

Ellis County

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REQUEST FOR APPLICATION

APPLICATION TITLE: BANK SUB-DEPOSITORY CONTRACTS

(check all that apply)

APPLICATION NUMBERS:

- R.F.A. 2011-007 – ENNIS
- R.F.A. 2011-008 – MIDLOTHIAN
- R.F.A. 2011-009 – RED OAK

APPLICATION DUE DATE: SEPTEMBER 23, 2011, 2:00 P.M.

OPENING TIME: 2:00 P.M.

CONTACT PERSON: CHERYL CHAMBERS
972-825-5127
E-mail: cheryl.chambers@co.ellis.tx.us

PRE-APPLICATION CONFERENCE
AUGUST 30, 2011 AT 2:00 P.M.
ELLIS COUNTY COURT HOUSE
COMMISSIONERS' COURTROOM, 2 ND FLOOR
101 W. MAIN Street
WAXAHACHIE, TX 75165

The Ellis County Commissioners' Court is soliciting applications for furnishing services associated with bank sub-depository's set forth in this Request for Application.

PUBLIC OPENING: All applications and worksheets must be received in the Ellis County Purchasing Department, 3rd floor, Ellis County Courthouse, 101 W. Main Street, Suite 304, Waxahachie, TX 75165, on or before two o'clock p. m. (2:00 p. m.), Tuesday, September 23, 2011. Public Opening of the request for applications will be held in the area outside of the purchasing department, at that time.

SUBMISSION LOCATION: All request for applications which are mailed, shipped, delivered, etc. should be addressed as follows:

Ellis County Purchasing Department
Attn: Bank Depository Bid
101 W. Main Street, Suite 304
Waxahachie, TX 75165

REQUEST FOR APPLICATION DOCUMENTS: All applications & worksheets must be in sealed envelopes clearly marked with Request for Application Number and Title. Completed Request for Application must contain one (1) original and one (1) copy. The Original must be clearly marked "ORIGINAL" and contain all original signatures.

RESERVATION OF RIGHT TO REJECT: The Ellis County Commissioners' Court reserves the right to reject in whole or in part any or all applications, waive minor technicalities, and award the contract to the most qualified vendor. The Commissioners' Court will select the qualified applicants that offers the most favorable terms and conditions for the handling of county funds, Tex. Loc. Gov't Code Ann., 116.024 (a) (3). The Commissioners' Court may reject those applicants whose management or condition, in the opinion of the Commissioners' Court, does not warrant placing County funds in their possession, Tex. Loc. Gov't Code Ann., 116.024 (b).

LATE APPLICATIONS RESPONSES: Late applications will be returned to the Vendor unopened. Ellis County will not be responsible for un-marked, or improperly marked request for applications or applications and worksheets delivered to the wrong location.

WITHDRAWAL AND ALTERING APPLICATION RESPONSES: Applications may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by the Vendor to guarantee authenticity. After the official opening, request for applications may not be amended, altered, or withdrawn without the recommendation of the County Treasurer and the approval of the Ellis County Commissioners' Court. All request for applications become the property of Ellis County and will not be returned to the Vendor.

TAX EXEMPTIONS: Ellis County is exempt from Federal excise and sales tax; therefore, tax must not be included in this request for application.

PRICING: The undersigned agrees, if this request for application is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Request for Applications. The period of acceptance of the request for application will be sixty (60) calendar days.

Banking services not detailed on the worksheet will be provided at no cost, or at a cost mutually agreed upon between the County and the Bank.

SUBMISSION OF THE REQUEST FOR APPLICATION WORKSHEETS: Applications must be submitted with the attached Worksheet. All requests for applications **MUST** be submitted using the **EXACT** format provided for by this document. Please make a clear distinction between the Request for Application's language and the Bank's response.

NONCONFORMING Request for Applications: Any request for applications not conforming to the specifications shall be rejected. It will be the responsibility of the Vendor to conform to the specifications.

Services, documents, supplies, and equipment pertaining to this contract shall be F. O. B. inside delivery to:

**Ellis County Treasurer
101 W. Main Street, Suite 203
Waxahachie, TX 75165
ATTN: Cheryl Chambers**

HOURS OF OPERATION: Hours of delivery/service shall be between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise stipulated.

BILLING: Invoices shall be sent directly to Ellis County Treasurer, 101 W. Main Street, Suite 203, Waxahachie, TX 75165. Payments will be processed within 30 days after receipt of the invoice or items, whichever is later.

ACCEPTANCE AND RIGHT TO INSPECT: Payment shall not constitute an acceptance of the item(s) offered nor impair the County's right to inspect any of its remedies.

FIRM RATES: All fees are to be firm for the life of the contract. Interest rates are subject to the re-negotiation clause, Local Government Code 116.021(b)(1)(2).

UNIT PRICE: Prices should be unit priced using the Request for Application Worksheet form included with this packet. In case the unit price of an item differs from the extended price for the quantity stated, the unit price shall govern.

QUANTITIES QUOTED ON WORKSHEET: Quantities indicated on the Worksheet are estimates based upon the best available information. The County reserves the right to increase or decrease the quantities to meet its actual need without any adjustments in the quoted price.

PRICES NO HIGHER THAN CUSTOMARY PRICES: The price to be paid by the County shall be that contained in the Worksheet, which the Vendor warrants to be no higher than Vendor's current prices on orders by others for products or services of the kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase.

CONTRACT AWARD: The application along with worksheets, submitted documents, and any negotiations, when properly accepted and awarded by Ellis County Commissioners' Court, shall constitute a contract equally binding between the successful offer and Ellis County.

EVALUATION PROCESS – SUB-DEPOSITORY BANK - Ellis County will award the Sub-Depository Bank contract based on, but not limited to, the following criteria:

- 1) Bank's financial position.
- 2) Bank's ability to pledge adequate securities against County funds.
- 3) Experience in providing sub-depository services requested in bid to similar clients.
- 4) Net rate of return on County funds.
- 5) Ability to meet service requirement.
- 6) Cost of services.
- 7) Cash management products available that will enhance the County's banking procedures.
- 8) Cost benefit analysis of making a change of sub-depository banks.
- 9) Location

EVALUATION METHOD: Ellis County reserves the right to select evaluation methods deemed most appropriate. Each application will be evaluated on a case-by-case basis, regardless of any previous evaluation method.

INSURANCE REQUIREMENTS: All insurance requirements, including Workers' Compensation, as outlined in the Texas State Statutes shall be met prior to any delivery and shall remain in effect during the life of this contract.

PROPRIETARY PRODUCT: Whenever an article or material is defined by describing a proprietary product or by using the name of a manufacturer, the term "or equal" if not inserted shall be implied. The specific article or material shall be understood as descriptive, not restrictive.

TITLE AND RISK OF LOSS: Title and Risk of Loss of goods, supplies, equipment, or services shall not pass to Ellis County until Ellis County actually receives and takes possession of the goods, supplies, equipment, or services at the point(s) of delivery.

CONTINUING NON-PERFORMANCE: Continuing non-performance of the vendor in the terms of this Contract shall be a basis for the termination of the contract by the County. Ellis County shall not pay for services, equipment, or supplies that are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

TERMINATION OF AGREEMENT: Either party upon ninety (90) days written notice prior to cancellation may terminate The Contract.

CLAIMS, SUITS, CAUSES OF ACTION: Contractor shall provide the defense for and indemnify and hold harmless Ellis County from all claims, suits, causes or action, and liability arising out of the execution of this contract or in connection with Contractor's use of the premises thereunder.

WARRANTIES: The Vendor agrees that the goods, equipment, supplies, or services furnished under this contract shall be covered by the most favorable commercial warranties offered by the Vendor to any customer for such goods, equipment, supplies, or services. The Vendor shall not limit or exclude any express, written, or implied warranties and any attempt to do so shall render this contract voidable at the option of Ellis County. The Vendor warrants that the product sold to the County shall conform to the standards promulgated by the U. S. Department of Labor under the Occupational Safety and Health Act of 1970.

REFERENCES: Attach a list of references of current Public Fund users that utilize Cash Management Products similar to those requested in the bid worksheet. Failure to do so may render the applications unresponsive.

SPECIFICATIONS
R.F.A. 2011-007 Ennis
R.F.A. 2011-008 Midlothian
R.F.A. 2011-009 Red Oak
BANK SUB-DEPOSITORY CONTRACT

NOTICE:

The selection of County Depositories and the terms of sub-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 the Ellis County Commissioners' Court to contract with bank(s) desiring to be designated as the (a) Ellis County Sub-Depository Bank(s). The Contract will include funds, in the specific

geographical locale, collected, disbursed or held by Ellis County for other political subdivisions with the exception of certain trust funds of the District and County Clerks, funds invested with other entities under the public funds investment act, and funds collected, disbursed or held for deposit by the Ellis County depository bank.

- 1.2 **RESPONSE REQUIRED FOR EACH SECTION AND SUBSECTION** - Each and every section and subsection of the Request for Application requires a response from the Bank Sub-Depository applicants. Responses should be carefully considered. Applicants must format responses in the same sequence as the Request for Application. Where totally appropriate, responses may consist of phrases such as “understood”, “agreed”, “no exception”, or “not applicable”.
- 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 Vendor’s request, this document can be furnished as a word document via email to facilitate the completion of the bid.
- 1.5 **PRE-APPLICATION CONFERENCE – ALL** banks interested in applying for the Sub-Depository Contract are **encouraged** to attend a pre-application conference, which will be held in the Commissioners’ Courtroom on the 2nd floor, Ellis County Courthouse, 101 W. Main Street, Waxahachie, TX 75165 at 2:00 p.m. on Friday, August 30, 2011.
- 1.6 The County expressly requests that Vendors not discuss this engagement or the bank’s plans, experience, or credentials with other banks, or any member of the Commissioner’s Court until requested by the County Treasurer to make a personal presentation. Any negotiations resulting from interviews will be noted as part of the vendor’s response to the request for application and will be made part of the contract, if awarded.
- 1.7 **QUESTIONS AND CLARIFICATIONS** - Any questions or requests for clarifications should be submitted to:

Cheryl Chambers, County Treasurer, Phone 972-825-5127 *** Fax 972-825-5129 *** E-mail cheryl.chambers@co.ellis.tx.us

A written response will be mailed, faxed, or e-mailed to all banks that have received the Request for Applications. All questions and the responses thereto will become a part of the permanent record. In addition, all questions and responses will be posted on the County’s official website. www.co.ellis.tx.us

CONTRACTUAL REQUIREMENTS:

- 2.1 **COMPLIANCE WITH STATUTES** - By returning the Worksheet, Banks acknowledge 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, Chapter 117.001 through 117.057, that pertain to the managing and safekeeping of county funds, including but not limited to those specified, and will comply with those statutes. In this document the statutes will be referred to as the "Code".
- 2.2 **BANK AFFILIATION** - Each bank must be organized under the laws of this state, another state, or federal law that has its main office or a branch office in the state; or savings and loan association or savings bank organized under the laws of this state, another state, or federal law that has its main office or a branch office in this state.
- 2.3 **DURATION** - The 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. (November 1, 2011 to October 31, 2015), LGC 116.025. If a time deposit maturity extends beyond the expiration date of the depository contract, the issuer will pledge sufficient securities allowed by law for public funds to Ellis County at no additional cost to the county for the duration of the time deposit.
- Buy Out** – The contract may not be assigned by the bank to another depository bank without the consent of Ellis County. In the event of an assignment or buy out occurs, Ellis County reserves the right to terminate the contract for any reason with six months of the assignment or buy out and place the contract back out for request for application.
- 2.4 **RENEGOTIATIONS** - Section 116.021 (b) (1) (2) of the Code specifies that:
"If the contract is for a four-year term, the 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:
- (1) the new financial terms do not increase the prices to the county by more than 10 percent; and
 - (2) the county has the option to choose to use the initial variable interest rate option or to change to the new fixed or variable interest rate options proposed by the bank
- 2.5 **INVESTMENTS MADE OUTSIDE SUB-DEPOSITORY BANKS** - Ellis County reserves the right to make investments outside the Sub-Depository Bank in accordance with the Laws of the State of Texas, as a result of court order, and

the Investment Policy of Ellis County. All investment purchases shall be made on a delivery versus payment basis.

2.6 SUBMITTING FINANCIAL STATEMENTS - Banks wishing to be designated as the Sub-Depository Bank will include as part of the application:

- (1) The Bank's last three (3) quarterly Uniform Bank Performance Reports.
- (2) The Bank's last three (3) Call Reports.
- (3) The Bank's Annual Financial Reports for the past 2 years.

The successful applicant shall continue, during the term of the sub-depository contract, to furnish the County Treasurer updated issues of (a) each quarterly call report and (b) annual financial reports.

2.7 This section is not applicable.

2.8 This section is not applicable.

2.9 SECURITY - Within Fifteen (15) days after the selection of the sub-depository the selected Bank shall qualify as provided by law. The County will accept Surety Bonds and/or a Securities Pledge Contract provided for under Tex. Loc. Gov't Code Ann. Chapter 116, as the method of securing the funds of the County. The bank selected as sub-depository will execute within the time prescribed by law a security pledge contract accompanied by securities as hereinafter specified, and/or a bond issued and executed by a solvent surety company or companies authorized to do business in the State of Texas or both such securities pledge contract and bond.

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 **110%** of County deposits.

The following securities are acceptable to Ellis County:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities.
2. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.
3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or back by the full faith and credit of, the United States or its respective agencies and instrumentalities

- 2.10 **COLLATERAL MANAGEMENT-** The Sub-Depository Bank must include, as part of the application, a statement as to how the bank intends to ensure, on a daily basis, that sufficient collateral is pledged to protect covered accounts. Also a detailed monthly collateral report is required. The report shall contain security descriptions, par value/current face and current market value.
- 2.11 **VALUE OF COLLATERAL** – The Sub-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.

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 would serve as the County's primary contact and who would be able to make decisions regarding operational aspects of this contract.

Bank must also provide a list of contact personnel within the bank who are qualified to provide information and assistance in the following areas:

- General Information
- Safekeeping and Securities Clearance
- Posting and Deposit Discrepancies
- Stop Payments
- Balance Adjustments
- Collateral Adequacy
- Internal Transfers
- Wire Transfers
- Online PC Service
- Certificates of Deposit rate quotes

- 3.2 **ON-LINE SERVICES** - It is required that as a part of the application the Sub-Depository Bank will provide an on-line PC communication link to the County for daily reporting of fund balances, managing controlled disbursements, collected and ledger balances, stop payment requests, confirmations, and detailed debits and credits. Attach product description, pricing, and sample reports for the on-line PC link available. **Banks should be prepared to provide the Treasurer's office an opportunity to physically work with this technology before the contract is awarded.**

3.3 **ANALYSIS REPORT** - Monthly account analysis reports will be provided for each account and on a total account basis. The account analysis will contain, at a minimum, the following:

- average ledger balance
- average float
- average collected balance
- average negative collected balance
- average positive collected balance
- reserve requirement
- available balance for earnings credit
- price levels for each activity
- monthly volumes by type
- earnings credit allowance (provide an explanation of how the earnings credit rate is calculated)

A sample account analysis report will be provided as part of the Bid.

3.4 **STATEMENTS** - Monthly bank statements for each account must be provided and will include the daily ledger balances, average daily collected balances, number of debits, number of credits, and other items on which charges are based.

Statements should be processed no later than five (5) business days after the close of each month.

A sample bank statement will be included as a part of the application.

3.5 This section is not applicable.

3.6 **ACH TRANSACTIONS**- Bank must provide for acceptance of ACH (Automated Clearing House) credits and debits.

3.7 **WIRE TRANSFERS** - Bank must provide the ability to send wire transfers on an automated or manual basis, and also to provide the ability to receive wire transfers. Bank must provide the ability to restrict outgoing wire transfers (debits) to only those authorized.

3.8 **INTEREST RATES** - Floating interest rate bids and a fixed interest rate bids on accounts and certificates of deposit will be quoted by the Bank (refer to page 15 of this document). Ellis County reserves the right to select the rate most favorable to the County at anytime during the term of the contract, within the guidelines of Section 116.021 (b) of the Code.

3.9 This section is not applicable.

- 3.10 **POSITIVE PAY** – The Bank will provide a means for the County to upload disbursed check information that will be compared to checks that are presented to the bank for clearing. Any discrepancies shall be cleared by the Treasurer before checks are paid by the bank. Any applicable cost should be quoted.
- 3.11 **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 application.
- 3.12 **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. An applicable insufficient funds fee can then be charged.
- 3.13 **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.
- 3.14 **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. Indicate costs associated with a security purchase settlement.
- 3.15 **PAYMENT FOR SERVICES** - The County requests that payment for services and supplies provided be as follows:
- Settlement for service charges will occur every twelve months. If the earnings credit exceeds the total service charges for the twelve months, there is no service charge payment due. If the earnings credit is less than the total service charges for the twelve-month period, an invoice for the amount of the net deficiency will be presented to the County Treasurer. An invoice and a detail statement must be sent to the County Treasurer. Payment of invoice will occur consistent with procedures of the Local Government Code and shall not be debited from the County's account.
- 3.16 **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. Banks are invited to propose additional cash management services that are not specified herein.

- 3.17 **EXPENSE ALLOWANCE** – State the dollar amount, if any, that the Bank will be willing to provide for expenses incurred due to changing depository banks. (For example: checks, deposit slips, endorsement stamps, and etc.)
- 3.18 **AUDIT PROCEDURES** – Ellis County’s internal and external auditors utilize standard bank confirmations during their audit procedures. The Sub-Depository Bank shall furnish the information requested at no cost within a reasonable time period. The Treasurer or the County Auditor are authorized to request the confirmations on any account maintained by the Sub-Depository Bank, including those accounts on which they may not be on the signature card.
- 3.19 **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:
- Locked or Sealable bags _____
 - Laser Checks _____
 - Checks (in individual books or binders) _____
 - Deposit Slips _____
 - Endorsement Stamps _____
 - Coin Wrappers _____
 - Currency Straps _____
- 3.20 **OTHER UNSPECIFIED SERVICES AND/OR COSTS** – Other services and/or costs not specified in this document should be listed and attached, along with a description and unit pricing.

STRUCTURE OF ACCOUNTS:

The County’s bank accounts will be structured as follows (numbers and dollar amounts are subject to change):

2011-007 Ennis: Interest Bearing Checking Accounts – 4

Tax Office has 2 accounts that make daily deposits and have weekly automated debits.

Justice of the Peace office has 2 accounts that make weekly deposits and have electronic deposits 2-3 times per week. Each account has less than 50 checks per month average.

2011-008 Midlothian: Interest Bearing Checking Accounts -4

Tax Office has 2 accounts that make daily deposits and have weekly automated debits.

Justice of the Peace office has 2 accounts that make weekly deposits and have electronic deposits 2-3 times per week. Each account has less than 50 checks per month average.

2011-009 Red Oak: Interest Bearing Checking Accounts – 2

Tax Office has 2 accounts that make daily deposits and have weekly automated debits.

APPLICATION WORKSHEET

**R.F.A. 2011- 007 ENNIS
R.F.A. 2011-008 MIDLOTHIAN
R.F.A. 2011-009 RED OAK
BANK SUBDEPOSITORY CONTRACT**

VARIABLE AND FIXED RATE BIDS:

Supply rate quotes for the following:

	<u>Variable Interest Margin*</u>
Interest-Bearing Checking Accounts	_____
Money Market Savings Accounts	_____
Trust Fund Savings Accts. - \$105,000	_____
Sweep Accounts - over \$1,000,000	_____
Sweep Accounts - under \$1,000,000	_____

*Variable Rate = 91 Day US T-Bill Auction Discount Rate published in the Wall Street Journal on the day following the auction) + Margin (Based on basis points). Example: If 91 day US T-Bill Auction Discount Rate is 3.3% and basis points are 1.0, then the variable rate is 4.3%

Minimum Balance Required: _____ (Interest Ckg. Accounts)

_____ (MM Savings Accounts)

	SERVICE CHARGE
CHECKING	
ACCOUNT MAINTENANCE	_____
CASH DEPOSITED PER 100	_____
CHECK RETURN- SUBSTITUTE CHECKS	_____
CHECK-DEBIT RETURN	_____
CREDIT	_____
DEBIT	_____
DEPOSIT ERROR CORRECTION	_____
ELECTRONIC CREDIT	_____
ELECTRONIC DEBIT	_____
EXCESSIVE REJECTS	_____
ITEM DEPOSITED ENCODING CHARGE	_____
MIN BALANCE ACCT MAINT	_____
 AUTOMATED CLEARING HOUSE -	
ACH ORIGINATION- PER ADDENDA RECORD	_____
ACH RETURNED ITEM	_____
EPA MONTHLY MAINT	_____
 INFORMATION REPORTING -	
ACH RETURNS- NOC STMT	_____

	SERVICE CHARGE
AUTOMATED	
ACCOUNT TRANSFER	_____
CHECK INQUIRIES	_____
DETAIL ACCOUNT	_____
DETAIL MODULE	_____
EDI STATEMENT MODULE	_____
INTRA DAY DETAIL ACCT	_____
INTRA DAY DETAIL MODULE	_____
MONEY TRANSFER MODULE	_____
PREVIOUS DAY DETAIL ITEM	_____
PREV DAY SUMMARY ITEM	_____
STATEMENTS	_____
STOP PAYMENT MODULE	_____
STOP PAYMENT	_____
SUMMARY ACCOUNT	_____
SUMMARY MODULE	_____
ONLINE ACH ITEM	_____
ONLINE ACH MO MAINT	_____
ONLINE ACH SERVICE	_____

ELECTRONIC DATA INTERCHANGE –

EDI INFO RPTG RECEIVER MONTHLY FEE	_____
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IMAGE –

CD ROM ITEM FEE	_____
CD ROM MEDIA FEE & DUPLICATE COPIES	_____
IMAGE RETRIEVAL MAINT - DEP ITEM	_____

	SERVICE CHARGE
IMAGE RETRIEVAL PAID ITEMS MAINT	_____
IMAGE RETRIEVAL PAID ITEMS	_____
RETURNED ITEMS –	
RETURNED ITEMS RE- DEPOSIT CHARGE	_____
RETURNED ITEMS	_____
WIRE TRANSFER –	
DOMESTIC INCOMING WIRES	_____
DOMESTIC OUTGOING WIRE	_____
DOMESTIC WIRE MAIL ADVICE	_____
TOTALS	_____

Please list any other service charges that may apply.

SUB-DEPOSITORY BANK

The Bank must complete the information below to validate the application for an Ellis County Sub-Depository Bank.

The undersigned affirms that they are fully authorized to execute this contract by providing Ellis County with a Certified and Attested Resolution from a duly authorized meeting of the Board of Directors of the submitting Bank authorizing or empowering the undersigned to execute this contract; that this Bank has not prepared this application in collusion with any other Bank; and that the contents of this application 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 Bank or to any other persons engaged in this type of business prior to the official opening of this request for application.

All unsigned applications will be disqualified.

Name and address of Bank:

Name: _____ Signature: _____

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 as a guarantee of good faith.
- F. A sample monthly Collateral Report.
- G. Product description pricing, and sample reports for the on-line PC link available. H.A sample Account Analysis Report.
- 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 Request for Application.

- M. Completed Cost Analysis Worksheets.
- N. Attachments indicating other services and charges not specified in the Request for Application

References:

List two (2) references for which the Bank has 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
_____	_____	_____
_____	_____	_____

The undersigned affirms that they are duly authorized to execute this bid, that this bid has not been communicated to any other bidder prior to the official opening of this bid.

Name and Address of Bidder	All unsigned bids will be disqualified
_____	Signature: _____
_____	Name: _____
_____	Title: _____
_____	Phone No: _____
_____	E-mail: _____

**RETURN ALL PAGES WITH APPLICATION PACKAGE
AND ALL REQUIRED INFORMATION**