

	<h1>City of Henrietta</h1>	
	101 N. Main, P.O. Box 409, Henrietta Texas, 76365-0409 Phone- (940) 538-4316 Fax- (940) 538-4974	Mayor- Rob Robinson Mayor Pro Tem – Howard Raeke Alderman- Mike Scott Alderman- Mike Roberts Alderman- Robert Lavy
	City Administrator- Kelley Bloodworth	City Secretary- Cathy Mills

Request for Proposals

Depository services for the City of Henrietta

Scope of Work:

The City of Henrietta is seeking formal sealed proposals from depositories for the Purpose of providing the banking functions for the City's funds.

Request for Proposals documents are available on the City's website (www.cityofhenrietta.com), or by calling the City of Henrietta's City Secretary Department and requesting Depository bid specification.

Due Date/Time: 2:00 P.M., September 27, 2011
 City of Henrietta – City Secretary
 101 North Main
 Henrietta TX 76365

The City of Henrietta must receive proposals no later than said date and time. RFP's received after such time will be returned unopened.

For questions regarding the RFP please contact:

Cathy Mills, City Secretary
 Phone: (940) 538-4316
 E-mail: cityadmin@cohtx.com

1st Advertisement – September 8, 2011
 2nd Advertisement – September 15, 2011

I. INTRODUCTION

The City of Henrietta (the city) is seeking applications from eligible financial institutions to be the Banking Services Depository. This includes the basic services of receiving deposits, paying items, wiring funds out, receiving wired funds, stop payments, time deposits and other normal business banking activities.

The contract period shall be for the period beginning October 24, 2011 and ending October 24, 2016, or thereafter until the successor Depository is named. The City wishes to communicate the primary objectives of the "Request for Proposal" (RFP):

1. To seek a bank that is capable of providing banking services and willing to be attentive to the City's money matters;
2. To maximize the total dollars earned by the City on account balances in order to be prudent and effective custodians of the financial resources;
3. To maintain a good working relationship with the Depository
4. Bank; and
5. To fully comply with the requirements of Texas Local Government Code as amended.

II. PROPOSALS SUBMISSION

Sealed proposals are to be submitted using the attached bid form. They will be received in the office of the City Secretary, City of Henrietta, 101 North Main, Henrietta, Texas, 76365, until 2:00 p.m., September 27, 2011; at which time said proposals will be publicly opened and read. All proposals must be sealed and clearly marked on the outside, "Proposal to Serve as Depository for City of Henrietta". Banks submitting proposals should be careful to see that the appropriate bid form is used.

III. ACCOUNT STRUCTURE AND DESCRIPTION

For the purpose of the RFP and the bid form furnished herewith, accounts of the City shall include, but shall not be limited to, the following:

ACCOUNT NAME	TYPE
Pooled Account	Checking with interest
General Fund	Checking with interest
Parks and Recreation Board (PRAB)	Checking with interest
Holman Center	Checking with interest
Water and Wastewater Fund	Checking with interest
Two (2) Grant Accounts	Checking without interest
Special Accounts	As required
Interest and Sinking Fund	Checking with interest
Hotel/Motel Fund	Checking with interest
Henrietta Growth Corp Fund	Checking with interest

Combined, these accounts average the following number of transactions each month:

Checks (debits) **250**

Deposit Slips (credits) **75**

Items Deposited **2,000**

ACH Credits Originated **75**

ACH Debits Originated **25**

Along with the use of the various interest-bearing demand accounts the City reserves the right to also invest their funds in the Certificates of Deposit that shall bear interest.

IV. CRITERIA FOR EVALUATION

All proposals will be evaluated by the City Secretary, and City Administrator. A written recommendation will be made to the City Council and released to interested parties either Friday, October 7, 2011, or Monday, October 10, 2011. The City Council will consider designating the Depository at either their regular meeting on Monday, October 10, 2011. The City reserves the right to accept or reject part or all of any and all bids, and requires that submitted bids remain in force for a thirty (30) day period after opening or until an award is made; whichever comes first.

The criteria that will be used to make the selection shall be based on, but not limited to, the following factors:

1. Cost of Services.
2. Rates offered on accounts.
3. Services offered.
4. Financial stability of institution.
5. Experience
6. Completeness of bid form and submission of required information.

V. ADDITIONAL INFORMATION

1. A pre-award interview may be conducted on site at the respective offerer's location during evaluation and prior to contract award. In order to be considered, each proposal must provide the following information:

- a. Full name and address of your company and parent company if you are a subsidiary.
- b. Account Executive. Primary and back-up contact at the bank.
- c. Audited financial operating statements for the past two years.
- d. Completed bid form—attached.

e. Any additional information which is necessary for the preparation of a proposal, including information regarding the City's current and projected financial situation, may be obtained from Cathy Mills, City Secretary, City of Henrietta, 101 North Main, Henrietta, Texas, 76365, (940) 538-4316.

BID FORM

CITY OF HENRIETTA PROPOSAL FOR BANK DEPOSITORY SERVICES

Bank Name: _____
Address: _____

In accordance with your "Request for Proposal" (RFP), the state or national banking corporation, hereinafter called Bidder, for the privilege of acting as Depository for Funds of the City of Henrietta, of Clay County, Texas, hereinafter called the City, for a term of five years beginning October 24, 2011 and ending October 24, 2016, or until such time as a successor Depository is named, agrees to:

1. Pay interest on funds of the City placed in an interest-bearing checking account as follows:

2. Pay interest on Certificates of Deposit, A basis point equals 1/100th of one percent. The base shall be the 26-week auctioned Treasury Bills as published in the Wall Street Journal and shall become effective the next business day following the U.S. Treasury auction. In the case of an error in printing, the City shall accept a correction from the Bank if requested in writing with the sources for the correct amount cited. The base used in the bid cannot be changed from that specified above. Since State law provides for the City to invest in any security, which is direct debt of the U.S. Government (T-Bills, T-Notes), the minimum acceptable rate to be paid on C.D.'s shall be equivalent to Treasury Bill yield. The City shall reject the investment portion of any bid that does not have C.D. rates measured against T-Bill yields as prescribed above. If the local market conditions determine a higher yield on C.D. rates, then the Bank awarded the contract will be given first option to modify its bid.

Length of Certificate	\$100,000 or more	Under \$100,000
	Basis Points	Basis Points
30 day CD	_____above/below	_____above/below

60 day CD	_____above/below	_____above/below
180 day CD	_____above/below	_____above/below
365 day CD	_____above/below	_____above/below

3. The City desires the following services, our current depositor does not charge for these services. Please indicate whether these will be free services or the direct service charge associated with each item. The depository bank will provide the following services and supplies, as indicated, for the compensation below:

SERVICE DESCRIPTION COST

Account Maintenance – per account/per month-	Free? _____ Cost_____.
Deposit Credited – per Deposit-	Free? _____ Cost_____.
Checks Deposited – Unencoded – per Check-	Free? _____ Cost_____.
Serial Check Sort – per Account-	Free? _____ Cost_____.
Stop Payments – per Item-	Free? _____ Cost_____.
Checks Paid – per check-	Free? _____ Cost_____.
Wire Transfers – Incoming – per Item-	Free? _____ Cost_____.
Wire Transfers – Outgoing – per Item-	Free? _____ Cost_____.
Return Items – per Item-	Free? _____ Cost_____.
Deposit Slips (2 Part) – per 1,000-	Free? _____ Cost_____.
Zipper Bags without Locks – per Item-	Free? _____ Cost_____.
Monthly report of the market value of securities pledged – per Month-	Free? _____ Cost_____.
Preparation of monthly statements showing debits, credits, and balances of each separate account – per Month-	Free? _____ Cost_____.
Checks for separate City Checking Accounts-	Free? _____ Cost_____.

4. The City may offer automatic payroll deposit. The bank would be required to produce bi-weekly payroll transfers from information furnished by the City in ACH format for transfer of funds directly to the employees’ bank, savings and loan, or credit union account. Please state the bank’s procedures and associated fees for this service, and list appropriate cut-off times that would apply. Approximately 20 of the City’s employees could utilize direct deposit.

COLLATERAL REQUIREMENTS

Collateral requirements shall be in accordance with both the Public funds Investment Act and the Public Funds Collateral Act (Chapter 2256 and 2257, Texas Government Code), and the City of Henrietta Investment Policies. The Depository shall secure the City's deposits by granting a security interest—via a security agreement—in certain “eligible collateral” as described in Chapter 2257 of the Texas Government Code. The Depository shall execute a custodial trust agreement and pledge collateral with a Federal Reserve Bank in the City's name, or at a third party institution that has no relationship with the Depository bank provided that:

- a. the approved securities shall be of the kind defined in the Public Funds Investment and Collateral Act, and the amount pledged shall be equal to at least 102% of the aggregate market value of the deposit or investment including accrued interest (Refer to Cities Investment Policies).
- b. the pledge of approved securities shall be waived only to the extent of the exact dollar amount of Federal Deposit Insurance Corporation insurance protection for the funds of the City on deposit with the Depository from day to day; and in the event of any termination of such insurance protection, this proposal shall immediately become void except as provided in (d) hereinafter;
- c. the conditions of the pledge of approved securities required by this proposal are that the Depository shall faithfully perform all duties and obligations devolving upon the Depository by law and this proposal, pay upon presentation all check or drafts drawn on order of the authorized officials of the City of Henrietta in accordance with its orders duly entered according to the laws of Texas, pay upon demand any demand deposit of the City in the Depository, pay any time deposit or certificate of deposit of the City in the Depository upon maturity or after the period of notice required, and faithfully keep, account for as required by law, and faithfully pay over, at maturity or on demand as the City may elect, to any successor depository all funds of the City then on deposit with the Depository;
- d. the pledge of approved securities required by this proposal shall be a continuing pledge, ceasing only upon the later of the termination of a contract of the fulfillment by the Depository of all of its duties and obligations arising out of a contract, and a continuing security interest in favor of the City shall attach immediately upon any such pledge to all proceeds of sale and to all substitutions, replacements, and exchanges of such securities, and in no event shall such continuing security interest be voided by an act of the Depository. The depository shall have the right, with the consent of the City, to purchase and sell, and substitute or replace, any of the approved securities pledged pursuant to this contract with other approved securities, provided that all of the other conditions of this proposal are adhered to by the Depository, and such pledge shall be in addition to all other remedies available in law to the City;
- e. the Depository shall immediately furnish or cause to be furnished to the City original and valid safekeeping or trust receipts issued by the bank holding the approved securities pledged pursuant to the contract, marked by the holding bank on their face to show the pledge and market value as required above;
- f. any closing or failure of Depository, or any event deemed by the City to constitute a closing or failure of Depository, shall be deemed to have vested full title to all approved

securities pledged pursuant to the depository contract in City, and the City is hereby empowered to take possession of and sell any and all of such pledged approved securities, whether in safekeeping at another bank or in possession of the City; and the City is specifically so empowered by Depository.

9. Please list any other services your bank can render for the City. Often bids are so nearly identical that additional banking services rendered without cost to the City can be a determining factor in the awarding of the contract. Items listed in this section should relate to the City only. Services to employees or individuals associated with the City cannot be taken into consideration.

10. Provide a statement of any current or potential conflicts of interest.

This bid 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/or all bids; and the further right that if any portion or provision of this bid and/or any contract between 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.

DATED this the _____ day of, _____ 2011 BIDDER:

_____ (Signature)

BY: _____

