



**CITY OF COMMERCE, TEXAS
REQUEST FOR DEPOSITORY BIDS
RFP # 23-112-01**

for Contract Period **October 1, 2022** through **September 30, 2025**

DEPOSITORY BID RESPONSE FORM

Bank: _____

Official Submitting: _____

Title of Official: _____

Telephone Number: _____

Fixed rate to be paid on all City deposits by the Bank during contract period:

Variable rate (optional) to be paid on all City deposits during contract period:

Guaranteed minimum interest rates for collateralized certificates of deposit:

30 days	
60 days	
90 days	
180 days	
365 days	

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Please provide cost to the City for the following services during the contract period:

<u>Service Description</u>	<u>Unit Price</u>	<u>Total Charges</u>
Negative Ledger Balance Fee		
(General Account Services)		
Account Maintenance		
Debit Items		
Credit Items		
DDA Statement – Duplicate		
(Depository Services)		
Rolled Coin Ordered		
Currency Per Strap Ordered		
Deposited Items – On US		
Deposited Items – Local		
Deposited Items – Country		
Deposited Items – RCPC		
Return Items		
Return Items – Redeposited		
(Paper Disbursement Services)		
Standard Checks		
Stop Payments		
Cashier Checks		
(General ACH Services)		
ACH Base Charge		
ACH Inter One Day Credit		
ACH Inter Two Day Credit		
ACH On-US One Day Item		
ACH Intra Two Day Item		
ACH On-US Two Day Item		
ACH Transmission Charge		
ACH Return Item – Debit/Credit		
(Wire and Other Funds Transfer Service)		
Wire Transfer Outgoing		
Wire Incoming Wire Transfer		
Safe Deposit Box		

RELATED QUESTIONS

(Please answer each question completely. Attach a separate sheet if necessary.)

1. Please identify key measures of your institution’s financial strength, e.g. capital ratios, market capitalization, total assets, and net income. *Attach annual audited financial reports for the most recent two years.*
2. Please describe your institution’s computer-based account access system, if available, and indicate what information can be reported through the system and indicate total cost, if any, to the City.
3. What is the deposit cut-off time to ensure same day ledger credit?
4. Please describe your direct deposit system, including cost to the City, for the purposes of payroll.
5. The City requires accounts to be fully collateralized with government securities. Please list and explain any fees associated with collateralization through FDIC or otherwise.
6. The City may elect to utilize a practice of sweeping the balances in all accounts to an investment option.
7. What is the charge for account overdrafts?
8. Please describe any additional services that can be provided, including but not limited to investment management services, lock boxes, and cash management services.
9. Please list at least two current customers, who use similar services to those requested by the City and who may provide a reference for your institution.
10. Please state whether your institution can comply with all aspects of the City’s banking service requirements. If not, list all exceptions.
11. Please list any designated bank personnel who will directly provide services to the City and identify a primary account executive.

Submitted by: _____

Prepared by: _____

Notice of Request for Proposals for Depository Services
City of Commerce
(date)

The City of Commerce is seeking proposals for depository services. A financial institution that serves as a depository for a municipal government in Texas is required to:

- (1) Keep the municipal funds covered by the depository services contract;
- (2) Perform all duties and obligations imposed on the depository by law and under the depository services contract;
- (3) Pay on presentation all checks drawn and properly payable on a demand deposit account with the depository;
- (4) Pay all transfers properly payable as directed by a designated officer;
- (5) Provide and maintain security at the level required by the provisions of Chapter 2257, Government Code; and
- (6) Account for the municipal funds as required by law.

All submissions should meet the requirements set forth in the Request for Proposals (RFP) for Depository Services. All proposals should be submitted to:

Commerce City Hall
Attn: Howdy Lisenbee, City Manager
1119 Alamo Street
Commerce, TX 75428

All submissions are due no later than **4:00 p.m. on Friday, July 29th**. Proposals will be considered for award by the Commerce City Council at the Regular City Council Meeting at Commerce City Hall (1119 Alamo Street, Commerce TX) at 6:00 p.m. on Tuesday, **August 16th 2022**. The contract and bank depository services will begin **October 1, 2022**.

For questions, please contact Howdy Lisenbee at (903) 886 - 1130 or Howdy.lisenbee@commercetx.org or contact Jamie Campbell at (903) 886- 1131 or Jamie.Campbell@commercetx.org