**WICKSON CREEK SPECIAL UTILITY DISTRICT**

**REQUEST FOR PROPOSAL FOR**

**BANKING SERVICES**

# Objective

The objective of this Request for Proposal “RFP” is to identify the financial institution that can offer the highest quality services at the lowest cost to Wickson Creek Special Utility District (District). Banking services provided will be in accordance with the Bank Depository contract and agreements executed between the District and the Depository Bank.

# Contract Period

The District is seeking a financial institution to serve as depository for a (2) two year term beginning approximately June 1, 2021 and ending approximately June 1, 2023, with one, three-year extension option ending June 1, 2026 or until such time a successor depository is named.

# Scope of Services

The District is seeking proposals from eligible financial institutions to become the Districts Banking Services Depository. This includes the basic services of receiving deposits, paying vendors and payroll by checks and ACH, wiring funds out, receiving funds wired in, positive pay, other ACH services, and other business banking activities. This agreement will not cover any investment transaction activities other than safekeeping services. The District plans to manage its own investment portfolio.

The selected depository will be responsible for performing all duties and obligations necessary to maintain the various accounts of the District. Below is a current listing of these accounts:

* Operating Account
* Public Fund / Money Market

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 The District reserves the right to open or close any number or type of accounts throughout the contract period, as it deems necessary.

**Items for consideration in this proposal are as follows:**

* Charge for keeping the District depository records
* Service charges on checking accounts
* Wire transfer fees (Outgoing & Incoming)
* ACH Bank Draft Monthly
* Direct Deposit Payroll
* Import Credit Card Payments Batches
* Interest rate on daily balance in Checking / Operating Account
* Current annual percentage yield on Public Fund / Money Market Account

Bidder shall pledge approved securities or have insurance in an amount sufficient to cover the total amount of all funds held by the bidder not covered by FDIC. See Attached Public Funds Investment Policy for the District.

Average monthly balance for 2020 and the current balance for the District Operating Account and Public Fund / Investment Account is as follows:

**ACCOUNT AVERAGE MONTHLY 2020 CURRENT BALANCE**

Operating: $1,500,000.00 $2,279,000.00

Public Fund / Invest: $10,835,000.00 $11,766,000.00

The overall average monthly balance for all District accounts is $12,135,000.00.

# Securities Pledged

As security for the deposits of the District, the bank shall pledge in the name of the District securities equal to or greater than the total ledger balances the District maintains in the bank, less the amount of coverage provided by the Federal Deposit Insurance Corporation (F.D.I.C.). The District limits eligible collateral to only securities allowed by the Texas PFIA that are marketable in secondary markets, are easily valued by published quotations and that are highly liquid, preferably U.S. Treasuries. The securities so pledged, the amounts thereon and the time for pledging same shall satisfy the requirements the Districts Public Funds Investment Policy. (See Attached) If the market value of the pledged securities falls below the total ledger balances of the Districts accounts at any time, the District will require more securities to be pledged.

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The bank shall provide the District a report of securities pledged at the end of each month or at any time requested by the District. This report should reflect the following information at the end of each month:

Total pledged securities itemized by:

1. Name.
2. Type/description/cusip number.
3. Par value.
4. Market value at month end.
5. Maturity date.

 (f) Moody’s, Fitch’s or Standard and Poor’s rating.

In addition, the securities pledged shall be held in safekeeping under the name of the Depository Bank and pledged to the District.

# Calendar of Events

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| --- | --- |
| **Target Date**  | **Description of Events**  |
| February 3, 2021 and February 10, 2021 | Advertise Bank depository public bid notice in the newspaper and on the District website at www.wicksoncreek.com  |
| March 3, 2021 | Bid Due Date - Receive proposals from interested banks |
| March 10, 2021 | District Management Reviews Proposals  |
| March 18, 2021  | District Board meeting to consider and award the contract  |
| March 19, 2021 to June 1, 2021 | Conversion and implementation of banking services |

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#  Bidding Instructions

All bids must be in an envelope plainly marked “BANK SERVICES BID - and delivered to the District main lobby at 8770 Hwy 21 East, Bryan Texas 77808 or my mail to PO Box 4756 Bryan, Texas 77805, by March 3, 2021.

# Bid Evaluation and Selection Criteria

The District Management shall review the submitted proposals carefully and make recommendations to the Board of Directors. The recommendations shall be based on the proposal determined to be in the best interest of the District. Proposers must comply with all requirements in this section for further consideration of the bid proposed. The criteria to be used will include, but are not limited to the following considerations:

* Ability of the proposer to perform the requested services in the RFP, and provide a fee schedule to be implemented when contract goes in effect;

* Ability to meet the legal qualifications and the terms and conditions specified in the RFP;

* Cost of the proposed banking services and the cost of conversion and

 implementation of banking services;

* Financial strength of the Financial Institution;

* Financial institution’s proximity to District Office;

* Relevant experience, customer service and success managing similar accounts and banking services with governmental entities in Texas;

* Ability to provide an institutional Account Executive with whom the District can work to expedite various banking services issues and contracts;

* Ability to provide sufficient collateral for the deposits, within the parameters set

 by this RFP;

* Scope of Services offered;

* Completeness of the bid form and submission of the required information.

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Awarding of the banking services contract shall be made at a regularly scheduled meeting of the Wickson Creek SUD Board of Directors. No award of such contract shall be considered final until it has been approved by the board.

# Bidding Terms and Conditions

 The District reserves the right to reject any and all bids, or to choose that bid which it deems the most advantageous to the District. The District, at its option, may consider and accept a bid, even though it may not be prepared and submitted in strict accordance with the provisions hereof, by waiving informalities, minor irregularities and/or technicalities.

The District reserves the right to request additional information or to meet with representatives from proposing organizations to discuss points in the proposal before and after submission, any and all of which may be used in forming a recommendation.

If you have any questions please feel free to contact Kent Watson, General Manager at 979-589-3030.

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# BID REPLY FORM

Reference: Bank Services Bid Bid Time: \_\_\_\_\_\_\_\_\_\_\_ Bid Date: \_\_\_\_\_\_\_\_\_\_\_

 HAND DELIVER MAILING ADDRESS

**To:** Wickson Creek SUD Wickson Creek SUD

 8770 Hwy 21 East PO Box 4756

 Bryan, Tx 77808 Bryan, Texas 77805

 Attn: Kent Watson, General Manager

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Ph:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Proposed Charges / Rates for District Depository Accounts: Charge/Rate

* Charge for keeping depository records \_\_\_\_\_\_\_\_\_
* Service charges on Checking / Operating account \_\_\_\_\_\_\_\_\_
* Service charges on Public Fund / Money Market \_\_\_\_\_\_\_\_\_

With average monthly balance $11,000,000.00 (On Demand)

* Wire transfer fees (Outgoing) \_\_\_\_\_\_\_\_\_

Average 2 annually

* Wire transfer fees (Incoming) \_\_\_\_\_\_\_\_\_

Average 2 annually

* ACH Bank Draft Monthly (approx. 1,500) \_\_\_\_\_\_\_\_\_
* Direct Deposit Payroll (26 Annually) \_\_\_\_\_\_\_\_\_
* Import Credit Card Payments Batches \_\_\_\_\_\_\_\_\_

Monthly average $250,000

* Interest rate on daily balance in Checking / Operating Acct \_\_\_\_\_\_\_\_\_

Average daily balance $1,500,000.00

* Current annual percentage yield on Public Funds / \_\_\_\_\_\_\_\_\_

Money Market Acct with average monthly balance of 11,700,000.00 (On Demand)

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**BID REPLY FORM**

Please list below any additional items that may be pertinent to this bid but are not mentioned above:

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*
*

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please print or type)

**Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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