

Jones County
PO Box 747
Anson, TX 79501
325-823-3742 Phone
325-823-2065
amber.thomposn@co.jones.tx.us

March 24, 2017

TO: Jones County Banks
RE: Jones County Depository

Ladies and Gentlemen:

Jones County is currently seeking competitive proposals for banking services from banks located in Jones County.

Jones County is seeking a contractual banking relationship that conforms to all applicable state and federal laws, which will provide for all banking services required for the funds of Jones County, (pursuant to Sec. 116.021, V. T. Local Government Code and V.C.T.S. 842a-2).

The County requests a four year contract, with selection to be determined by the Jones County Commissioners' Court.

Sealed proposals from banking corporations desiring to be selected as Depository, will be accepted in the County Judge's Office prior to, but no later than, 9:00 a.m., on **April 24, 2017**. Proposals will be opened in the regularly scheduled Commissioners' Court at that time.

Proposals should be addressed to the Commissioners' Court of Jones County, and delivered to Dale Spurgin, Jones County Judge. Any questions concerning this proposal should be addressed to County Treasurer, Amber Thompson, at 325-823-3742. Proposals received later than the date and time above will be returned unopened. Incomplete proposals shall be dismissed.

Proposals must be submitted on the attached Bid Proposal Worksheet. Proposals not submitted on the attached Bid Proposal Worksheet, using the EXACT format provided, will be disallowed. You are encouraged to offer any alternative approaches which will further enhance our operational and financial success.

The County expressly requests that proposers not discuss this bidding process or the bank's

plans, experience, or credentials with other banks or any member of Commissioners' Court until requested by county officials to make a personal presentation.

The County expressly makes no representation that County deposits will continue at the same level of previous years, or that the character of deposits will follow the same or similar patterns of previous years.

A Certified or Cashier's Check for **\$38,900.00** must accompany the bid and is tendered under the terms of the law (116.023, V.C. Local Government Code) and of these conditions.

Jones County reserves the right to reject in part or in whole any or all bids, waive minor technicalities, and award the bid which best serves the interest of Jones County. Jones County reserves the right to informally negotiate certain finer points of the final contract with a qualified offeror.

Very Truly Yours,

Dale Spurgin
Jones County Judge

Amber Thompson
Jones County Treasurer

REQUEST FOR PROPOSAL

PROPOSAL TITLE: JONES COUNTY BANK DEPOSITORY CONTRACT

OPENING DATE: April 24, 2017

RECEIVING DEADLINE: 900 A.M.

OPENING TIME: 9:00 A.M.

CONTACT PERSON: AMBER THOMPSON

(325) 823-3742

E-mail: amber.thompson@co.jones.tx.us

**SPECIFICATIONS FOR PROPOSALS
JONES COUNTY BANK DEPOSITORY CONTRACT**

**The selection of County Depositories and the terms of depository contracts are governed by Tex. Loc. Gov't. Code Ann., Chapter 116 and Chapter 117
(Vernon 1999 and Supp. 2000)**

GENERAL SPECIFICATIONS:

- 1.1 **SCOPE OF THE CONTRACT** - It is the intent of Jones County to execute a contract with a bank desiring to be designated as the County Depository Bank. The Contract will include Jones County Public Monies, including all funds collected by the Jones County Tax-Assessors Collector, District and County Attorneys, Sheriff, District and County Clerks, Community Supervision, Juvenile Probation, Historical Commission, and all accounts opened using the Jones County Tax ID number.
- 1.2 **RESPONSE REQUIRED FOR EACH ITEM OF THE BID PROPOSAL WORKSHEET** – Proposals must be submitted on the attached Bid Proposal Worksheet. Proposals not submitted on the attached Bid Proposal Worksheet, using the exact format provided, will be disallowed. Responses should be carefully considered.
- 1.3 **MINOR EXCEPTIONS** – Minor exceptions, conditions, or qualifications to the provisions of the County’s specifications must be clearly identified as such, with the reasons therefore.
- 1.4 **DOCUMENT ON DISK** – At Bidder’s request, this document will be furnished on an accompanying Excel file containing a Fee Worksheet, which will facilitate the completion of the bid. This package will be available from the Jones County Treasurer.
- 1.5 **EVALUATION PROCESS** – Jones County will award the Depository Bank contract based on, but not limited to, the following criteria:
 - a) Bank’s financial position.
 - b) Bank’s ability to pledge adequate securities against County funds.
 - c) Experience in providing requested depository services for other public entities.
 - d) Net rate of return on County funds.
 - e) Ability to meet service requirements.
 - f) Cost of services.
 - g) Cash management products available that will enhance the County’s banking procedures.
 - h) The experience and continuity of the bank officials who have been identified as primary contact personnel.
- 1.6 **INTERVIEWS** - The County may require bidding Banks to attend an interview with the Jones County Officials reviewing the proposals.

- 1.7 **QUESTIONS AND CLARIFICATIONS** – Any questions or requests for clarifications should be submitted to:

Amber Thompson, County Treasurer
Phone: (325) 823-3742 Fax: (325) 823-2065
E-mail: amber.thompson@co.jones.tx.us

CONTRACTURAL REQUIREMENTS:

- 2.1 **TYPE OF BANKING RELATIONSHIPS** – The Depository Bank will handle daily banking services including, but not limited to, checking accounts, other types of interest-bearing accounts, non interest-bearing accounts, time deposits, and/or Certificates of Deposit.
- 2.2 **COMPLIANCE WITH STATUTES** - By returning the Bid Package, the Bank acknowledges that it understands the Revised Civil Statutes of Texas (Article 2544, et. Seq., of the Revised Civil Statutes of Texas, as revised by Local Government Code, Chapter 116.000 through 116.155 as passed by the 70th leg. 1987; Article 2547 a,b,c; and Article 2558a et. Seq.) that pertain to the managing and safekeeping of County funds and will comply with those statutes.
- 2.3 **BANK AFFILIATION** – A bidding bank must be a member of the Federal Reserve System and the Federal Deposit Insurance Corporation. The bank must be a Federal or Texas chartered bank doing business in and having a service facility within Jones County.
- 2.4 **DURATION** - The Bank contract will be effective for a **period of four (4) years** ending sixty (60) days after the time fixed by law for the next selection of a depository, to-wit, **June, 2021**, or until such time as a new Bank has qualified as County Depository, whichever should sooner occur. If a time deposit or certificate of deposit maturity extends beyond the expiration date of the depository contract, the depository will pledge sufficient securities as required by law for public funds, to provide for the maturity of the time deposit or certificate of deposit.
- 2.5 **RENEGOTIATIONS** - This four year contract shall allow the bank to establish, on the basis of negotiations with the county, new interest rates and financial terms of the contract that will take effect during the final two years of the four year contract if:
- a) the new financial terms do not increase the prices to the county by more than 10 percent; and
 - b) the county has the option to choose to use the initial interest rate options, or to change to the new fixed or variable interest rate options proposed by the bank.
- 2.6 **INVESTMENTS MADE OUTSIDE DEPOSITORY BANK** - Jones County reserves the right to make investments outside the Depository Bank in accordance with the Laws of the State of Texas and the Investment Policy of Jones County, and/or as a result of a court order. All investment purchases shall be made on a delivery versus payment basis.
- 2.7 **SUBMITTING FINANCIAL STATEMENTS** - All Banks wishing to be designated as a Depository Bank will include as part of the Bid:

- a) The Bank’s last three (3) quarterly Uniform Bank Performance Reports.
 - b) The Bank’s last three (3) Call Reports
 - c) The Bank’s Annual Financial Reports for the past 2 years.
- 2.8 **GOOD FAITH GUARANTEE** – A Bank desiring to be the Depository Bank must submit with the Bid Proposal Worksheet, a certified cashier’s check in the amount of **\$38,900.00** (one-half of one percent of the county’s revenue for the preceding calendar year (Local Government Code 116.023)) payable to Jones County as a guarantee of good faith. The County will hold the check until a Depository Bank is selected and security has been filed. Checks submitted by banks not chosen as the Depository Bank will be returned immediately after the Depository Bank has been named.
- 2.9 **LIQUIDATED DAMAGES FOR NOT PROVIDING SECURITY** – As stated in Code Section 116.023:
 “If a bank is selected as a depository and does not provide the bond and/or security, the county shall retain the amount of the check as liquidated damages.”
 A new depository shall then be selected.
- 2.10 **SECURITY** - Within fifteen (15) days after selection of the Depository, the Bank so selected is to qualify as a County Depository. As soon as the contract for securities pledged is provided and approved by the Commissioners' Court, an order will be entered by the County designating the successful applicant, or applicants, as Depository for the funds of Jones County. This contract shall remain in place until sixty (60) days after the time fixed for the next selection of a Depository, to-wit, **June, 2021**, or until such time as a new Bank has qualified as County Depository, whichever should sooner occur. Thereupon, the County Treasurer will place with said Depository all the funds belonging to Jones County.
- 2.11 **PLEGGED COLLATERAL** -Pledged Securities in the amount provided by law under Sec. 116.054, Local Government Code will be provided in quantities sufficient to fully collateralize all of the Funds of Jones County and their subdivisions. Such securities shall be of those kinds provided by Local Government Code 116.054 and 2257.002, and as more specifically limited and described in Jones County Investment Policy. Notwithstanding any provision to the contrary, the County shall further restrict and limit the Securities to financial instruments as follows:
- a) United States Treasury Notes and Treasury Bonds; and,
 - b) An obligation that in the opinion of the attorney general of the United States is a general obligation of the United States and backed by its full faith and credit; and,
 - c) A general or special obligation issued by a public agency that is payable from taxes, revenues, or a combination of taxes and revenues; and,
 - d) A security in which a public entity may invest under Subchapter A, Chapter 2256, excluding collateralized mortgage obligations.
- The bank must be the true and legal owner of all securities, which will be pledged to the County. The securities must be free and clear of all liens, claims, or pledges for other purposes. The County will not accept any security acquired by the bank under a repurchase agreement. The securities will be deposited with the a lawfully qualifying financial institution which is owned and operated independently of the Bank, without expense to the County under an appropriate contract to be drawn to the provisions of Tex. Loc. Gov’t Code Chapter 116 and amendments in accordance with the

- application, if approved.
- 2.12 **COLLATERAL MANAGEMENT**- The Depository Bank must include, as part of the Bid, a statement as to how the bank intends to ensure, on a daily basis, that sufficient collateral is pledged to protect covered accounts. To compensate for increases or decreases in county deposits and fluctuations of market value of pledged collateral, the minimum market value of collateral will be at **105%** of County's deposits. Bidders should familiarize themselves with Government Code 2257.022 and Local Government Code Sec 116.084: If for any reason the county funds on deposit with the county depository exceed the amount of security pledged, the depository shall immediately pledge additional security with the County. A detailed monthly collateral report is required, containing security descriptions, par value/current face and current market value. A sample monthly collateral report will be provided as a part of the Bid.
- 2.13 **COLLATERALIZATION OF TRUST AND COURT REGISTRY ACCOUNTS** – The County places trust or court registry accounts and certificates of deposit under the tax ID numbers of the beneficiary. Collateralization of these accounts is required unless they are eligible for the Bank's FDIC coverage. The County will provide the tax ID numbers to the Bank and the Bank will monitor and collateralize these accounts in addition to accounts associated with the County tax ID number.
- 2.14 **VALUE OF COLLATERAL** - The Depository Bank must propose how it will value pledged securities. The County at any time may investigate the value of any of the securities that may be pledged by the Bank. The full cooperation of the Bank will be required in such instance.
- 2.15 **FDIC COVERAGE** – Bidder will specify their participation in FDIC programs, describing the level of coverage that is currently extended to their customers and the date through which this coverage extends.

SERVICE REQUIREMENTS:

- 3.1 **CONTACT PERSON** - Bank must identify a local senior level management person who will be responsible for overseeing the County's entire relationship, who will serve as the County's primary contact and who will be able to make decisions regarding operational aspects of this contract.
- Bank must also provide a list of contact personnel and phone numbers within the bank who are qualified to provide information and assistance in the following areas:
- General Information
 - Posting and Deposit Discrepancies
 - Stop Payments
 - Balance Adjustments
 - Collateral Adequacy
 - Internal Transfers
 - Wire Transfers
 - Online Banking Services
 - Certificates of Deposit rate quotes
 - Signature Cards

- Opening and Closing of Accounts
- Safe Deposit Boxes

- 3.2 **LOCATIONS** – Bank will provide a list of all physical locations in Jones County, including full address.
- 3.3 **ON-LINE SERVICES** - It is requested that as a part of the proposal the Depository Bank will provide access to internet banking services for daily reporting of account balances, wire and book transfers, collected and ledger balances, check imaging, stop payment requests, confirmations, and detailed debits and credits. Attach description, pricing, and sample reports for the internet banking services available. **Banks should be prepared to provide the Treasurer’s office an opportunity to physically work with this technology before the bid is awarded.**
- 3.4 **STATEMENTS** –
- Monthly and semimonthly bank statements will include images of checks, deposit slips, transfer slips and debit and credit memos processed for ALL accounts. The daily ledger balances, average daily collected balances, number of debits, number of credits, and other items on which charges are based, should also be included in each monthly statement.
 - Statements and Images of front & back of checks may be in the form of electronic or paper shall be furnished to the County at the end of cycle.
 - Statements should be available no later than five (5) business days after the close of each cycle.
 - A sample bank statement will be included as a part of the Bid.
- 3.5 **PAYROLL DIRECT DEPOSIT** - Bank must provide the capability for the county to utilize Direct Deposit payroll processing, allowing employees to select the bank of their choice. A statement describing the required Direct Deposit file format will be provided as a part of the Bid.
- 3.6 **ACH TRANSACTIONS**- Bank must provide for acceptance of ACH (Automated Clearing House) credits and debits. **Bank is required to provide detailed daily email notification of ACHs received, as well as ACH blocks on certain accounts.**
- 3.7 **WIRE TRANSFERS** - Bank must provide the ability to send wire transfers on an automated and manual basis, and also provide the ability to receive wire transfers. Bank must provide the ability to restrict outgoing wire transfers (debits) to only those authorized. Daily notification of wire transfers by email and/or fax is required.
- 3.8 **INTEREST RATES** - Floating interest rate bids and fixed interest rate bids on accounts and certificates of deposit will be quoted by the Bank. Jones County reserves the right to select the rate most favorable to the County at any time during the term of the contract, within the guidelines of Section 116.021 (b) of the Code.
- 3.9 **DISBURSEMENT SERVICES** - A successful Bidder will furnish standard disbursing services for all accounts to include the payment of all County checks upon presentment. Bank must also agree to cash, without charge to the County or County payee, a check whether or not the payee has an account with the Bank. This will

- include any of the Bank's locations or motor-bank facilities in Jones County, Texas.
- 3.10 **DEPOSIT SERVICES** - The Bank will guarantee immediate credit on all wire transfers, 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. Bank will include a copy of their Availability Schedule as part of the bid.
- 3.11 **CASH OVERDRAFTS** - For the purpose of determining cash overdrafts, the daily cash balance in all County accounts will be added together and if a negative balance occurs, the County's account is considered to be over-drafted.
- 3.12 **COMPUTERIZED OUTPUT** - The Bank must provide the capability for the County to download paid items that will be utilized in the bank account reconciliation process.
- 3.13 **SECURITY SAFEKEEPING** - Bank must provide for book entry/DTC acceptance and safekeeping of investment securities. A month end safekeeping statement including market values will be provided by the 10th day of the following month.
- 3.14 **PAYMENT FOR SERVICES** - The County may elect to pay for service either by direct fee payment or by compensating balance (account analysis).
- 3.15 **CASH MANAGEMENT** - On an ongoing basis the County will require cash management advice as to how accounts and procedures should be structured. Also, the County will want to be kept informed of recent developments in cash management products. Bidders are invited to propose additional cash management services that are not specified herein.
- 3.16 **EXPENSE ALLOWANCE** – State the dollar amount, if any, that the Bank will provide for expenses incurred due to changing depository banks (for example: checks, deposit slips, endorsement stamps, and etc.) Also state any ongoing annual expense allowance or discount related to these items.
- 3.17 **EMPLOYEE CHECKING ACCOUNTS** - The County requests that the Bank offer free or reduced cost personal checking accounts to all interested County employees. Please describe any special program that the Bank can offer.
- 3.18 **CAPITAL TO ASSETS RATIO** – State the Bank's Capital to Assets Ratio and the date determined. Depository Banks will have and maintain a minimum five percent primary capital to assets ratio as compiled by dividing line 28 (total equity capital) by line 42 (total assets) on the Federal Financial Institutions Examination Council Form 032. Copies of the FFIEC form 32 statement will be included in the bid and shall be a continuing quarterly reporting requirement of the Depository Bank. Should primary capital ratio fall below five percent, the Commissioners Court will review bank plans for future earnings and capital increases before determination is made to close out the depository.
- 3.19 **STOP PAYMENTS** - The Bank will be required to process stop payments on written instructions from the designated county employees with follow-up written confirmation.
- 3.20 **SAFETY DEPOSIT BOX** - The Bank will provide a safety deposit box of at least 15"X24"X30" in size for the County's use during the term of this contract. The box will be provided at no charge to the County. Bidder will state the size and location of the box that will be provided.

3.21 **OTHER SPECIFIC SERVICES** - As described on **the Bid Proposal Worksheet**, the Bank will acknowledge services provided and attendant fees for such.

STRUCTURE OF ACCOUNTS:

The County anticipates that their bank accounts will be structured as follows. The time deposits will remain invested at the current banks until maturity. Upon maturity, the time deposits will be placed at banks offering the best CD rate at that time, and therefore may not move to the depository bank. The number of accounts and balances are estimates and are subject to change:

- Non-Interest Bearing Checking Accounts -- 10
- Estimated balances equal -- \$400,000.00
- Interest Bearing Checking and/or Money Market Savings Accounts -- 16
- Estimated balance equal -- \$7,500,000.00
- Certificates of Deposit – \$1,750,000.00

The County requests a bid for the interest rates on these accounts by type on the following pages. In addition, the bidder may bid an interest rate to be paid on all accounts as a whole.

Bid Proposal Worksheet for Depository Banks for Jones County

<u>Variable and Fixed Rate Bids</u> –	<u>Variable Interest Base Rate & Margin*</u>	<u>Fixed Interest Rate</u>
Interest Bearing Checking Accounts:	_____	_____
Money Market Accounts:	_____	_____
Other Accounts	_____	_____

* Indicate the base rate for variable interest, such as 1 yr LIBOR, 91 day US T-bill rate, etc. Also indicate the additional interest quoted as points (1/100th of 1%) which will be added to the base rate. The source of the base rate under this proposal for a given month will be the effective base rate as quoted in the Wall Street Journal for the last business day of the previous month.

Example: The variable proposal is 1 yr LIBOR plus 100 points. If the 1 yr LIBOR at the end of the previous month was .87%, then the variable rate to be paid on applicable accounts is 1.87%.

Minimum balance requirement or other considerations per account will be listed below:

Certificates of Deposit - Variable Interest Rate -

91 Day US T-bill Effective Rate (as determined by latest T-bill Auction)

	<u>Less than</u> <u>\$100,000.00</u>	<u>More than</u> <u>\$100,000.00</u>
1. Maturity 7-29 days	+ ___ basis pts.	+ ___ basis pts.
2. Maturity 30-59 days	+ ___ basis pts.	+ ___ basis pts.
3. Maturity 60-89 days	+ ___ basis pts.	+ ___ basis pts.
4. Maturity 90-179 days	+ ___ basis pts.	+ ___ basis pts.
5. Maturity 180 days-less than one year	+ ___ basis pts.	+ ___ basis pts.
6. Maturity 1 year or more	+ ___ basis pts.	+ ___ basis pts.

Certificates of Deposits - Fixed Interest Rate -

	<u>Less than</u> <u>\$100,000.00</u>	<u>More than</u> <u>\$100,000.00</u>
1. Maturity 7-20 days	_____ %	_____ %
2. Maturity 30-59 days	_____ %	_____ %
3. Maturity 60-89 days	_____ %	_____ %
4. Maturity 90-179 days	_____ %	_____ %
5. Maturity 180 days-less than one year	_____ %	_____ %
6. Maturity 1 year or more	_____ %	_____ %

COST ANALYSIS WORKSHEET

Use the following cost analysis worksheet as a vehicle to quote your charges and rates for services. You may use the listing here or the Excel spreadsheet provided. Estimated units of services used in an average month are listed in the "Volume" column. Please complete the "Price" column with your fee for one unit. The "Charge" column is the charge for the total quantity for that item. The "Balance Required" column is the Charge divided by the Account Analysis Credit Rate, which is listed at the end of the worksheet. **BE SURE TO LIST ALL FEES AND CHARGES THAT WILL APPLY UNDER THE DEPOSITORY CONTRACT. ANY CHARGES, EITHER CURRENT OR FUTURE, NOT LISTED IN THE CONTRACT WILL NOT BE IMPLEMENTED WITH JONES COUNTY.** Add additional pages if necessary.

For An Average Month	VOLUME	PRICE	CHARGE	BALANCE REQUIRED
GENERAL ACCT. SVCS				
Account Maintenance				
Statements				
Account Analysis				
Online Service				
Copy of Statement				
Printed Inquiry				
Dormant Account				
DEPOSITORY SERVICES				
Deposits Made				
Local Items Deposited				
Transit Items Deposited				
Encoding Charges				
Returned Item				
Deposit Corrections				
PAPER DISBURSEMENT SVCS				
Checks Paid				
Stop Payments Electronic				
Stop Payments Manual				
Check Images				
Check Image Media				

REQUIRED	VOLUME	PRICE	CHARGE	BALANCE
ACH SERVICES				
ACH Debit Originated by Co				
ACH Credit Originated by Co				
ACH Received Debit				
ACH Received Credit				
ACH Return Items				
ACH NSF				
WIRES AND TRANSFER SVCS				
Wire Transfer Electronic Outgoing				
Wire Transfer Manual Outgoing				
Wire Transfer Incoming				
Co. Account Transfers Electronic				
Co. Account Transfers Manual				
Overdraft Transfers				
OTHER				

Total Analyzed Services Performed _____

Total Balance Required to Cover Services _____

Account Analysis Credit Rate _____

OTHER SPECIFIC SERVICES - As described on the Cost Analysis Worksheet, the Bank will acknowledge services provided and attendant fees for such. Also indicate charges for the following:

- Checks (in individual books or binders) _____
- Deposit Slips _____

COLLATERAL

Collateral Management (2.12) How does the Bank intend to ensure, on a daily basis, that sufficient collateral is pledged to protect covered accounts?

Value of Collateral (2.14) How will the Bank value pledged securities?

FDIC Coverage (2.15) Specify the Bank's participation in FDIC programs, describe the level of coverage and the date through which this coverage extends:

SERVICE REQUIREMENTS

Contacts (3.1)

Name, address and phone number of senior level management person responsible for entire relationship: _____

Name and phone number for each contact:

- General Information _____
- Posting and Deposit Discrepancies _____
- Stop Payments _____
- Balance Adjustments _____

Collateral Adequacy _____
 Internal Transfers _____
 Wire Transfers _____
 Certificates of Deposit rate quotes _____
 Signature Cards _____
 Opening and Closing of Accounts _____
 Safe Deposit Boxes _____

Locations (3.2) Full Address of all physical locations in Jones County:

Payroll Direct Deposit (3.6) Describe the required Direct Deposit file format, deadline, and means: _____

Employee Checking Accounts (3.19) Describe program which will be available to employees: _____

Capital to Assets Ratio (3.20) State Bank's capital to assets ratio and the date determined. Follow instructions in item 3.20. _____

Safety Deposit Box (3.23) Bidder will state the size and location of the box that will be provided: _____

ANY REQUIREMENTS IN THE RFP THAT THE BANK CANNOT PROVIDE MUST BE LISTED AND DISCUSSED ON A SEPARATE, ATTACHED PAGE. REFERENCE THE RFP ITEM NUMBER FOR EACH SUCH REQUIREMENT.

REFERENCES

List two (2) references for which bidder have supplied similar services and/or supplies. Please include phone number and name of contact person. Other governmental units are preferred.

Business

Contact Person

Phone Number

DEPOSITORY BANK

The Bank must complete the information below to validate the bid for Jones County Depository Bank.

The undersigned affirms that they are fully authorized to execute this bid. The contents of this bid has not been discussed or communicated by the undersigned, nor by any employee or agent, with any other bidder, member of Commissioners' Court, or any other persons engaged in this type of business, prior to the official opening of this bid.

All unsigned Bids will be disqualified.

Name and address of Bank/Bidder:

Signature: _____

Name: _____

Title: _____

Telephone Number: _____

E-Mail: _____

Note: By my signature above, I hereby certify that the following are attached:

- A. A list of references of current Public Funds Users that utilize cash management products similar to those requested in bid.
- B. The Bank's last three (3) quarterly Uniform Bank Performance Reports.
- C. The Bank's last three (3) Call Reports.
- D. The Bank's Annual Financial Reports for the past 2 years.
- E. A Certified Check or a Cashier's Check for **\$38,900** as a guarantee of good faith.
- F. A sample monthly Collateral Report.
- G. Product description pricing, and sample reports for the on-line services available.
- H. A sample Account Analysis Report following instructions in the bid pkg.
- I. A sample Bank Statement.
- J. A Copy of Bank's Availability Schedule.
- K. A Certified and Attested Resolution from a duly authorized meeting of the Board of Directors empowering the signee to execute this contract.
- L. A response to every section and subsection in the Invitation to Bid.
- M. Completed Bid Proposal Worksheet, including the Cost Analysis Worksheets.
- N. Attachments indicating other services and charges not specified in the Invitation to Bid.
- O. Attachments listing and discussing any RFP requirements which the Bank cannot provide.

**RETURN PAGES 11 THROUGH 19 WITH BID PACKAGE
AND ALL REQUIRED INFORMATION TO THE COUNTY JUDGE'S OFFICE
NOT LATTER THAN 9:00 A.M. APRIL 24, 2017.**