

Bid Notice

for Depository Services by

_____ Independent School District

Address City, State, Zip

_____ Independent School District is soliciting bids from banks to serve as a depository to assist with the banking functions for funds of the district.

Introduction

In accordance with the Texas Education Code (TEC), Chapter 45, Subchapter G, School District Depositories, the Board of Trustees of the district will select a depository through soliciting bids for a depository services contract for a term of two years beginning _____, 20____ and ending _____, 20____ or until a successor depository is selected, qualified, and agrees to a depository agreement based on either fees or compensating balances.

The district and the depository may agree to extend this contract for two additional two-year terms in accordance with the TEC, §45.205. This section requires that the contract and any extension of this contract coincide with the district's fiscal year. If the district changes its fiscal year, the term of the contract may be shortened or extended no more than one year by mutual agreement to coincide, provided that this contract remains in effect until its successor is selected and has been qualified. If the parties cannot agree, the district has the option to change the term of this contract.

The legal provisions providing for naming a depository of the district are set forth in the TEC, Subchapter G, School District Depositories, §§45.201 through 45.209. Investments by the district are governed by the Texas Government Code (TGC), Chapter 2256, Public Funds Investment. Securities pledged as collateral to secure district deposits are governed by the TGC, Chapter 2257, Collateral for Public Funds.

Bidders Conference

A bidder's conference will/will not be held. Bank representation is not required for submitting a bid; however, the submission of a bid will be prima facie evidence that the bidder has full knowledge of the detailed requirements as outlined in this bid notice:

Bid Conference Date: _____
Time: _____
Location: _____
Address: _____

Bank Questions

Questions regarding this bid request, or the services requested, will be accepted in written or email form only, at the address above on or before ____:____ am/pm on _____, 20____. Responses to all material questions submitted will be communicated in writing or by email to all known interested banks by ____:____ am/pm on _____, 20____.

Bid Submission

To be eligible for consideration under this request, the bank must submit three complete paper copies of each bid by ____:____ am/pm CST or CDT on _____, 20____ to the address below.

BID NOTICE FOR DEPOSITORY SERVICES

The district will not accept bids received after that time. Late submissions to the district address will be returned unopened.

The bid must be submitted in a sealed envelope or packet marked "Depository Services." An accompanying transmittal letter must be signed by a person authorized to bind the institution, state that the bid is valid for 180 days from the submission date, and give full contact information regarding the bid.

The bids must be delivered by US mail, express mail, or in person to:

_____	xxx-xxx-xxxx
_____	xxxx@xxxxxx

All questions in the attached uniform bid blank should be answered and provided to the district as the bank's bid.

The bank must attach a cashier's check in the sum of \$_____ payable to the district. If any portion of this contract is awarded to the bank, the check will be returned to the bank. If the bank fails to execute the contract in a reasonable time, the district will cash the check as liquidated damages. If the bid is not accepted, the check will be returned to the bank immediately after contract award.

The district is/is not also providing this bid request electronically. The fee schedule, Attachment A, is in Excel format. The bank must submit the bid in both paper and electronic form.

Evaluation Process

The district will use the following criteria to evaluate the bid and award the contract.

- ___ % - Interest rate bid on time deposits.
- ___ % - Charges for keeping district accounts, records, and reports and for furnishing checks.
- ___ % - Ability of the bank to provide the necessary services and perform the duties as depository.
- ___ % - Any other matter that, in the judgment of the board of trustees, would be in the best interest of the district.
- ___ % - Other – Specify: - _____
- ___ - Total

The district reserves the right to reject any or all bids and to accept the bid the district considers most advantageous. If any portion or provision of this bid and any contract between the depository and district entered into is invalid, the remainder, at the option of the district, must remain in full force and effect and not be affected. Acceptance of a bid will be based on the total package of services offered by the bank

Legislative Change

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

BID NOTICE FOR DEPOSITORY SERVICES

Schedule for Selection Process

The district will make every effort to adhere to the following schedule:

xx/xx/xx	Release of Request for Bids
xx/xx/xx	Deadline for questions concerning the request for bids or services requested
xx/xx/xx	Responses given to any questions provided to all known interested banks
xx/xx/xx	Deadline for bid submission
xx/xx/xx	District Board award of contract
xx/xx/xx	Contract commencement

Other Requirements

The following requirements must be met:

1. The bank selected as the depository will notify the district in writing within 10 days of any changes in federal or state regulations or laws that would affect the depository agreement.
2. The depository's records relating to the district's accounts must be open to review by the district, its independent auditors, and the Texas Education Agency.
3. The district reserves the right to pay for depository services by targeted balances or by fees.
4. The district reserves the right to exclude direct payroll deposit service from the depository contract if the bank does not offer direct payroll deposit service.

District Rights

The district reserves the right to:

- waive any defect, irregularity, or informality in the bid or bid procedures,
- reject any and all bids,
- accept any bid or portion thereof most advantageous to district,
- cancel, revise, and/or reissue this request for bids or any portions of it,
- retain all other provisions even if any provision of the bid is determined invalid,
- modify deadlines, and
- select any bid considered to be in its best interest as determined by the district.

Simple Example:

**Attachment B
District's Current Account Structure**

The district presently maintains accounts as listed below. The district reserves the right to open additional accounts or to close accounts during the term of the depository contract.

<u>Type of Account</u>	<u>Number of Accounts</u>	<u>Interest-Bearing/ Non-Interest-Bearing</u>
General Operating	1	IB checking
Payroll	1	IB
Tax	1	IB
Worker's Comp	1	NIB
Activity	2	IB

Complex Example:**Attachment B
District's Current Account Structure****VOLUMES**

<u>Type of Account</u>	<u>Average Number of Items</u>	<u>Average \$ Amount of Items</u>
Property Taxes Deposits	6 – 10 /month except daily November to January	
Payroll		
Monthly checks	400	
Monthly direct deposit	2,500	
Semimonthly checks	850	
Semimonthly direct deposit	850	
Weekly checks	400	
Weekly direct deposit	400	
Monthly payroll		\$11,000,000
Accounts Payable		
Monthly checks or payments	2,000	\$4,000,000
Food Service		
Daily deposits	35	\$45,000
Deposits		
Daily deposits	40	
Student Activity (Number of accounts)		
High School	3	
Middle School (deposit only)	6	
Elementary School (deposit only)	22	
Other	4	

ACCOUNT STRUCTURE

<u>Type of Account</u>	<u>Number of Accounts</u>	<u>Description of Accounts</u>
Controlled Disbursement	3	Payroll, Accounts Payable, Tax Office Refund
Depository Plus Accounts	30	Elementary & Middle School Activity Funds
Positive Pay	6	Payroll, Accounts Payable, Tax Office Refund, High School Activity Funds
Food Service	1	Depository Account — individually identified by campus
Checking	7	1 Operating; 1 Debt Service; 3 Construction; 1 Internal Service; 1 District Activity