



GALVESTON COUNTY REQUEST FOR APPLICATIONS FOR DEPOSITORY AND SAFEKEEPING SERVICES



Galveston County-Treasurer, Kevin C. Walsh, CPA
722 Moody Avenue-4th Floor
Galveston, TX 77550



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COUNTY OF GALVESTON
722 Moody Avenue-4th Floor
Galveston, Texas 77550
(409)770 -5395

Notice to Interested Parties

Sealed Request for Proposals (RFP) will be received at the County Treasurer Department, 722 Moody Avenue, 4th Floor, Galveston, Texas 77550 before 5:00 pm, Friday, June 7, 2019 to be opened at the Galveston County Commissioners' Court on Monday, June 17, 2019 at 9:30 am for Application for Depository Bank and Safekeeping Services for Funds of Galveston County.

Proposals must be in a sealed envelope and marked:

**Proposal to be opened June 17, 2019
Depository Bank and Safekeeping Services for Funds of
Galveston County RFP Number 19-023**

Any questions or additional information required by interested vendors must be emailed to: galvestoncountytreasurer@co.galveston.tx.us before Tuesday, May 28, 2019 at 12:00 pm.

Any changes in the specifications will be posted on the County website (www.galvestoncountytx.gov) as an addendum. It shall be the proposer's responsibility to check the website prior to the bid opening date to verify whether any addendums have been posted.

Award will be made based on a review of qualifications, scope of services and price.
COMMISSIONERS' COURT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND WAIVE TECHNICALITIES. Only proposals that conform to specifications will be considered.

KEVIN C. WALSH, CPA
Treasurer

CRYSTAL COOPER, CIO
Assistant Treasurer



Request for Applications for Main and Participating Bank Depositories for the Deposit of Funds Belonging to Galveston County and Other Governmental Entities

Galveston County is accepting proposals for depository bank services, to include depository, Automated Clearing House (ACH), wire transfer, disbursements, lockbox, electronic banking, reporting, merchant services, and investment custodial services.

Pursuant to the provisions of Texas Local Government Code 116.022 and 117.022, notice is hereby given that the Galveston County Commissioners' Court is seeking applications for a Main and for Participating Bank Depositories for the following funds:

- All funds belonging to the County of Galveston;
- Trust funds and Court Registry Funds in possession of the County Clerk of Galveston County;
- Special Funds deposited in the County Treasury and utilized by its Community Supervision and Corrections Department (Adult Probation); and
- Accounts, including overnight depositories, utilized by other elected and appointed Galveston County officials.

Sealed applications in sets of one (1) original and three (3) copies, marked on the outside with:

Proposal to be opened **June 17, 2019**
Depository Bank and Safekeeping Services for Funds of
Galveston County RFP Number 19-023

will be received until close of business (5:00 pm) on June 7, 2019 at the Office of the County Treasurer located at the Galveston County Courthouse, 722 Moody Avenue, 4th Floor, Galveston, Texas 77550. All applications will be opened by the Commissioners' Court at its regularly scheduled meeting held at 9:30 am on June 17, 2019 at the Galveston County Courthouse 722 Moody Avenue, 1st Floor, Galveston, Texas 77550, or as soon thereafter as may be determined necessary by the Court.

Applicants should be State and National Banks, preferably domiciled in Galveston County, Texas, which have the ability to provide safekeeping depositories for all funds and accounts listed above in the form of demand account banking.

Each Applicant must utilize the County's Official Proposal Form and specify the interest it will pay on Demand Deposits and/or Time Deposits. Each Applicant must also provide through a contract with another bank, if necessary, adequate facilities located in the County seat, which is Galveston, Texas, for daily banking transactions. Participating Bank Applicants need only have a branch presence within the County in order to be considered. Additionally, each Applicant who has a Demand Deposit Account with the County will be required, upon request of the County Treasurer, to furnish daily statements, along with front and back images of canceled checks guaranteeing each endorsement, which can be imported individually into the County's financial system.

The Term of each Depository Contract will be for a period of four (4) years, beginning October 1, 2019 and expiring September 30, 2023. In addition, if necessary, each Depository Contract may be extended by Galveston County up to an additional sixty (60) days to enable the County Treasurer to have ample time to close out accounts and to transfer funds to successor County Depositories. Each Depository Contract shall allow Galveston County to establish, on the basis of negotiations with the bank, new interest rates and financial terms of the Depository Contract which will take effect during the final two years of the four-year contract, including the option to alternate between fixed and variable interest rates. Any new financial terms may not increase service cost to Galveston County by more than 10%.

Each Depository Contract will require the bank to pledge, as collateral, securities acceptable to and approved by the Commissioners' Court of Galveston County which cumulatively have a market value amount sufficient to equal 110% of all funds deposited with the bank by Galveston County, including its County Clerk, its District Clerk, its Community Supervision and Corrections Department (Adult Probation), and all other elected and appointed Galveston County officials. In addition, each bank must maintain FDIC insurance and comply with the terms and provisions of Government Code Chapter 2256 (Public Funds Investment Act) and Chapter 2257 (Public Fund Collateral Act), as well as Local Government Code Chapters 116 (Depositories for County Public Funds) and 117 (Depositories for Certain Trust Funds and Court Registry Funds) as they relate to such securities. All such securities shall be placed in a second bank or with the Federal Reserve Bank for safekeeping, providing the County of Galveston with safekeeping receipts. Monthly reports on all collateral securities will be made to the County Treasurer and shall include the par value and market value of each. Requests for substitution of collateral securities may be made in writing to the County Treasurer's Office. Such requests are similarly subject to the approval of Commissioners' Court.

In addition to executing a County Depository Contract, each Applicant may be required to execute the following Agreements with terms and conditions acceptable to Galveston County and any applicable elected officials:

- Custodial Agreement for County-Owned Securities;
- Investment Clearing Agreement;
- Custodial Agreement for Pledged Securities (Federal Reserve Bank); and/or
- Lock Box Agreement.

Each Applicant must state the amount of the bank's paid-up capital stock and permanent surplus and the application must be accompanied by:

- A statement showing the financial condition of the bank on the date of the application;
- A certified check or cashier's check for \$1,263,579.00, one-half percent of the county's revenue; and
- A description of all banking services they are willing to provide and the charges for such services, if any. Examples include but are not limited to the ordering of checks, deposit slips, returned checks, remote capture services, positive pay service, etc.

Awards to successful Applicants will be made by the Galveston County Commissioners' Court at its regularly scheduled meeting held on July 29, 2019, or as soon thereafter as may be determined necessary by the Court.

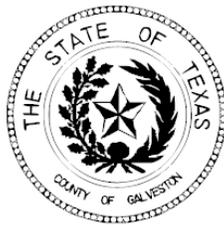
The Galveston County Commissioners' Court shall have the right to accept the Application that it determines offers the most favorable terms and conditions for the handling of all County funds. The Galveston County Commissioners' Court shall also have the right to reject in part or in whole any and all Applications.

**Application for Depository Bank
and Safekeeping Services for Funds
of Galveston County**

RFP # 19-023



**Opening Date:
Monday, June 17, 2019**



General Information

The Galveston County Commissioners Court, in compliance with applicable Texas statutes, is herein requesting applications from any banking corporation or financial institution to serve as a County Depository Bank(s).

The specific references governing these services are:

[Local Government Code Chapters 116-117](#) and [Government Code Chapters 2256-2257](#)

The text of these governing statutes may be obtained at: <https://statutes.capitol.texas.gov/>

By submitting a proposal, the bank acknowledges that it understands the aforementioned laws, which pertain to the safekeeping of County funds and will comply with these statutes.

Pursuant to the *Texas Local Government Code § 116.021* and *Vernon's Texas Codes Annotated, Government Code, Title 10, Chapter 2257*, sealed proposals will be received at the Galveston County Treasurer Department **on or before 5:00 pm on Friday, June 7, 2019** for the selection of bank depositories for the forthcoming four (4) year period commencing on **October 1, 2019**. Applications may be submitted by any "bank" as defined by the *Texas Local Government Code § 116.001*.

Applications may be submitted for depository, safekeeping, or both services.

There is no express or implied obligation for Galveston County to reimburse responding firms for any expenses incurred in preparing their response to this proposal.

Any additional information required by the interested applicants must be submitted in writing to the attention of the County Treasurer Department **before Tuesday, May 28, 2019 at 12:00 pm.**

To be considered, original sealed applications plus three (3) identical duplicates must be received by **5:00 pm on Friday, June 7, 2019** in the office of the County Treasurer Department. These proposals will not be opened until the final submission date and hour noted.

All proposals must be delivered to:

Galveston County Treasurer Department
Attn: Kevin C Walsh, Treasurer
722 Moody Avenue—4th Floor
Galveston, Texas 77550

Proposal must be in a sealed envelope and marked:

Proposal to be opened **June 17, 2019**
Depository Bank and Safekeeping Services for Funds of
Galveston County RFP Number 19-023

Good Faith Guarantee

This application for Depository Bank and Safekeeping for Funds of Galveston County must be accompanied by a certified check or cashier's check made payable to Galveston County in the amount of **\$1,263,579.00**, one-half percent of the County's revenue for the preceding year. The check is a guarantee of good faith on the part of the bank that if the application submitted is selected as a County Depository, the successful Applicant will, within fifteen (15) days after notice of selection, enter into a pledge contract with the Commissioners' Court. If accepted, the successful Applicant will file bonds of securities in sufficient amount to secure the public monies to be entrusted to them within fifteen (15) days of selection as prescribed by the *Texas Local Government Code §116.051* and *Vernon's Texas Codes annotated, Government Code, Title 10 Chapter 2257*. Should the bank fail to qualify as Depository as required and within the fifteen (15) days specified, the certified check or cashier's check shall go to Galveston County as liquidated damages in accordance with the *Texas Local Government Code § 116.023 (c)* and *Vernon's Texas Codes Annotated, Government Code, Title 10, Chapter 2257*. **Applications not accompanied by a certified check or a cashier's check will not be considered.**

When the Depository has been selected, the certified check(s) or cashier's check(s) presented with the proposal application(s) shall be returned to the unsuccessful Applicants immediately. Certified checks or cashier's checks presented by successful Applicants shall be held until the pledge contract and required securities have been tendered and approved by the Commissioners' Court.

Applications submitted will be evaluated by a committee as designated by the Commissioners' Court. This committee's recommendation will be forwarded to the Galveston County Commissioners' Court who will select the financial institution.

During the evaluation process, Galveston County reserves the right to request additional information or clarification from Applicants, or to allow for corrections of errors or omissions. At the discretion of Galveston County, financial institutions submitting applications may be requested to make oral presentations as part of the evaluation process.

Galveston County reserves the right to select the acceptable Applicant who offers contractual terms and conditions most favorable to the County. The County may reject Applicants whose management or financial condition, in the opinion of Commissioners' Court, does not warrant the placing of County funds in their possession. Galveston County reserves the right to reject in part or in whole any or all proposals, waive minor technicalities, and award the proposal that best serves the interest of Galveston County. Late proposals will be returned to the proposer unopened.

Proposals may be withdrawn any time before the official opening. Alterations made before opening time must be initialed by proposer to authenticate.

Terms of Bid

The County shall contract with a bank for a two-year or four-year contract term. This depository contract must commence no later than **October 1, 2019** and must continue until sixty (60) days after the time fixed by statute for the next selection of a Depository Bank. On expiration of the primary term, the contract may be renewed for two (2) additional years under the terms negotiated. If the contract is for a four-year term, the contract shall allow the County to establish, on the basis of negotiations with the bank, new interest rates and financial terms of the contract that will take effect during the final two (2) years of the four-year contract.

If a timed deposit extends beyond the expiration date of the contract, the managing bank will pledge sufficient securities required by Galveston County to provide for the maturity of the time deposit.

Selection Criteria

The depository bank proposal review committee considers the following criteria points. The committee then makes a recommendation to Commissioners' Court and the Court makes the ultimate decision. Selection criteria points are as follows:

Proposal Scoring Percentage

Best value in terms of service and cost.....	25%
Net rate of return on County funds.....	20%
Bank's past and prospective financial strength.....	15%
Cash Management bank services offered.....	15%
Experience and ability to meet service requirements.....	10%
Convenience (e.g. locations).....	10%
Any additional bank services offered.....	5%

TOTAL 100%

All bids submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with:

Proposal to be opened **June 17, 2019**
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A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand-delivered to the Galveston County Treasurer Department.



Service Requirements

**Indicate ‘Y’ confirming service is offered or ‘N’ if service is not offered.
Attach additional documentation as needed to provide more detail.**

1. Standard Disbursement Services - Standard disbursing services for all accounts are required to include the payment of all County checks upon presentation. No funds or fees may be withdrawn from the County Depository except by properly drawn warrants which have been approved and signed by appropriate authorities as designated on signature cards. All signature cards must be made available to the County Treasurer.
2. Standard Deposit Services - The bank will guarantee immediate credit on all wire transfers, ACH transactions and all deposited checks based on the bank's availability schedule. All deposits received before the banks deadline will be credited daily.
3. Statements - Monthly account statements delivered in electronic file format, as well as paper. Monthly account statements will be provided with all original canceled checks, debit and credit memos, etc. and downloadable images of the front and back of these items, as well as monthly and year-to-date interest earned. Images should be retained in accordance with the rules adopted by the Texas State Library and Archives Commission. This statement shall show the number of checks, deposit and deposit items posted, daily ledger balances, average daily ledger balance for the month, average daily collected balance for the month and other items on which charges are based. Such statements shall be provided within seven (7) working days after calendar month-end. Please attach a sample bank statement.
4. Automatic Overnight Account - All funds remaining in designated accounts may be swept and automatically deposited by the bank on an overnight or weekend basis into a better investment vehicle. The bank will credit the total interest earned to each account based on each account's investable balance. Funds must be deposited in avenues that are authorized by the Public Funds Investment Act. The bank must send the County a confirmation detailing the interest rate and monthly statements detailing daily activity.
5. Collateral Reports - A detailed monthly collateral-to-deposit report is required. The report shall contain security descriptions, par value/current face and current market value. Please attach a sample of a monthly collateral report.
6. On-line Communication - It is requested that as part of the bid the Depository Bank will provide an on-line communication link to the County for daily reporting of account balances, collateral and ledger balances, and detailed debits and credits. **The bank must also be prepared to provide the Treasurer's Office with the opportunity to physically work with this technology before the RFP**

is selected. Discuss the methods (e.g., Web-based, proprietary software) by which Galveston County can view current day activity, previous day activity and balance information, and specify any associated costs.

- a. Can information be accessed by multiple users?
 - b. Can information be accessed by multiple locations?
 - c. Can individual users be restricted to accessing information only on certain accounts or transaction types?
 - d. Can information be imported into a spreadsheet?
 - e. Are pending transactions included in the Available Balance?
7. Fees and Service Charges - Fees and service charges for monthly service must be included in a monthly analysis format. A monthly detailed billing for every service charge and fee for all individual County bank accounts which includes type of service, volume, individual price, and total price will be provided. **A sample client account analysis report must be provided as part of the RFP.**
8. Payment for Services – The County desires that there be no service charge if the earnings credit exceeds the total service charges for the billing cycle, which should occur on a quarterly basis.
9. Positive Pay Service - Positive pay service is required. Describe in detail your positive pay service. Does the bank offer payee match as part of its positive pay service? How often can positive pay files be sent and uploaded? Specify any associated cost.
10. Wire Transfer Capability - Wire transfer capability using computer service with dual control security features (primary and secondary authorization).
11. ACH Operations - Provide ACH operations to allow the County to initiate electronic paperless entries through your financial institution and other financial institutions by means of ACH files (e.g. payroll direct deposit ACH file). A daily remittance report should be sent to the County for all incoming and outgoing ACHs, EFTs, and Wire Transfers.
12. Stop Payments - The County will require the bank to issue stop payments executed from personal computers or fax by County personnel at County locations. Stop payments will be considered permanent voids and the County does not need to renew stop payments. The Depository Bank’s electronic system must allow for County personnel to search, delete, and adjust items as needed.
13. Checks, Deposit Slips, Endorsement Stamps, and Other Supplies - The bank will order supplies for the County as specified by the County. Any applicable charges should be directly invoiced to the County Treasurer, not paid by direct debit.

14. Account Executive Service Person - The bank will provide Galveston County with an Account Executive Service person located in Galveston County whose responsibility must be to serve as primary liaison between the bank and Galveston County. This person will be responsible for attending to inquiries, requests for services, researching historical data, and other daily activities regarding the managing of Galveston County Accounts.

15. Reconciliation - The bank agrees to reconcile any differences in account balances within a period of time mutually agreeable to both Galveston County and the bank following notification of such discrepancies. Differences in account balances include any difference between checks paid in comparison to positive pay amounts transmitted to the bank, and differences between deposits made (declared) as compared to deposits verified by the vault.

16. Waiver of Certificates of Deposit Penalty – The County and District Clerks maintain trust accounts for minors. These funds are invested in Certificates of Deposits to earn interest for the minor’s benefit. Occasionally these accounts are closed by court order prior to the maturity date of the CD. The bank must waive the early withdrawal penalty if a minor’s trust account is closed by court order prior to the CD’s maturity.

17. Deposits – The bank must accept mixed deposits containing cash, checks, and coin from the County. Deposits may be made primarily through the vault (armored car); branch teller walk-up is minimal.

18. Remote Capture – The bank must provide remote capture services and equipment to multiple users at multiple locations in the County. The County would prefer to use Remote Capture in conjunction with Check 21 services, whether directly through the bank or with a contracted third party through the Depository Bank. Remote Capture services must include detailed image reporting available for download into the County’s internal system, as well as historical search capabilities for deposit totals and individual items dating back no less than one year.

19. 1099’s for Trust Beneficiaries - For County Clerk and District Clerk trust funds, the bank must provide the County with individual accounts that are in the name of the beneficiary and record the interest earned on these accounts as a credit to the social security number or employer identification number of the beneficiary. The bank must send monthly account activity statements and Internal Revenue Service Form 1099s to the appropriate Clerk for each account maintained. Online information reporting for these accounts should be made available.

20. Deposits at Branch Locations – The bank must allow designated County personnel to make deposits at any branch location.

21. Overdrafts - All demand deposit overdrafts incurred in the normal course of business will be covered at no cost to the County as long as sufficient compensating balances exist in other County accounts.

22. Notice of Returned Checks – The Depository Bank must provide County personnel with immediate online notice of any returned checks, as well as via regular postal mail. The notices must include an image of the check, the reason for the return, and the total of the original deposit.

23. Stored Value Cards – The County shall have the ability to issue payroll to its employees in the form of stored value cards, as well as other payment applications. The Depository Bank will not charge the County any fees for the use and maintenance of these cards.
24. ATM Services –If the bank is interested in exploring the possibility of offering ATM services in conjunction with the County, please provide a product and cost information breakdown. **THIS IS FOR INFORMATIONAL PURPOSES ONLY, AND WILL NOT BE INCLUDED IN THE BANK DEPOSITORY RFP.** Please provide an additional sheet containing this information.
25. Armored Car Depository Service – Please include a service and charge breakdown for services related to picking up and dropping off funds from various County locations. Include a sample invoice for these services, or indicate where on the monthly analysis this charge is located.
26. Lockbox Services – Does the bank provide directly, or via contract with a third-party, lockbox services? Please provide figures for how many pieces of mail can be processed per day, staffing of the facilities, and equipment used in the facilities, along with a description of the location of the lockbox facility.
27. Virtual Services – Can the bank provide a locking safe for virtual vault/safe services, wherein funds are deposited into a safe located at a County office, credited to the County’s bank account, and then retrieved at a predetermined time by an armored car depository service?
28. Safekeeping Account - In the event that the County exercises its right to make external investments, **the depository institution must provide a safekeeping account to hold securities purchased by the County.** If the Depository Bank cannot provide investment safekeeping services, then the County will also have to select a second depository for those safekeeping services. Excess funds are invested in accordance with the County’s investment policy and the Public Funds Investment Act. All investments are on “delivery versus payment” where the safekeeping entity verifies the incoming security to the purchase instructions provided by the County. If the security matches the purchase instructions, the safekeeping entity releases the funds to purchase the security. If the safekeeping entity is not the County’s main depository bank, then funds would need to be transferred into the safekeeping account the day before the security delivery date. Any cash funds in the safekeeping account would either have to be collateralized at 110% per the County’s depository collateral requirements, or swept into an interest-earning money market account. The safekeeping entity will provide transaction notices for any interest payments received on investments, investments maturing, sold or purchased, and monthly safekeeping account statements. The report shall contain security descriptions, par value/current face and current market value as well as any interest earned on funds in the account.
****Refer to the COLLATERAL & SAFEKEEPING section for more details****
29. Please attach a copy of your Disaster and Emergency Preparedness Plan.



Pricing

Please quote prices and discounts on the following items:

1. Comprehensive List of Service Prices – The bank must provide a comprehensive list of service prices as well as any other costs that will be charged to the County for any reason. Specify any and all costs associated with electronic transfers, including transfers between Galveston County accounts. This list will be considered all-inclusive and the prices shown on the list must be incorporated into the contract. If a four (4) year contract is executed, the bank has the option to change prices for the second two (2) year term. The price change will be negotiated, but may not exceed 110% of the prices shown for the first two (2) year term.
2. What is the cut-off time to ensure a same-day ledger credit?
3. Provide an availability schedule.
4. Does the bank outsource any of the proposed services?
5. What are the bank's cut-off times for customer-initiated Electronic Transfers (Wires, ACHs, Account Transfers, etc)?
6. Comprehensive Cash Management Capabilities – The bank must provide comprehensive cash management programs and associated costs (e.g., electronic check presentment, check conversion, stored value cards, etc).
7. Does the bank offer any service to protect Galveston County's accounts from unauthorized ACH debits?

9. Describe how the financial institution plans to keep this product current and competitive.
10. Does the bank conduct background checks on its employees?
11. How many bank employees are present when deposit bags are opened?
12. Describe security at the cash vault center. What additional security measures are employed?
13. Does the bank identify and adjust all discrepancies?
14. When deposit discrepancies are discovered, what are the bank's notification, reporting, and adjustment procedures?
15. Required Form (See Form D) - On the attached form titled **FEE CALCULATOR BID**, indicate the charges per unit for each service, the estimated charges for each service, and the estimated compensating balance which the County would be required to maintain in order to offset the service charges. Specify when there is no charge for a service or when there are additional charges for a service. List any fee or service charges that you foresee, even if not listed in the **FEE CALCULATOR BID**.
The number of units on the form represents Galveston County's bank services activity for fiscal year 2018.
16. Required Form (See Form E) - On the attached form titled **INTEREST CALCULATOR BID**, calculate the interest Galveston County would have earned last fiscal year using your proposed rate of return historical data. Galveston County is requesting for bank applicants to define specifically the method used by the applicant for interest calculations in its normal operations. The bank must furnish adequate information about the index and or instruments used to arrive to the proposed rate (e.g. 90 days T-Bill rate, Texpool rate). Galveston County must be able to independently calculate the proposed rate and interest payable under the contract. Also, specify which bank balances are subject to interest (e.g. Average Collected Balances).

Because a four (4) year contract may be executed, the bank must propose new fixed and variable rates of interest for interest-earning transaction accounts, certificates of deposit, NOW accounts, money market checking accounts, and the overnight investment facility for the second two years of the contract. During the second two (2) years of a four (4) year contract, Galveston County has the option to adopt the bank's proposed rates for the last two years or to establish, on the basis of negotiations with the bank, new interest rates and financial terms of the contract that will take effect during the final two years of the four-year contract.



Collateral and Safekeeping

Legal Collateral Requirement Specifications

Allowable securities for collateralization only include:

- U.S. Treasury Notes
- U.S. Treasury Bills
- Government National Mortgage Association Certificates
- Federal Farm Credit Banks Notes and Bonds
- Federal National Mortgage Association Notes and Bonds
- Federal Home Loan Mortgage Association Notes and Bonds

Required Level of Collateral

The initial amount of securities to be pledged against Galveston County shall be adequate to fully collateralize the funds of Galveston County according to the State laws of Texas. The amount is subject to change as deposits fluctuate. At all times, the market value of collateral including accrued interest must be equal to or greater than 110% of the sum of the par value of the certificates of deposit plus accrued interest, the daily bank ledger balances, and the overnight investment facility balances, less funds insured by Federal Deposit Insurance Corporation.

Monitoring of Collateral

Bank is responsible for notifying the County of any deficiencies in the Bank's pledged collateral on a daily basis, as well as obtaining additional collateral to cover the deficiency. Reduction and or release of Collateral must be approved and signed by the County Treasurer.

Location of Collateral

Bank must deposit all collateral pledged to secure County funds at the Federal Reserve Bank in Dallas or with a mutually agreed upon third party with a notation that the securities are pledged to the County. Depository safekeeping receipts should be furnished to the County Treasurer verifying the pledged securities. Securities pledged to the County shall be placed in safekeeping by the Depository Bank providing safekeeping services and the original of the safekeeping receipt shall be given to the County Treasurer. Collateral security will be pledged only: **"To the County of Galveston, Galveston County, Texas"**. Release of collateral must be approved and signed by the County Treasurer.

In the event that the County's Depository Bank provides both depository and safekeeping services there will only be a single collateral pledge for all County funds.

Attach documentation providing the following:

1. A copy of the proposed Safekeeping Agreement for the safekeeping account.
2. Using the following example scenario, please provide a complete detailed monthly invoice for Safekeeping Services for December 2018:

Security	Purchased	Maturity	Par Amount	Purchased Through
FHLB	01/15/2017	01/15/2017	\$2MM	Entity
T-BILL	12/05/2017	12/05/2018	\$2MM	Outside Party
T-BILL	05/08/2017	12/08/2018	\$2MM	Entity
FHLB	05/12/2017	12/12/2018	\$2MM	Outside Party
FHLB Callable	02/15/2017	02/15/2018	\$2MM	Outside Party
	CALLED	12/15/2017	\$2MM	Outside Party
T-BILL	12/20/2017	12/20/2018	\$2MM	Entity
FHLB	12/22/2017	12/22/2018	\$2MM	Entity

3. Cut-Off Times – Deadlines to accept instructions.
4. Provide any applicable SEC and NASDAQ reports on your firm.
5. Disclose licensing agency registrations.
6. If the safekeeping account is provided by a third party, the following additional information is required:
 - a. Resolution from the board of directors of the third party financial institution giving the signing officer authorization to enter into agreements.
 - b. Audited financial statements of the third party for the most recent year. Galveston County will require a copy of the financial report at least annually, upon publication.
 - c. Current Credit Rating by: Moody’s, S&P, and Fitch.
7. The following page with acknowledgements of the County’s collateral and safekeeping requirements.

Check each box to acknowledge the following requirements:

1. The financial institution shall segregate and identify on its books and records all securities delivered by or for the account of Galveston County which are held by the financial institution as belonging to Galveston County.
2. Monthly account statements delivered in electronic file format, as well as paper statements. The statements shall include the following information on each security: CUSIP number, par value, cost value, book value, and market value.
3. The financial institution shall rely and act only upon written instructions signed by two (2) authorized persons from Galveston County. Galveston County will provide the financial institution with a sample of authorized signatures. If the financial institution has in place a system for providing telecommunication or other electronic access or other means of direct access, Galveston County will use such system for inquiries only.
4. The financial institution shall provide Galveston County with monthly detailed invoices for every single service charge.



Galveston County
Daily Bank Balances Analysis for Fiscal Year 2018
(October 1, 2017-September 30, 2018)

	Account Name	Average Daily Balance	Highest Daily Balance in FY18	Highest Cumulative Daily Balance in FY18--01/30/2018
Galveston County	01 Road Bonds - 3308	137,436.93	137,625.76	137,033.16
	03 Unltd Tax Rd Bond - 3307	1,903,253.86	1,907,285.19	1,897,609.09
	07 Ltd Tax Bond - 3310	3,716,148.49	3,724,019.78	3,705,126.94
	2008 COB Series - 3373	311,260.78	311,920.07	310,337.63
	Accounts Payable	2,311,051.38	7,042,594.67	600,621.00
	Boon Chapman Health	3,479.14	360,788.92	-
	County Clerk Printech	14,830.85	20,091.33	14,592.01
	Demand Account	5,249,998.26	47,378,885.44	39,733,987.34
	District Clerk Printech	9,798.67	14,725.68	8,967.49
	General Money Market	37,773,914.95	198,847,907.29	183,667,817.98
	Indigent Healthcare	-	2.45	-
	Investment Account	17,040,891.34	25,102,890.02	-
	JP Credit Cards	504,300.38	849,590.66	294,510.40
	Jury Warrant	50,121.55	72,958.64	38,228.00
	LIRAP	16,771.21	16,804.49	16,722.88
	Ltd Cnty Bldg 09B-3120	62,327.30	62,450.98	62,147.67
	Ltd Tax Flood Control Bond 09C-3370	528,216.03	529,334.86	526,649.41
	Non-Interest	581,103.73	913,747.81	913,747.81
	Payroll	1,006,198.84	4,210,065.59	649,651.21
	Restitution	51,569.07	95,686.65	35,291.47
Retiree	176,777.17	349,587.16	116,053.55	
Unclaimed Property	230,361.51	236,443.86	230,623.58	
Unltd Road Bond 09A-3312	2,504,316.99	3,515,248.20	3,510,666.53	
Worker's Comp	4,046.94	17,545.13	140.14	
County Clerk	County Clerk Credit Card	518,215.02	883,241.18	798,157.46
	County Clerk Odyssey NOW	9,620,262.76	12,781,525.38	11,186,776.23
	County Clerk Odyssey Registry	1,579,908.37	6,709,582.29	1,799,573.13
District Clerk	District Clerk Credit Card	1,612,115.67	2,650,680.82	1,649,376.31
	District Clerk Child Support	4,420.53	11,080.60	7,382.65
	District Clerk Civil	2,688,200.02	3,696,588.44	2,926,443.21
	District Clerk Registry	713,554.66	912,194.59	495,171.27
Sheriff's Office	Sheriff Inmate Prosperity ACH	27,299.02	140,878.79	22,860.25
	Sheriff Inmate Property Account	189,435.78	292,885.76	104,447.56
	Sheriff Reserve Account	21,124.44	25,404.69	21,104.99
	Sheriff Bond Account	22,233.92	83,967.48	15,852.58
	Sheriff Sales Account	190,248.33	519,865.39	232,248.50
Sheriff Commissary	1,384,818.70	1,519,743.41	1,306,219.61	
Tax Office	Property Tax	13,532,934.92	90,618,812.70	70,507,544.28
	Prosperity-Texas Parks And Wildlife	51,759.07	152,596.14	21,387.92
	Tax Assessor/Collector- IVRR	189,306.30	329,196.25	246,481.66
	Tax Assessor/Collector-Beer & Wine	76,972.57	116,106.93	83,773.43
	Tax Assessor/Collector-Highway	2,427,126.86	5,129,915.85	1,320,037.96
	Tax Assessor/Collector-Sales	197,586.44	874,924.96	239,378.34
	Tax Assessor/Collector-VIT	1,294,545.48	2,385,687.63	2,204,700.05
	Tax Assessor/Collector-Voter Acct	4,327.68	10,607.16	7,439.32
Tax Office Web Dealer	182,295.45	702,693.87	98,338.17	

Total Average Daily Balance:

110,716,867.36

Highest Total Balance:

331,765,220.17



GALVESTON COUNTY
FEE CALCULATOR BID

Bank Services Activity
Fiscal Year 2018 (October 2017-September 2018)

Fee Number of Units Cost Per Unit Total Cost

Checking Activity:

Overdraft			
Debits Posted			
Credits Posted			
Return Items			
Non-sufficient Funds			
Re-clears			
Stop Payments			
Item Encoding			
On-Us Items			
Transit Items			
Checking Account Maintenance			
Electronic Credit Posted			
Electronic Debit Posted			
Wire Transfers			

Disbursement Services:

Positive Pay Monthly File Maint.			
Positive Pay Issued			
Positive Pay Paid			
Positive Pay Void			
Positive Pay Exceptions			
Positive Pay No Issue			
Image - CD Rom Statement			
Image Safekeeping per Item			

Lobby Services:

Branch Strap Processed			
Branch Coin Processed			
In-House Wires			
Check Re-ordering			

Merchant Services:

Credit Cards—Deposits			
Credit Card Services—Terminals			
Remote Capture Scanners & Maint.			
Transcode File Transactions			

Vault Services:

Check Only Deposits			
Deposit Adjustments/Corrections			
Locked Bank Bag Fee			
Misc. Charge-Chks/Deposits			

ACH Services:

File Transmission			
Single ACH Transmission			
Credits/Debits			
Debits Originated			
Receiving Addenda			
Correction			

Information Reporting:

ACH Addenda Report			
Cash Management Reports			

Total Cost:

In submitting this worksheet, the bank acknowledges that it understands and will comply with Texas Local Government Code Chapters 116 and 117, pertaining to the managing and safekeeping of County funds.



**Galveston County
Interest Calculator
Interest based on the average balance for FY 2018**

Average Balance for Fiscal Year 2018: \$128,113,443.17

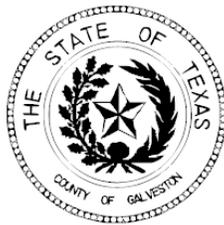
Month	APY	APR	Interest
Oct 2017			
Nov 2017			
Dec 2017			
Jan 2018			
Feb 2018			
Mar 2018			
Apr 2018			
May 2018			
Jun 2018			
Jul 2018			
Aug 2018			
Sep 2018			

Total

Please provide the interest that Galveston County would have earned last fiscal year using your proposed rate of return. Please furnish adequate information about the index and/or instruments used to arrive at the proposed rate.

APY- Annual Percentage Yield is a normalized representation of an interest rate, based on a compounding period of one year.

APR - Annual Percentage Rate is the interest for an entire year expressed as a single percentage and does not account for compounding.



Bank Representative Authorization Form

RFP #19-023

I _____ am an officer, president, or individual
(Full Name)

authorized to bind the company, known as :

(Company name)

By reading and signing this document, I confirm that I have been read the bid in its entirety, and I agree on behalf of the company to all terms and conditions outlined in the proposal.

Name _____

Title _____

Company Name _____

Mailing Address _____

City, State, Zip Code _____

Signature _____

Date _____



Proposal Signature

RFP #19-023

Application for Depository Bank and Safekeeping Services

For Funds of Galveston County

Vendor must meet or exceed specifications

Please do not include tax, as the County is tax-exempt. We will sign tax exemption certificates covering those items. **Please submit one (1) original and three (3) copies of the complete proposal.**

I or we agree to furnish the following described equipment, supplies, or services for the prices shown in accordance with specifications listed below or attached.

By execution of this proposal, I hereby represent and warrant to Galveston County that I have read and understood the Proposal Documents and the Contract Documents and this proposal is made in accordance with the Proposal Documents.

_____	_____
Company	Mailing Address
_____	_____
Federal Tax Identification No.	City, State, Zip Code

Company Website	
_____	_____
Representative Name & Title	Telephone Number including area code
_____	_____
Signature	Fax Number including area code
_____	_____
Date	Email Address



Proposal Check Return Authorization Form

All bids must be accompanied by a certified check or cashier's check, and this form. All bid checks must be made payable to Galveston County, **not to an individual**.

Bid checks will be retained by the Galveston County Treasurer's Office until the award and approval of a contract. Galveston County is hereby granted authorization to return, without liability of any kind, the bid check of any unsuccessful bidders via regular postal mail to the address listed below:

Bid for: RFP #19-023 Application for Depository Bank and Safekeeping Services for Funds of Galveston County

Certified / Cashier's Check #: _____ Bank: _____

Business Address: _____

Drawn on: _____ Dated: _____

In the amount of: \$ _____

To be returned to:

Contact Name: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____



References

Reference #1

Organization Name: _____
Contact Email: _____
Contact Name: _____

Contact Tel. No.: _____
Address: _____

Services Provided: _____

Reference #2

Organization Name: _____
Contact Email: _____
Contact Name: _____

Contact Tel. No.: _____
Address: _____

Services Provided: _____

Reference #3

Organization Name: _____
Contact Email: _____
Contact Name: _____

Contact Tel. No.: _____
Address: _____

Services Provided: _____



Bidder's Check List

RFP # 19-023

Application for Depository Bank and Safekeeping Services for Funds of Galveston County

**THIS CHECKLIST IS PROVIDED FOR YOUR
CONVENIENCE**

Responses should be delivered to the County Treasurer Department
by **5:00 pm, Friday, June 7, 2019.**

Did you Visit our website (www.galvestoncountytexas.gov) for any addendums?

Did you provide one (1) original and three (3) duplicates?

Have you included a certified check or cashier's check, along with the completed Bid Check Return Form?

Have you included a current financial statement for the bank?

Are all fields and forms in the RFP filled out?

Have you attached the following forms:

Service Requirements

Pricing

Collateral and Safekeeping Requirements Documentation

Fee Calculator Bid

Interest Calculator Bid

Bank Representative Authorization

Proposal Signature Page

List of References

Have you included a list of any and all service or charges not specified in the RFP?

Did you attach a sample of the monthly collateral report?

Did you attach a sample of the analysis invoice?

Did you attach a sample bank statement with check images?