4) years ending sixty (60) days from the time fixed by law for the next selection of a depository. If a timed deposit maturity extends beyond the expiration date of the depository contract, the Bank will pledge sufficient securities required by law for public funds to Wilson County to provide for the maturity of the time deposit. The contract shall allow the bank to negotiate new terms of the contract for the final two (2) years of the four (4) year contract as established in Sec. 116.021 (b). On the renewal of a contract, the county may negotiate new interest rates and terms with the bank for the next two (2) in the same way and subject to the same conditions as provided by Subsection (b).
3. Award of Contract – Wilson County will award the Bank contract based on the following criteria:
 - a. Bank's past and prospective financial condition
 - b. Net rate of return on County funds
 - c. Ability to meet service requirements 360
 - d. Cost of services
4. Bank applications for County Depository Bid, **must be delivered before 9am Monday, February 10, 2025, to the office of the County Auditor located in the Wilson County Courthouse, Floresville, Texas.** Applications must include a statement of the paid-up capital stock and the permanent surplus of the applicant bank. Also, a statement of the financial condition of the bank must be included along with the good faith check.
5. Each application must be accompanied by a cashier's check or a certified cashier's check for one-half of one percent of the county's estimated revenue for the fiscal year ending September 30, 2025, payable to Wilson County as a guarantee of good faith on the part of the applicant. Good faith checks should be in the amount of \$251,708.58. The check will be held by the County until a Depository Bank is selected and the bond and/or security have been filed.
6. After selecting one or more county depositories, the Commissioners Court shall immediately return the certified checks of the rejected applicants. The Commissioners Court shall return the check of the successful applicant when the applicant executes and files a depository bond and or securities that is approved by the Commissioners Court.

If the bank is selected as a depository and does not provide the bond and securities, the county shall retain the amount of the check as liquidated damages, and the County Judge shall re-advertise for applications, if necessary, to obtain a depository for the County.

7. The County requires, as per State law that its depository bank pledge as collateral to the County securities in an amount equal to the amount of County funds on deposit in the depository.
8. Within fifteen (15) days after the date a bank is selected as a county depository, the bank must qualify as the depository by providing security for the funds to be deposited by the county with the bank. The depository may secure these funds at the option of the Commissioners' Court by:
 - a. Personal bond; surety bonds; bonds; notes and other securities; first mortgages on real property; real property; certificates of deposit or a combination of these methods, as provided by this subchapter; or
 - b. Investment securities or interest in them.
9. The amount of securities pledged against Wilson County funds shall be subject to change as deposits fluctuate. Securities shall at all times be adequate to collateralize County funds according to the laws of the State of Texas. Changes in the amount of securities pledged require the approval of the Wilson County Auditor and the Wilson County Treasurer. Securities pledged must be held by a Third-Party Bank approved by Commissioners' Court or at the Federal Reserve Bank.
10. Interest and Interest Rate – Variable interest rate bids and fixed interest rate bids on accounts and certificates of deposit shall be quoted by the Bank. Wilson County reserves the right to select the rate most favorable to the county any time during the term of the contract, subject to banking laws, at any time during the term of the contract, within the guidelines of Section 116.021 (b) of the Code.
11. Banks will specify on the bid worksheet their charges for services in connection with the maintenance of the County's checking accounts. Charges not detailed on the worksheet will be provided at no cost to the County.
12. Wilson County reserves the right to invest a portion of its funds in external investments in accordance, with the Laws of the State of Texas and the Investment Policy of Wilson County.
13. Submitting Financial Statements – All Banks wishing to be designated as a Depository Bank must state the amount of the Bank's paid-up capital stock and permanent surplus and must submit a statement showing the financial condition of the Bank on the date of the application.
14. Each application shall provide their policies to ensure the maximum-security measures.

TYPES OF INTEREST-BEARING ACCOUNTS

1. Interest Bearing Checking Accounts – Wilson County will have accounts established under these specifications for disbursing checks written on Wilson County funds. Checks and transfers will be written from these accounts; and wire transfers, ACH transfers, internal bank transfers or deposits will be made to these accounts.
2. Money Markets Accounts – Separate accounts are established under these specifications for daily operating transactions. These accounts will be used when their rates exceed IBCA's.

3. Certificates of Deposit – if issued by a state or national bank domiciled in this state or a savings and loan association domiciled in this state and is guaranteed or insured by Federal Deposit Insurance Corporation or its successor.

SERVICES PROVIDED

1. Reports – A detailed collateral-to-deposit report is required. The reports shall contain security descriptions, par value/current face and current market value. To compensate for increases or decreases in county deposits and fluctuation of market value of pledged collateral, the minimum market value of collateral will be 110% of county deposits.
2. Statements – Monthly statements will include checks, deposit slips, transfer slips and debit and credit memos. Processed for ALL accounts. The daily ledger balances, number of debits, number of credits, and other items on which charges are based, should also be included in each monthly statement.
3. Statements should be processed and ready to download no more than (5) business days after the close of each month.
4. Contact Person – The Bank will specify an Officer of the Bank who will be responsible for attending to inquiries, requests for services, and daily activities regarding the managing of Wilson County accounts.
5. Positive Pay – The County is currently using positive pay for our general operating checking account and requires the service in the new contract with complete indemnification for fraudulent checks.
6. Stale Dated Checks – The Bank will agree not to honor stale dated checks on Wilson County accounts which are not endorsed by the County as acceptable after the 90-day limit.
7. Standard Disbursement Services - Standard disbursing services for all accounts are required to include the payment of all County checks upon presentation.
8. Standard Deposit Services – The Bank will guarantee immediate credit on all wire transfer, ACH transactions and Government checks upon receipt and all other checks based on the Bank's availability schedule. All deposits received before the Bank's established deadline will be credited daily.
9. Direct Payroll Deposits – The County disburses all of our payroll checks by Direct Deposit and may, in the future desire to have the ability to process certain accounts payable by electronic funds transfer. Please indicate on your bid, your willingness to accept such transactions and whether or not your Bank has the capabilities to handle such transactions.
10. Remote Capture – The County currently uses Remote Capture to deposit the checks and money orders that all the County offices receive.
11. Online Banking
12. Other Specific Services – As described on the Bid Worksheet the Bank will acknowledge services provided and attendant fees for such.

13. Courier – In the event the County awards the bank depository bid to an out-of-town bank, will the bank agree to provide courier service at no charge, where a time will be specified for pickup of deposits at the Treasurer’s office daily for transportation to the bank via locked deposit bags.

**Bid Worksheet
Depository Banks**

Interest Bearing Checking Accounts:

_____	_____
*Variable Interest Rate	Fixed Interest Rate

Money Market Accounts:

_____	_____
*Variable Interest Rate	Fixed Interest Rate

Savings Accounts:

_____	_____
*Variable Interest Rate	Fixed Interest Rate

CERTIFICATES OF DEPOSIT:

TERM	LESS THAN	MORE THAN
	\$ _____	\$ _____
_____	+ _____ basis points	+ _____ basis points
_____	+ _____ basis points	+ _____ basis points
_____	+ _____ basis points	+ _____ basis points

* Variable Rate = _____

CERTIFICATES OF DEPOSIT	-	Fixed Interest Rate
TERM		
_____		_____ %
_____		_____ %
_____		_____ %

Minimum balance requirement per account will be listed below:

<u>Services Provided:</u>	<u>Yes</u>	<u>No</u>	<u>Dollar Amount of Fee</u>
1. Account Maintenance on Interest Bearing Checking Accounts	_____	_____	_____
Comment:			

2. Account Maintenance on Money Market Accounts	_____	_____	_____
Comment:			

3. Account Maintenance on Saving Accounts	_____	_____	_____
Comment:			

4. Account Maintenance on Credit Card Clearing Account	_____	_____	_____
5. Client Analysis	_____	_____	_____
6. Furnish deposit slips and deposit books	_____	_____	_____
7. Night depository services, including bags and keys	_____	_____	_____
8. Stop payments issued	_____	_____	_____

Comment:

Yes

No

Dollar
Amount
of Fee

9. Money Orders or Cashier's Check

Comment:

9. Money Orders or Cashier's Check

Comment:

10. Electronic Federal Tax Payments

Comment:

11. Wire Transfers: Incoming

Outgoing

Comment:

12. ACH Service Transfers:

Outgoing-Bank Initiated

Computerized

File Transfers

Comment:

	<u>Yes</u>	<u>No</u>	<u>Dollar Amount of Fee</u>
13. Overdraft Protections	_____	_____	_____
14. Returned Items	_____	_____	_____
15. Quatity, quality and type of checks as required by the county including laser generated checks	_____	_____	_____

Comment:

16. Safety Deposit Box	_____	_____	_____
17. Bank Bags	_____	_____	_____
18. Monthly Statements / all Accounts	_____	_____	_____
19. Canceled Checks Returned	_____	_____	_____
20. Check Safekeeping	_____	_____	_____
21. Research, Copies	_____	_____	_____
22. Magnetic Bank reconciliation	_____	_____	_____
23. Sequential Check Sorting	_____	_____	_____
24. Lock Box	_____	_____	_____
25. Remote Capture	_____	_____	_____
26. Online Banking	_____	_____	_____

Comment:

27. Additional Services and Charges – Are there any additional charges for the requested collection, disbursement investment or miscellaneous services? If so, please describe and indicate the fee per unit.

	<u>Yes</u>	<u>No</u>	<u>Dollar Amount of Fee</u>
Other Services:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Payment for Services:

It may be the County’s request that the bank bill and accept direct payment for services at the unit prices indicated in the previous sections. Please indicate whether the bank will accept this method of payment.

Yes	No
_____	_____

If the county elects to pay the bank for services, each account billing will be presented monthly in hard copy with charges being on a straight fee basis with account balances not being a factor in determining the fees that are due.

Bank **must** complete the below information to validate the bid for Depository Bank.

The undersigned **affirms** that they are fully authorized to execute this contract; that this Bank has not prepared this bid in collusion with any other bidder; and that the contents of this bid as to fees, interest rates, terms, or conditions of said bid have not been communicated by the undersigned, nor by any employee or agent, to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid.

Name and address of Bidder:

All unsigned Bids will be disqualified.

Signature: _____

Name: _____

Title: _____

Telephone No.: _____