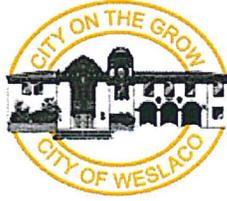


City of Weslaco

"The City on the Grow"



David Suarez, Mayor
John F. Cuellar, Mayor Pro-Tem, District 2
David R. Fox, Commissioner, District 1
Olga M. Noriega, Commissioner, District 3
Gerardo "Jerry" Tafolla, Commissioner, District 4
Lupe V. Rivera, Commissioner, District 5
Fidel L. Peña, Commissioner, District 6

Leonardo Olivares, City Manager

CITY OF WESLACO

Request for Sealed Proposals

The City of Weslaco hereby requests sealed proposals for the following:

Depository Contract

Sealed proposals addressed to Homer Rhodes, Buyer II, will be accepted at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m.** on **August 8, 2014**, at which time they will be opened and read aloud. **Please mark envelope, "Sealed Proposal – Depository Contract, Proposal No. 2013-14-14"**

Potential respondents are advised that the proposal documents can be downloaded from the City of Weslaco web page address: www.weslacotx.gov, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956/447-2240. Be advised that if your company is contemplating on submitting a proposal you must submit a "**Vendor's Notice of Intent to Submit Form**" to the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company.

The City of Weslaco reserves the right to accept any and all proposals and to waive any informalities in the proposing or to accept the proposal to be the best and most advantageous to the City and to hold proposals for a period of forty-five (45) days from the date of the proposal opening without taking action for the purpose of reviewing the proposals and investigation of respondents qualifications prior to proposal award. Proposals submitted past the aforementioned date and time will not be accepted.

City of Weslaco

A handwritten signature in blue ink that reads "Homer Rhodes". The signature is stylized and fluid.

Homer Rhodes, Buyer II
hrhodes@weslacotx.gov

VENDOR'S NOTICE OF INTENT TO SUBMIT A PROPOSAL

If you intend to submit a proposal for the **Depository Contract** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **July 31, 2014**, so that you may receive any addendums to the specifications should the need arise.

**Homer Rhodes
Buyer II
City of Weslaco
Purchasing Department
255 S. Kansas
Weslaco, Texas 78596
Phone : (956) 447-2240
Fax: (956) 969-8452**

Name: _____ (print)	Signature: _____
Title: _____	Company/Agency: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Email: _____	

RFP No.: 2013-14-14

Proposal Specification for Depository Contract

Notice is hereby given that the City of Weslaco will receive applications from all interested banking institutions in Weslaco, Texas, to provide depository and various banking services for the City for a period of two (2) years beginning October 1, 2009, with an automatic renewal option for an additional one (1) year period.

It is requested that each bank fill in the blanks and agree to the following specifications:

- 1. Guarantee \$500,000 in loans to City for matching grants approved.
- 2. Rate of interest to be charged on loans and maximum loan limit.

Interest Rate (Expressed as a percentage of Wall Street Journal Prime Rate)_____

Rate would be (check one): Fixed_____or Floating_____

Loan Limit_____

- 3. All City checking accounts: Since the accounts will be maintained by service charges paid by the City and not compensating balances, no earnings credit will be given. Any consideration that would have been given in the form of an earnings credit may be given in the form of a higher interest rate. All checking accounts will receive interest monthly on the investable balance (average balance less uncollected funds). The variable rate will be based on a rate equal to the most recent published thirteen (13) week U.S. Treasury Bill coupon equivalent **ASKED YIELD TO MATURITY RATE**

Less_____basis points,

as published in the Wall Street Journal, "Treasury Bonds, Notes & Bills" section as of the first working day of the month and adjusted monthly thereafter.

- 4. Potential respondents shall submit one (1) original and one (1) copy of the proposal.
- 5. Addenda and Interpretations: No interpretations of the meaning of the specifications/requirements or other proposal documents will be made orally to any respondent. Every request for such interpretation should be in writing addressed to the City of Weslaco, Purchasing Department, 255 S. Kansas, Weslaco, Texas 78596, and to given consideration must be received at least five (5) days prior to the date fixed for the opening of the proposal. Any and all such interpretations and any supplemental instructions will be in the form of written addenda for the specifications which, if issued, will be emailed/faxed (at the respective addresses furnished for such purposes), not later than three (3) days prior to the dated fixed for the opening proposal. Failure of any respondent to receive such addenda or interpretation shall not relieve such respondent from any obligation under his proposal as submitted. All addenda so issued shall become part of the contract documents.

6. Certificate of Deposit

Proposals shall be based on a rate equal to the most recent published twenty-six (26) week U.S. Treasury Bill coupon equivalent **ASKED YIELD TO MATURITY RATE** as published in the Wall Street Journal, "Treasury Bonds, Notes & Bills" section as of the day that the certificate of deposit is negotiated.

Time Period of Maturity	C.D. less than \$100,000	C.D. more than \$100,000
	U.S. T-Bill Rate	U.S. T-Bill Rate
1. 14-29 Days	_____	_____
2. 30-59 Days	_____	_____
3. 60-89 Day	_____	_____
4. 90-119 Days	_____	_____
5. 120-149 Days	_____	_____
6. 150-179 Days	_____	_____
7. 180 Days or More	_____	_____
The rate will at no time be less than	_____	_____
Does interest compound, and if so how often?	_____	
What is the penalty for early withdrawal on a CD?	_____	

The City shall not be required to maintain a minimum balance or be subject to a maximum balance of funds to be kept with the City's Depository. The City will continue to invest funds outside of the City's Depository, unless the rate offered by the City's Depository is equal to or greater than what is available elsewhere.

Respondent's are requested to complete all pages regarding specific services and charges, and submit any further concessions or services which they may want to offer to the City of Weslaco and make any comments as further consideration in selecting the City's Depository.

All funds which are deposited in the City's Depository under the provision of this proposal shall be continuously secured, in accordance with the laws of the State of Texas applicable thereto, by approved collateral as defined by section 10.3 in Investment Policy for the City of Weslaco. The collateralization level will be 102% of market value of principal and accrued interest on all funds on deposit with the depository.

All time deposits or certificates of deposit which have not elapsed on the termination date of the finally approved depository contract, shall remain on deposit with the same terms and conditions in effect during said contract until the date such time deposits have elapsed.

The Economic Development Corporation of Weslaco will also receive depository services in accordance with the terms of this proposal.

The City of Weslaco reserves the right to accept or reject any or all proposals, to waive informalities, and to accept the proposal the City considers the most advantageous.

By signing below, respondent represents that he/she has authority to negotiate on behalf of the stated depository institution, and that information presented in this document, as well any attachment, represents the complete proposal for consideration by the City of Weslaco.

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No.: _____ Fax No.: _____

Authorized Signature: _____

Title: _____

Email: _____

Please print above signature

(Please use additional sheet(s) if necessary)

Regular Service Charges
Proposal Form

<u>Services</u>	(1) <u>Estimated Volume</u>	(2) <u>Cost per Item</u>	(3) <u>Annual Cost</u>
Checks deposited			
Clearing	35,000	_____	_____
Transit	25,000	_____	_____
On Us	10,000	_____	_____
Charge-back checks	150	_____	_____
Debits (checks)	7,000	_____	_____
Wire Transfers			
Incoming	30	_____	_____
Outgoing	60	_____	_____
Account Maintenance	108	_____	_____
Cashiers checks	10	_____	_____
Safety deposit boxes	1	_____	_____
Stop payment	20	_____	_____
ACH debit	500	_____	_____
ACH credit	3,500	_____	_____
Preprinted checks	19,500	_____	_____
(City's specifications)			
Preprinted deposit slips	4,950	_____	_____
(City's specifications)			
Currency straps	1,000	_____	_____
Coin Envelopes	1,000	_____	_____
Checks sorted in numerical sequence	12,100	_____	_____
Endorsement stamps	10	_____	_____
Total Annual Cost		\$ _____	

Other Service Charges
Proposal Form

Services

Cost

Transfers between accounts	_____
Insufficient funds items	_____
CPA confirmations	_____
Research/Statement reproduction	_____
Foreign and domestic exchange	_____
Daily Balance on each account	_____
Online Services for each account	_____
Positive Pay for each account	_____
Smart Safe	_____
Electronic Check Acceptance and Conversion	_____
Acceptance of utility payments	_____

If any items/ services are to be donated, please list the item and amount (i.e. scanners for checks).

Electronic Banking Products and Services

Please give explanations pertaining to the following questions relating to electronic bank products.

1. Wire Transfers

Is a personal computer access system available for initiating wire transfers? _____

Does the system allow initiation of repetitive and non repetitive transfers? _____

Is a secondary authorization security feature available? _____

At what time is the system accessible each day? _____

What procedures are in place in case of system failure? _____

What systems are in place to confirm receipt of incoming wires? _____

What other features are available through the system? _____

What is the cost of this service? (if any) _____

	Initiated Via Computer	Initiated Via Phone/Fax
Monthly Maintenance	_____	_____
Line Access Charges	_____	_____
Outgoing Repetitive	_____	_____
Outgoing Non-Repetitive	_____	_____
Repetitive Internal Transfer	_____	_____
Non-Repetitive Internal Transfer	_____	_____
Other Charges:		
_____	_____	_____
_____	_____	_____

2. Stop Payments

Is a personal computer access system available for initiating stop payments? _____

Does the system notify the user that a check has already been paid? If so, when? _____

At what time is the system accessible each day? _____

How is receipt of a stop payment order confirmed? _____

How long do stop payments remain in effect? _____

What is the cost of this service? (if any) _____

	Initiated Via Computer	Initiated Via Phone/Fax
Monthly Maintenance	_____	_____
Line Access Charges	_____	_____
Stop Payment Order	_____	_____
Stop Payment Deletion	_____	_____
Other Charges:		
_____	_____	_____
_____	_____	_____

3. Balance Reporting

Is a personal computer access system available for balance reporting? _____

What information is available on the system? Attach a sample report. How does this information compare to what is available via telephone balance reporting? _____

At what time is the system accessible each day? What procedures are in place in case the system is down? How many days has the system been down in the past 3 months? _____

What is the cost of this service? (if any) _____

	Initiated Via Computer	Initiated Via Phone/Fax
Monthly Maintenance	_____	_____
Line Access Charges	_____	_____
Per Account	_____	_____
Per Debit/Credit Reported	_____	_____
Other Charges:		
_____	_____	_____
_____	_____	_____

4. ACH Payroll/Utility Payment Transactions

What file format is required? _____

What is involved with correcting items? _____

Are there any setup charges? _____

What are the deadlines (current deadline is 10 AM of the prior day) and the time necessary to execute an ACH transactions? _____

What is the cost of this service? (if any) _____

Monthly Maintenance	_____
Input:	
Tape	_____
Personal Computer Technician	_____
Mainframe Transmission	_____
ACH Debit	_____
ACH Credit	_____
Delete/Reversal (stop payment)	_____
Return Item	_____
Return Item Reclear	_____
Return Item Notification	_____
Other Charges	_____
_____	_____
_____	_____

5. Investments/Safekeeping

What is the name of the safekeeping bank you wish to use? _____

What the fees, if any, relating to the purchase, sale, or safekeeping of investments whether they are purchased through the bank or a third party? _____

6. Purchasing Cards/Payroll Cards

Are purchasing card or payroll card services available? If so what are the costs and details of service? _____