



## CHRISTY KHOURY, COUNTY TREASURER

ORANGE COUNTY ADMINISTRATION BUILDING

123 SOUTH 6<sup>TH</sup> STREET

ORANGE, TEXAS 77630

**ckhoury@co.orange.tx.us**

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Becky Selvidge  
*Chief Deputy Treasurer*

Andrea Bilbo  
*Assistant Payroll Clerk*

Cathy Roberts  
*Clerk/Cashier*

April 28, 2025

TO: Orange County Banks

RE: Orange County Depository

Ladies and Gentlemen:

The County of Orange is currently seeking competitive proposals for banking services from all banks located in Orange County.

Orange County is seeking a contractual banking relationship that conforms to all applicable state and federal laws, which will provide for all banking services required for the funds of Orange County, in accordance with Chapters 116 and 117 of the Local Government Code (V.T.C.A.)

The County requests a four - year contract, **June 01, 2025 through May 31, 2029**, with selection to be determined by the Orange County Commissioners Court. However, if necessary due to delays in the solicitation or award process, the County reserves the right to adjust the contract start date.

Sealed proposals from banking corporations desiring to be selected as Depository, will be accepted prior to, but no later than, **2:00 p.m., on May 28, 2025**. Proposals will be opened at the Orange County Purchasing Department, 714 Polk Street, Orange, Texas 77630.

Proposals should be addressed to: Orange County Purchasing Department, 714 Polk Street, Orange, Texas 77630 C/O Christy Khoury, Orange County Treasurer. Any questions concerning this proposal should be addressed to County Treasurer, Christy Khoury, phone (409)882-7991. Proposals received later than the date and time above will be returned unopened.

***Proposals must be submitted on the attached Bid Worksheet. Proposals not submitted on the attached Bid Worksheet, using the EXACT format provided, will be disallowed*** You are encouraged to offer any alternative approaches which will further enhance our operational and financial success.

The County expressly requests that proposers not discuss this engagement or the bank's plans, experience or credentials with other banks or any member of Commissioners' Court until requested by county officials to make a personal presentation.

The Orange County Treasurer's Office has available for examination, statements and other information of past County Depositories. This information is voluminous, and copies can be provided upon request for a reasonable charge. To examine this information please call the Treasurer's Office at (409) 882-7991 so arrangements can be made.

The County expressly makes no representation that County deposits will continue at the same level as previous years, or that the character of deposits will follow the same or similar pattern of previous years.

A Certified or Cashier's Check for \$ 359,630.00 must accompany the bid and is tendered under the terms of the law (116.023, V.C. Local Government Code) and of these conditions. Each bank must submit a copy of their plans showing that they are in compliance with the Community Reinvestment Act of 1977, Sec 2903, as well as a list of references of other public entities currently under depository contract.

Orange County reserves the right to reject in part or in whole any or all bids, waive minor technicalities, and award the bid which best serves the interest of Orange County. Orange County reserves the right to informally negotiate certain finer points of the final contract with a qualified bidder.

Sincerely,

*Christy Khourey*

Orange County Treasurer  
123 S. 6<sup>th</sup> Street, Suite F  
Orange, Texas 77630  
[ckhourey@co.orange.tx.us](mailto:ckhourey@co.orange.tx.us)

ORANGE COUNTY BANK DEPOSITORY CONTRACT

REQUEST FOR PROPOSAL RFP# \_\_\_\_\_

RECEIVING DATE: May 28, 2025

RECEIVING TIME: 2:00 P.M.

OPENING DATE: May 28, 2025

CONTACT PERSON: ORANGE COUNTY TREASURER OFFICE

409-882-7991

❖ Christy Khoury

E-mail: ckhoury@co.orange.tx.us

❖ Cathy Roberts

E-mail: croberts@co.orange.tx.us

# **SPECIFICATIONS FOR PROPOSALS**

RFP # \_\_\_\_\_ ORANGE COUNTY BANK DEPOSITORY CONTRACT

**The selection of County Depositories and the terms of depository contracts are governed by Tex. Loc. Gov't. Code Ann., Chapter 116 and Chapter 117**

**(Vernon 1999 and Supp. 2000)**

## **GENERAL SPECIFICATIONS:**

**SCOPE OF THE CONTRACT** - It is the intent of Orange County to execute a contract with a bank desiring to be designated as the County Depository Bank and (or) Sub-Depository Bank. The Contract will include Orange County Public Monies, including all funds collected by the Orange County Tax-Assessors Collector, District Attorney, Sheriff, District and County Clerks, Community Supervision, Juvenile Probation, and all accounts opened using the Orange County Tax ID number.

**RESPONSE REQUIRED FOR EACH SECTION AND SUBSECTION** - Each and every section and subsection of this bank proposal requires a response from the Bank Depository applicants. Responses should be carefully considered.

Applicants must format responses in the same sequence as the bank proposal.

**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.

**DOCUMENT ON DISK** - At Bidder's request, this document will be furnished as a "WORD" file on C.D. to facilitate the completion of the bid. This document will also be available on the Orange County Web Site [www.co.orange.tx.us](http://www.co.orange.tx.us)

**EVALUATION PROCESS** Orange County will award the Depository Bank contract based on, but not limited to, the following criteria:

- a) Bank's financial position.
- b) Bank's ability to pledge adequate securities against County funds.
- c) Experience in providing depository services requested with other public entities.
- d) Net rate of return on County funds.
- e) Ability to meet service requirements.
- f) Cost of services.
- g) Cash management products available that will enhance the County's banking procedures.
- h) The experience and continuity of the bank officials who have been identified as primary contact personnel.

**INTERVIEWS** - The County may require Proposing Banks to attend an interview with the Orange County Officials reviewing the proposals.

**QUESTIONS AND CLARIFICATIONS** Any questions or requests for clarifications should be submitted to: Orange County Treasurer's Office.

## **CONTRACTURAL REQUIREMENTS:**

- 2.1 **TYPE OF BANKING RELATIONSHIPS** - The Depository Bank will handle daily banking services including, but not limited to, checking accounts, other types of interest-bearing accounts, non-interest-bearing accounts, time deposits, and/or Certificates of Deposit.
- 2.2 **COMPLIANCE WITH STATUTES** - By returning the Bid Worksheet, the Bank acknowledges 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 as passed by the 70<sup>th</sup> leg. 1987; Article 2547 (a)(b)(c) and Article 2558(a) et. Seq.) that pertain to the managing and safekeeping of County funds and will comply with those statutes.
- 2.3 **BANK AFFILIATION** A proposing bank must be a member of the Federal Reserve System and the Federal Deposit Insurance Corporation. The bank must be a Federal or Texas chartered bank doing business in and having a service facility within Orange County.
- 2.4 **DURATION** - The Bank 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. If a time deposit or certificate of deposit maturity extends beyond the expiration date of the depository contract, the depository will pledge sufficient securities as required by law for public funds, to provide for the maturity of the time deposit or certificate of deposit.
- 2.5 **RENEGOTIATIONS** - This four-year 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:
- a) the new financial terms do not increase the prices to the county by more than 10 percent; and
  - b) 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.
- 2.6 **INVESTMENTS MADE OUTSIDE DEPOSITORY BANK** - Orange County reserves the right to make investments outside the Depository Bank in accordance with the Laws of the State of Texas, as a result of court order, and the Investment Policy of Orange County. All investment purchases shall be made on a delivery versus payment basis.
- 2.7 **SUBMITTING FINANCIAL STATEMENTS** - All Banks wishing to be designated as a Depository Bank will include as part of the Proposal:
- a) The Bank's last three (3) quarterly Uniform Bank Performance Reports.
  - b) The Bank's last three (3) Call Reports
  - c) The Bank's Annual Financial Reports for the past 2 years.
- 2.8 **GOOD FAITH GUARANTEE** - A Bank desiring to be the Depository Bank must submit with the Bid Proposal Worksheet, a certified cashier's check in the amount of \$359,630.00 (one-half of one percent of the county's revenue for the preceding

year) payable to Orange County as a guarantee of good faith. The County will hold the check until a Depository Bank is selected and the bond and/or security has been filed.

2.9 **LIQUIDATED DAMAGES FOR NOT PROVIDING SECURITY** As stated in Code Section 116.023:

*"If a bank is selected as a depository and does not provide the bond and / or security, the county shall retain the amount of the check as liquidated damages."*

A new depository shall then be selected.

2.10 **SECURITY** - Within fifteen (15) days after selection of the Depository, the Bank so selected is to qualify as a County Depository. As soon as the contract for securities pledged is provided and approved by the Commissioners' Court, an order will be entered by the County designating the successful applicant, or applicants, as Depository for the funds of Orange County. This contract shall remain in place until sixty (60) days after the time fixed for the next selection of a Depository, to-wit, **May 31, 2029**, or until such time as a new Bank has qualified as County Depository, whichever should sooner occur. Thereupon, the County Treasurer will place with said Depository all the funds belonging to Orange County.

2.11 **PLEGDED COLLATERAL -**

a) Pledged Securities in the amount provided by law under Sec. 116.054, V. T. Local Government Code, will be provided in quantities sufficient to fully collateralize **105% all** of the Funds of Orange County and their subdivisions.

- 1) U.S. Treasury Notes
- 2) U.S. Treasury Bills
- 3) Federal Farm Credit Banks Notes and Bonds
- 4) Federal Home Loan Banks Notes and Bonds
- 5) Federal National Mortgage Association Notes and Bonds
- 6) Federal Home Loan Mortgage Corporation Notes and Bonds
- 7) Federal Home Loan Bank Letters of Credit

The bank must be the true and legal owner of all securities, which will be pledged to the County. These securities must be free and clear of all liens, claims, or pledged for other purposes. The County will not accept any security acquired by the bank under a repurchase agreement. The securities will be deposited with the Federal Reserve Bank or the Bank of New York-Mellon Trust Company, without expense to the County under an appropriate contract to be drawn to the provisions of Tex. Loc. Gov't Code Chapter 116 and amendments in accordance with the application, if approved.

2.12 **COLLATERAL MANAGEMENT** - The Depository Bank must include, as part of the Bid, 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.

2.13 **VALUE OF COLLATERAL** - The 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.

- 2.14 **DAILY REPORTS** - A **daily** list of account balances and market value of pledge collateral will be available to the County Treasurer.

**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 and phone numbers 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 Service
  - Certificates of Deposit rate quotes
  - Signature Cards
  - Opening and Closing of Accounts
  - On-Line Services
- 3.2 **ON-LINE SERVICES** - It is requested that as a part of the proposal the Depository Bank will provide an on-line communication link to the County allowing Self Administration and for daily reporting of fund balances, wire and book transfers, managing controlled disbursements, collected and ledger balances, check imaging, stop payment requests, confirmations, and detailed debits and credits. Attach product description, pricing, and sample reports for the on-line link available. **Banks should be prepared to provide the Treasurer's office an opportunity to physically work with this technology before the bid is awarded.**
- 3.3 **ON-LINE COLLATERAL REPORTING**- For daily collateral balances.
- 3.4 **ANALYSIS REPORT** - Monthly account analysis reports will be provided for each account and on a total account basis. Reports will be made available online and in multiple formats. 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.

- 3.5 **STATEMENTS**- Monthly and/or weekly bank statements will include checks or image of checks, deposit slips, transfer slips and debit and credit memos, processed for ALL accounts. The daily ledger balances, average daily collected balances, number of debits, number of credits, and other items on which charges are based, should also be included in each monthly statement.

---Statements should be processed no later than ten (3) business days after the close of each month.

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

- 3.6 **PAYROLL DIRECT DEPOSIT** - Bank must provide the capability for the county to utilize "Direct Deposit" payroll processing, allowing employees to select the bank of their choice.

- 3.7 **ACH TRANSACTIONS**- Bank must provide for acceptance of ACH (Automated Clearing House) credits and debits. **Bank will be required to provide detailed information, as well as ACH blocks on certain accounts.**

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

- 3.9 **INTEREST RATES** - Floating interest rate bids and a fixed interest rate bids on accounts and certificates of deposit will be quoted by the Bank. Orange County reserves the right to select the rate most favorable to the County at any time during the term of the contract, within the guidelines of Section 116.021(b) of the Code.

- 3.10 **DISBURSEMENT SERVICES** - A successful Bidder will furnish standard disbursing services for all accounts to include the payment of all County checks upon presentment. Bank must also agree to cash, without charge to the County or County employee, an employee's payroll check whether or not the employee has an account with the Bank. This will include any of the Bank's locations or motor-bank facility in Orange County, Texas.

- 3.11 **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 a designated County employee before checks are paid by the bank. Any applicable cost should be quoted.

- 3.12 **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 bid.



- 3.13 **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.
- 3.14 **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.
- 3.15 **SECURITY SAFEKEEPING** - Bank must provide for book entry/OTC 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.
- 3.16 **PAYMENT FOR SERVICES** - The County may elect to pay for service either by direct fee payment or by compensating balance.
- 3.17 **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. Bidders are invited to propose additional cash management services that are not specified herein.
- 3.18 **EXPENSE ALLOWANCE** - State the dollar amount, if any, that the Bank will Provide for expenses incurred due to changing depository banks. (For example: checks, deposit slips, endorsement stamps, and etc.)
- 3.19 **CAPITAL TO ASSETS RATIO** - Depository Banks will have and maintain a minimum five percent primary capital to assets ratio as compiled by dividing line 28 (total equity capital) by line 42 (total assets) on the Federal Financial Institutions Examination Council Form 032. Copies of the FFIEC form 32 statement will be included in the bid and shall be a continuing quarterly reporting requirement of the Depository Bank. Should primary capital ratio fall below five percent, the Commissioners Court will review bank plans to future earnings and capital increases before determination is made to close out the depository.
- 3.20 **STOP PAYMENTS** - The Bank will be required to process stop payments on verbal, faxed or e-mailed instructions from the designated county employees with follow-up written confirmation.
- 3.21 **CREDIT CARDS** - Should Orange County choose to utilize Credit Cards, please include Bank information concerning the use of and policy regarding Credit Cards.
- 3.22 **DISBURSEMENT SERVICES** - Disbursing services for all accounts are required to include the payment of all County checks upon presentation.
- 3.23 **BANK RECONCILIATION SERVICES** - The Bank will provide partial or full reconciliation services, on specific accounts determined by the County. List what is included in both reconciliations services.
- 3.24 **OTHER SPECIFIC SERVICES** - As described on the **Bid Worksheet**, the Bank will acknowledge services provided and attendant fees for such.
- 3.25 **CHECK 21** - The Bank will provide Electronic Deposit Service (Check 21) to

- transmit files.
- 3.26 **DESKTOPDEPOSIT**-The bank will provide desktop deposit service and equipment needed to utilize.

### **STRUCTURE OF ACCOUNTS:**

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

-- Non-Interest-Bearing Checking Accounts	<u>2</u>
-- Estimated balances equal \$	<u>685,464.94</u>
-- Interest Bearing Checking and/or Money Market Savings Accounts-	<u>59</u>
--Estimated balance equals \$	<u>14,293,160.43</u>
-- Certificates of Deposits	<u>-0-</u>
--Estimated balances equal--\$	<u>-0-</u>

**The County requests a bid for the interest rate on these accounts as a Whole.**

# Bid Proposal Worksheet

## Variable and Fixed Rate Bids

Variable Interest Rate\*

Fixed Interest Rate\*

Interest Bearing Checking  
Accounts:

\_\_\_\_\_

\_\_\_\_\_

Money Market Accounts:

\_\_\_\_\_

\_\_\_\_\_

Sweep Accounts over  
\$1,000,000.00

\_\_\_\_\_

\_\_\_\_\_

Sweep Accounts under  
\$1,000,000.00

\_\_\_\_\_

\_\_\_\_\_

\* Variable Rate = 91 Day US T-Bill Effective Rate (as determined by the latest T-Bill Auction)  
+ Margin (Based on basis points). The source of the rate under this proposal for a given month  
should be the Effective Rate as quoted in the Wall Street Journal for the last business day of  
the previous month.

Example: If the 91 Day US T-Bill effective rate is 3.3% and the basis points are 10, then the  
variable rate is 4.3%.

Minimum balance requirement or other considerations per account will be listed below:

\_\_\_\_\_

## Certificates of Deposits - Variable Interest Rate-

91 Day US Bill Effective Rate (as determined by the latest T-Bill Auction)

	Less than \$100,000.00	More than \$100,000.00
1. Maturity 7-29 days	_____ bpts	_____ bpts
2. Maturity 30-59 days	_____ bpts	_____ bpts
3. Maturity 60-89 days	_____ bpts	_____ bpts
4. Maturity 90-179 days	_____ bpts	_____ bpts
5. Maturity 180 days less than a year	_____ bpts	_____ bpts
6. Maturity 1 year or more	_____ bpts	_____ bpts

### **Certificated of Deposits: Fixed Interest Rate -**

	Less than \$100,000.00	More than \$100,000.00
1. Maturity 7-20 days	_____ %	_____ %
2. Maturity 30-59 days	_____ %	_____ %
3. Maturity 60-89	_____ %	_____ %
4. Maturity 90-179 days	_____ %	_____ %
5. Maturity 180 days-less than one year	_____ %	_____ %
6. Maturity 1 year or more	_____ %	_____ %

### **Cost Analysis Worksheet -**

Use the following cost analysis worksheet as a vehicle to quote your charges and rates. Please prepare a bank analysis statement based on the following using your bid figures for the service costs and your variable interest rate for interest paid. Use applicable rates for calculating interest rates and compensating balances as they stood for December 31, 2024.

### **Balance Summary -**

Average Book Balance	_____ \$14,700,083.00
Less Average Float	_____ \$732,480.25
Average Collected Balance	_____ \$13,967,602.75
Average Negative Collected Balance	_____ -0-

### **Balance Reconciliation -**

Average Positive Collected Balance	_____ \$13,967,602.75
Less Cost of Analyzed Services (Balance Required)	_____
Additional Balance Required to Support Services	_____

### **Fee Reconciliation -**

Earnings Allowance Credit	Rate: _____	_____
Less Analyzed Services Provided		_____
Services Charged to Account (Excess or Deficit)		_____

### **Cost Analysis Worksheet Continues -**

**Earnings credit calculated on the following balances:**

**Total:**

PLEASE PROVIDE AN EXPLANATION OF HOW THE EARNING CREDIT RATE IS CALCULATED: \_\_\_\_\_

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**RELATIONSHIP SUMMARY****SERVICE DETAIL**

<u>SERVICE DESCRIPTION</u>	<u>Volume</u>	<u>Price</u>	<u>SERVICE CHARGES</u>	<u>Balance Required</u>
<b>BALANCE &amp; COMPENSATION INFORMATION</b>				
RECOUPMENT MONTHLY IB	28,231			
RECOUPMENT MONTHLY	647			
ACCOUNT ANALYSIS-CREDIT ADJUSTMENT	11			
<b>GENERAL ACCOUNT SERVICES</b>				
DDA STMT W/IMAGE CLASSIC-MTHLY BASE	7			
DESKTOP DEPOSIT-DEPOSIT CREDITED	46			
ACCT MAINTENANCE	1			
ACCT MAINTENANCE	9			
DDA STMT W/IMAGE PREMIUM-MTHLY BASE	1			
ACCT MAINTENANCE CHEXSTOR-PLUS	52			
DEBITS POSTED	144			
DDA STATEMENT - PAPER	5			
<b>DEPOSITORY SERVICES</b>				
RETN ITEM SUBSCRIPTION PER ACCT	1			
RETURN DECISIONING PER ITEM	11			
BRANCH DEPOSIT	242			
DEPOSITED CHECK	445			
DESKTOP DEPOSIT-DEPOSITED ITEM	920			
ELECTRONIC DEPOSIT - DEP ADJUSTMENT	1			
CASH DEPOSITED IN BRANCH	1,086,460			
CASH ORDER FEE IN A BRANCH	25			
ROLLED COIN FURNISHED BY BRANCH	32			
CURRENCY FURNISHED BY BRANCH	5,980			
RETURN ITEM - CHARGEBACK	9			
RETURN ITEM RETRIEVAL-IMAGE	60			
RETURN ITEM SERVICE MTHLY BASE	14			
RETURN ITEM SPECIAL INSTRUCTIONS	1			
RETURN ITEM SPECIAL INST MTHLY BASE	17			
RETURN ITEM REDEPOSITED	3			
<b>PAPER DISBURSEMENT SERVICES</b>				
POSITIVE PAY EXCEPTION-ONLINE IMAGE	8			
MICR CHECK REJECTS >1% THROUGH 2%	11			
PYMT AUTH MAX CHECK MTHLY BASE	1			
POSITIVE PAY EXCEPTION CHECKS RETND	5			
STOP PAYMENT - ONLINE	14			
POSITIVE PAY ONLY MONTHLY BASE	12			
POSITIVE PAY ONLY - ITEM	83			
IMAGE VIEW < 90 DAYS - ITEM	115			
IMAGE VIEW > 90 DAYS - ITEM	56			
DESKTOP DEPOSIT IMAGES RETRIEVED	57			
POSITIVE PAY EXCEPTIONS - ITEM	11			
POSITIVE PAY MONTHLY BASE	18			
POS PAY CHECKS WITH NO ISSUE RECORD	1			
DDA STATEMENT W/IMAGE PREMIUM-ITEM	1			
DDA STATEMENT W/IMAGE CLASSIC-ITEM	60			
DDA CHECKS PAID	1,396			
STOP PAYMENT - PAPER CONFIRMATION	3			
OVERDRAFT CHARGE-PAID ITEM	1			
PAYEE VALIDATION STANDARD-ITEM	490			
CASHIER'S CHECK	1			
CHK CASHED FOR NONACCT HOLDER	7			
STOP PAYMENT - AUTO RENEWAL	399			
CHK CASHED FOR NONACCT HOLDER	7			
STOP PAYMENT - AUTO RENEWAL	399			

<u>SERVICE DESCRIPTION</u>	<u>Volume</u>	<u>Price</u>	<u>SERVICE CHARGES</u>	<u>Balance Required</u>
<b>PAPER DISBURSEMENT RECON SERVICES</b>				
ONLINE CHECK ISSUES-ITEM	88			
ARP MONTHLY BASE - PARTIAL	18			
ARP PART POSITIVE PAY ISSUE - ITEM	546			
ARP AGED ISSUE RECORDS ON FILE-ITEM	796			
ONLINE ARP STMT & RPTS MONTHLY BASE	17			
ARP PARTIAL RECONCILIATION - ITEM	484			
<b>GENERAL ACH SERVICES</b>				
ACH FRAUD FILTER - SET UP	1			
ELECTRONIC CREDITS POSTED	600			
ACH MONTHLY BASE	1			
ACH FUTURE DATED ITEM	1,581			
ACH RECEIVED ITEM	582			
ACH RECEIVED ADDENDA	249			
ACH RETURN ITEM-MANUAL	1			
ACH RETURN ADMIN -MANUAL	1			
ONLINE PAYMENTS BATCH RELEASE	9			
ACH TRANSMISSION CHARGE	2			
ACH FAX SERVICE	1			
ONLINE PAYMENTS NEXT DAY ITEM	138			
ONLINE PAYMENTS BASE FEE	2			
ACH FRAUD FILTER REVIEW MO BASE	43			
ACH FRAUD FILTER STOP MTHLYBASE	1			
ACH BLOCK/FRAUD FILTER STOP BASE	5			
ACH FRAUD FILTER REVIEW - ITEM	18			
<b>EDI PAYMENT SERVICES</b>				
ONLINE TREAS INFO REPORT EDI SETUP	1			
ONLINE EDI PMT DETAIL - ITEM	268			
ONLINE EDI PMT DETAIL-ADDENDA ITEM	175			
<b>INTEGRATED PAYABLES &amp; RECEIVABLES</b>				
ONLINE EDI PMT DETAIL SUBSC MO BASE	38			
<b>WIRE &amp; OTHER FUNDS TRANSFER SERVICE</b>				
WIRE ACCOUNT ADD API	1			
WIRE BASE -VOICE	10			
WIRE PIN BASE	2			
WIRE IN TO USA ACCT-USA DOMESTIC	1			
WIRE TEMPLATE STORAGE BASE	19			
WIRE OUT DOMESTIC	6			
WIRE BOOK TRANSFER	45			
<b>INFORMATION SERVICES</b>				
ITEM DETAIL INQUIRY/HYPERLINK	4			
WIRE TEMPLATE ONLINE	10			
DESKTOP DEPOSIT REPORT PER ITEM	1			
DESKTOP DEPOSIT MONTHLY BASE	26			
WIRE TRANSFER RPRT PER ITEM	2			
WIRE TRANSFER RPRT PER ITEM	52			
INFOFAX BASE PER ACCOUNT PER REPORT	1			
ONLINE SEARCH	212			
PREV DAY BASE PER ACCT PER REPORT	59			
PREV DAY REPORTING ITEMS LOADED	1,935			
ALERTS SERVICE - EMAIL	323			
WIRE TRANSFER REPORT BASE	53			
<b>Total Analyzed Services Performed:</b>				
<b>Balance Required to Waive Fee:</b>				

**\*\* See next page for additional listing \*\***

### Additional Service Detail Listing Page

[illegible]

**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 \_\_\_\_\_

**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.

SERVICE	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**References:**

List two (2) references for whom bidder 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
_____	_____	_____
_____	_____	_____



## **DEPOSITORY BANK**

The Bank must complete the information below to validate the bid for Orange County Depository Bank.

The undersigned affirms that they are fully authorized to execute this bid. The contents of this bid have not been discussed or communicated by the undersigned, nor by any employee or agent, with any other bidder, member of Commissioners' Court, or any other persons engaged in this type of business, prior to the official opening of this bid.

### **All unsigned Bids will be disqualified.**

Name and address of Bank/Bidder:

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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 Invitation to Bid.
- M. Completed Cost Analysis Worksheets.
- N. Attachments indicating other services and charges not specified in the invitation to bid.

**RETURN PAGES 11 THROUGH 17 WITH BID  
PACKAGE AND ALL REQUIRED INFORMATION**