

Austin County Appraisal District  
906 E. Amelia St.  
Bellville, TX 77418



Telephone: 979-865-9124  
Facsimile: 979-865-3296

March 21, 2024

### **Request for Proposal for Banking Depository Services**

The Austin County Appraisal District (District) is requesting proposals for bank depository services from commercial banking institutions located within Austin County boundaries. If awarded, the contract will be for a period of two years beginning on August 1, 2024. The contract may be renewed for an additional two years under terms negotiated by the District.

Institutions responding to this RFP must be insured through the Federal Deposit Insurance Corporation (FDIC) and must be able to demonstrate a capacity to meet the District's requirements.

#### Sealed Proposals

Responses to this request for proposals (RFP) should be submitted in a sealed envelope no later than 5:00 p.m., April 16, clearly identified as "Proposal for Banking Services," and mailed (or delivered to):

Greg Cook  
Chief Appraiser  
Austin County Appraisal District  
906 E. Amelia Street  
Bellville, TX 77418

#### Responses

All responses must be presented on the attached "Bid Form" that has been provided. If you would like the "Bid Form" electronically, please email [lfitzsimon@austincad.org](mailto:lfitzsimon@austincad.org). Supporting material may be provided for responses but all questions must be answered on the form. The District reserves the right to reject any or all proposals, or to formally negotiate certain points of the final contract with a qualified banker. The RFP and the proposal submitted will be incorporated into and become part of the bank depository services contract.

#### Questions and Additional Information

There will be no pre-proposal conference. Questions, regarding the RFP, or the services requested, will be accepted in email form only, to [gcook@auastincad.org](mailto:gcook@auastincad.org) before 4:00 p.m. on April 10, 2024.



**AUSTIN COUNTY APPRAISAL DISTRICT  
DEPOSITORY CONTRACT  
BID FORM**

Members of the Board:

The undersigned, state or national banking corporation, the deposits of which are insured by the Federal Deposit Insurance Corporation, hereinafter called Bidder, for the privileges of acting as Depository of the Austin County Appraisal District of Austin County, Texas, hereinafter called District, for a term of two (2) years, beginning August 1, 2024, and for the further privilege of receiving all funds at the District's option to place on demand deposit or interest-bearing time deposits and with the full understanding that the District reserves the right to invest its funds from time to time, as permitted by law. Bidder will pay and charge the District as follows:

1. Bidder will pay interest on collected/ledger funds using the average daily balance (calculated weekly) in each account for the week times that week's discount rate of the 91-day U.S. Treasury Bill as reported in each Tuesday's Wall Street Journal, which is based on the previous day's auction. Interest will be paid monthly. Please bid in basis points or percent either above, below or equal to the 91-day U.S. Treasury Bill discount rate.

BID RATE: \_\_\_\_\_  
(Please indicate either collected or ledger.)

2. Bidder will supply at no cost to the District the following:

A. Preparation of monthly statements showing debits, credits and balance of each separate fund.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

B. Preparation of such other reports, accounts and records which may from time to time be required by the District in order that it may properly fulfill its audit duties.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

C. Adequate safe deposit box service.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

D. Prepare monthly a pledged security report showing current par and market value of pledged securities.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

E. Handle all collection items placed with it by the District.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

F. Inform the District monthly in writing as to the interest rates that were paid weekly to the District based on this contract.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

G. Process stop orders.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

H. Provide daily bank account ledger balance to the District upon request. (About 12 times a year)

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

I. Night depository services.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

J. Imprinted deposit slips.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

K. Numerically sort all inked checks monthly. Bank statements must be available by the third working day of the month.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

L. Provide monthly account analysis for each account and a composite analysis for all accounts.

\_\_\_\_ Yes      \_\_\_\_ No      If No, Amount \_\_\_\_\_

M. Internet Banking Services

\_\_\_\_\_Yes      \_\_\_\_\_No      If No, Amount \_\_\_\_\_

N. ACH Services

\_\_\_\_\_Yes      \_\_\_\_\_No      If No, Amount \_\_\_\_\_

O. Remote check deposit services.

\_\_\_\_\_Yes      \_\_\_\_\_No      If No, Amount \_\_\_\_\_

P. Positive pay services.

\_\_\_\_\_Yes      \_\_\_\_\_No      If No, Amount \_\_\_\_\_

3. The District reserves the right to invest any and all of its funds as permitted by Public Funds Investment Act, Chapters 2256 and 2257, Government Code, and the District's local investment policy. The Bidder will and shall aid and assist the District in any permitted investment without charge.

\_\_\_\_\_Yes      \_\_\_\_\_No      If No, Amount \_\_\_\_\_

4. All District deposits (to include time deposits) shall be secured in full at all times to include the date of the actual deposit. The total market value of said securities shall at all times be at least 110% of the total ledger balance (collected and uncollected funds) of all accounts combined which are listed in the name of Austin County Appraisal District. Said bond(s), solvent surety(ies), note(s), or security(ies) shall qualify as security for District funds in the same manner and under the same conditions as prescribed for county funds in Local Government Code, Section 116.051-116.089, according to Section 6.09 of the Texas Property Tax Code.

Collateral must be held in an Independent third-party bank. The bidder is responsible for the daily monitoring and maintaining of collateral requirements. Pledged collateral will be evidenced by reports sent directly to the person designated by the District to receive such reports. The report will come directly from the holding institution.

The custodian shall provide the District a report of securities pledged at the end of each month or at any time as requested by the District. The report will list the pledged securities and include description, CUSIP, par value, current market price/value, and maturity date.

The following list, base on prior history, showing projected highest monthly balances will aid the bidder in planning and preparing for the amount of securities which must be pledged to secure the total District funds on deposit which will include collected and

uncollected funds. Written communications which state that securities have been purchased to cover deposits and that the securities have been pledged to the District, that the fact of a purchase and the fact of pledge have been entered on the books of the "holding bank" with a sufficient description of the security shall be in the District's possession prior to the placing of deposits. Release of securities will require written authorization from the District.

This projection is only a guideline. Sufficient securities of at least 110% must be pledged at all times.

January- \$30,005,114.48	July- \$360,503.96
February- \$11,241,411.98	August- \$400,661.58
March- \$1,040,807.32	September- \$104,399.53
April- \$588,052.13	October- \$143,527.95
May- \$354,091.21	November- \$313,634.81
June- \$412,550.81	December- \$11,667,317.52

5. The Bidder will loan the District at \_\_\_\_\_ per annum any amount that the District can legally borrow. If the Bidder wishes to provide a maximum that the District may borrow from the Bidder, insert the figure in the following blank.

\_\_\_\_\_

6. \_\_\_\_\_ interest per annum to be paid by the District to the Bidder on overdrafts of their equivalent. Overdrafts as used in this paragraph shall mean that District does not have a compensating balance in other District funds or accounts in the Bidder's bank equaling or exceeding overdrafts in a District fund or account.

7. This bid was requested by the District and is made by the Bidder with the expressed agreement and understanding that the District reserves the right to reject any and all bids; that in the event the Board of Directors in its judgment and discretion determines that tie bids are received, the District reserves the right to award the Depository Contract to any one of the said Bidders, or determine by lot which of said tie Bidders shall receive the Depository Contract or award a Depository Contract to as many of said tie Bidders as the Board of Directors may select; or to reject all bids and readvertise; and the further right that if any portion or provision of this bid and/or contract between the Bidder and the District entered into by virtue is invalid, the remainder of this bid and/or resulting contract, at the option of the District, shall remain in full force and effect.

8. Changes in the law that may be enacted by the State Legislature, in session, could altar the scope of requirements as stated in this document. Your bid should conform to all statutes in effect at the time of bid opening.

9. Explanatory notes are to be submitted on the bottom of the page or additional pages attached to this bid form. There should be a note on the bottom of this page explaining how many additional sheets are attached.

10. Any and all deviations from this contract must be noted or your bid will be assumed to be in strict compliance with the Depository Contract Bid Form and Request for Proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Bidder \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

If accepted, this bid for "Depository Contract" form is hereby made a part of the depository contract.

AGREED AND ACCEPTED on behalf of the Depository this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Depository

AGREED AND ACCEPTED on behalf of the Austin County Appraisal District this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
J Frank Monk, Presiding Officer  
Board of Directors

ATTEST:

\_\_\_\_\_  
Curits Brenner, Secretary  
Board of Directors