

**APPLICATION
FOR
NUECES COUNTY, TEXAS
BANK SUBDEPOSITORY CONTRACT**

MARCH, 2011

INSTRUCTIONS TO APPLICANTS:

Application Title: 2011 County Subdepository Contract
Application Closing Date: Tuesday, May 3, 2011
Application Closing Time: 5:00 p.m.
Mark Envelope: County Subdepository Application
Contact Person: Alberto Silguero, Treasury Accountant
County Clerk Treasury Section
Phone Number (361) 888-0668

Sealed applications must be received in the Nueces County Judge's Office, 901 Leopard Street, Suite 303, Corpus Christi, Texas, by the date and time specified above. Public opening of the applications will be held in the Commissioners Courtroom during the Court's posted regular meeting on Wednesday, May 4, 2011.

The Commissioners Court of Nueces County reserves the right to reject in part or in whole any or all applications, waive technicalities which do not affect the integrity or effectiveness of the Request for Application process, and select the qualified applicant that offers the most favorable terms and conditions for the handling of county funds.

Late applications will be returned to the Applicant unopened. Applications will not be accepted via transmittal by telefax, telephone, facsimile, or electronic communication equipment. Postmarking by the due date will not substitute for actual application receipt.

Applications may be withdrawn any time before the official opening. Alterations made before opening time must be initialed by Applicant.

Request for Applications does not obligate the County to select a subdepository. The County reserves the right to reject any or all applications. The County also reserves the right to cancel or reissue the Request for Applications.

The undersigned agrees, if this application is accepted, to furnish all services upon which fees or interest rates are offered and upon the terms and conditions in the Specifications. The period for acceptance of this application will be thirty (30) calendar days unless a different period is noted by Applicant.

Two copies of the bound and sealed application are required plainly marked with the applicant's name and address and the application title 2011- County Subdepository Application. Applications are not to be opened until the Commissioners Court meeting noted.

Applications must be submitted on the attached Application Form. Failure to comply with this stipulation could be the basis for the application to be disqualified. Supplemental information about the Applicant's services may be included as an addendum to the application but not in place of response requirements.

By returning the Application Form, the Applicant certifies that all rate and fee bids are to be firm for one (1) month.

SPECIFICATIONS FOR SUBDEPOSITORY APPLICATION COUNTY FUNDS

It is the intent of Nueces County to execute a contract with a Bank wanting to be designated as the County Subdepository. Bank is herein defined as a bank, savings and loan association, or savings bank organized under the laws of Texas, another state, or federal law that has its main office or a branch office in Texas. By returning the Application Form, Bank acknowledges that it understands the Local Government Code, Chapter 116 as passed by the 70th Leg. 1987 and its subsequent amendments which pertains to the managing and safekeeping of County funds and will comply with these statutes.

SUBDEPOSITORY – DEFINITION “Subdepository” means an authorized bank, other than a depository, that holds demand deposits, not exceeding the Federal Deposit Insurance Corporation’s limit, of a district, county, or precinct officer.

DURATION The Subdepository contract will be effective for a four-year term. The depository contract will allow Nueces County, based on negotiations with the Bank, to establish new interest rates and financial terms of the contract that will take effect during the final two years of the four-year contract. Contract may also be renewed for an additional two years subject to negotiations of new interest rates and terms.

SELECTION CRITERIA: Award of the contract shall be under the selection process described herein. A committee appointed by the Commissioners Court will evaluate all submissions in response to this solicitation. Five (5) divisions of selection criteria are assigned weighted values for purposes of evaluation as follows:

- 1) Qualifications of the Proposer; demonstrated understanding of the County’s overall requirements; and experience of account representatives assigned to the account. (Weight 5%)
- 2) Total net cost of services. (Weight 30%)
- 3) Net rate of return on County funds. (Weight 25%)
- 4) Past and prospective financial condition and capacity of Proposer (Weight 10%)
- 5) Ability to meet service requirements (30%)

SUBMITTING FINANCIAL STATEMENTS All banks wishing to be designated as the County Subdepository must state the amount of the Bank’s paid-up capital stock and permanent surplus and must submit a statement showing the financial condition of the Bank on the date of the application.

SUBMITTING SECURITY PROPOSAL All banks wishing to be designated as the County Subdepository must submit a proposal outlining its security for the county public funds to be held in addition to revenue offers.

AMOUNT TO BE PLEDGED The initial amount of the bond or securities to be pledged against Nueces County funds must be done within fifteen (15) days of being selected and shall be adequate to fully collateralize the funds of Nueces County according to the laws of the State of

Texas and shall continuously remain as such. The amount is subject to change as deposits fluctuate, with the approval of the County Judge. Securities pledged must be held at the Federal Reserve Bank.

PAYMENT OF SERVICES Bank will specify fees required for services. Banking services not detailed on the Application Form will be provided at no cost. Payment for services will be made on a quarterly basis.

INTEREST AND INTEREST RATE Variable interest rate bids and fixed interest rate bids on accounts shall be quoted by the Bank. Nueces County reserves the right to select the rate most favorable to the county any time during the term of the contract, subject to banking laws.

INTEREST BEARING ACCOUNTS Nueces County will have accounts established under these specifications for the deposit of district, county, and/or precinct officer funds. The amount held by the subdepository at any one time shall not exceed the Federal Deposit Insurance Corporation's limit.

REPORTS

1. It is requested that as a part of the application the Bank will provide an on-line microcomputer communication link to a minimum of three (3) County departments for daily reporting on fund balances, collateral and ledger balances and detail debits and credits.

2. 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:

- daily average ledger balance
- average collected balance
- price levels for each activity
- earnings allowance
- daily average float
- reserve requirements
- monthly volumes by type

A sample account analysis format must be provided as part of the application.

3. Bank will have and maintain a minimum 5 percent primary capital to assets ratio (net worth to total assets) as compiled on the Federal Financial Institutions Examination Council Form 032. Copies of the FFIEC Form 32 statement will be included in the application and shall be a continuing quarterly reporting requirement of the Bank. Should the primary capital to assets ratio fall below 5 percent, the County reserves the right to terminate the subdepository contract.

STATEMENTS Monthly account statements will be provided for all County bank accounts with all corresponding checks, debit and credit memos, etc., in sequence order. This statement shall show the number of checks, check number, date cleared and amount, 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 five calendar days after calendar month-end. Daily notice shall be provided for all account adjustments.

CONTACT PERSON Bank will specify a local Officer of the Bank who will be responsible for attending to inquiries, requests for services, and daily activities regarding the managing of Nueces County account.

OVERDRAFT PROVISIONS There shall be no charge for overdrafts when the total of all demand deposits in the subdepository covers the overdraft.

NSF ITEMS All NSF items shall be re-deposited twice before a charge is made.

STALE DATED CHECKS The Bank will agree not to honor stale dated checks on Nueces County accounts that are not endorsed by the County as acceptable.

STANDARD DISBURSEMENT SERVICES Standard disbursing services for all accounts are required to include the payment of all County checks upon presentation.

STANDARD 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 Banks established deadline will be credited daily. On occasion, same day credit will be required on low volume, high dollar deposits after Banks established deadline for deposits.

ACCOUNT RECONCILIATION The County requires a monthly bank account reconciliation plan for all accounts.

OTHER SERVICES As described on the Application Form, the Bank will acknowledge services provided and attendant fees for such.

FORM FOR COUNTY SUBDEPOSITORY APPLICATION

Interest Bearing Checking Accounts:

Variable*
Interest Margin

Fixed
Interest Rate

	YES	NO	DOLLAR AMOUNT OF FEE

Services Provided:

1) Monthly Account Analysis
(Individual and Group)

Comment:

**2) Automatic Balance Reporting
on Daily Activity**

Comment:

3) ACH Service Transfers: Outgoing

Computerized

The Bank will provide a schedule of all cutoff times for incoming and outgoing ACH service transfers.

Comment:

		YES	NO	DOLLAR AMOUNT OF FEE
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4) Inter-Bank Account Transfers:	Repetitive	_____	_____	_____
	Non-repetitive	_____	_____	_____
	Computerized	_____	_____	_____

Comment:

5) Account Maintenance on Checking Accounts:	_____	_____	_____
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Comment:

6) Furnish deposit slips, deposit books, and endorsement stamps:	_____	_____	_____
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7) Night depository services, including bags:	_____	_____	_____
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8) Stop payments issued:	_____	_____	_____
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Comment:

	YES	NO	DOLLAR AMOUNT OF FEE
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9) Overdrawn Accounts: _____

10) Returned Items: _____

11) Deposit Correction Items: _____

12) Account Reconciliation, per Acct.: _____

 Paid Items File, per Acct.: _____

 Check Sort Account (checks) _____

Comment:

13) Computer telecommunications link from which Nueces County accounts will be monitored by only authorized individuals in the District Clerk, County Clerk and Tax Collector-Assessor Offices: _____

Comment:

14) Payment for Services:

THE COUNTY ELECTS TO PAY FOR SERVICES BY CHECK ON A QUARTERLY BASIS.

The County requests that the Bank bill and accept check payment for services at the unit prices indicated in the previous sections. If the County elects to pay the bank for services, each account billing will be presented quarterly in hard copy with charges being on a straight fee basis with account balances not being a factor in deciding the fees that are due.

15 Other Options:

Nueces County will consider other application options such as no fee for services, as appropriate, that the Bank may propose.

16) Are there any additional charges for the requested collection, disbursement, investment or miscellaneous services not previously covered? If so, please describe and show the fee per unit.

Service:	Fee/Unit
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL (Average monthly charges for all services)	\$_____

Bank must complete the below information to validate the application for the Subdepository contract.

The undersigned affirms that they are fully authorized to execute this application by providing the county with a resolution from the Board of Directors of the submitting bank authorizing or empowering the undersigned to execute this application: that this Bank has not prepared this application in collusion with any other applicant; and that the contents of this application as to fees, interest rates, terms, or conditions of said application have not been communicated by the undersigned, nor by any employee or agent, to any other applicant or to any other person(s) engaged in this type of business before the official opening of the this application.

Name and address of Applicant:

All Unsigned Applications will be Disqualified

Signature:

Name:

Title:
