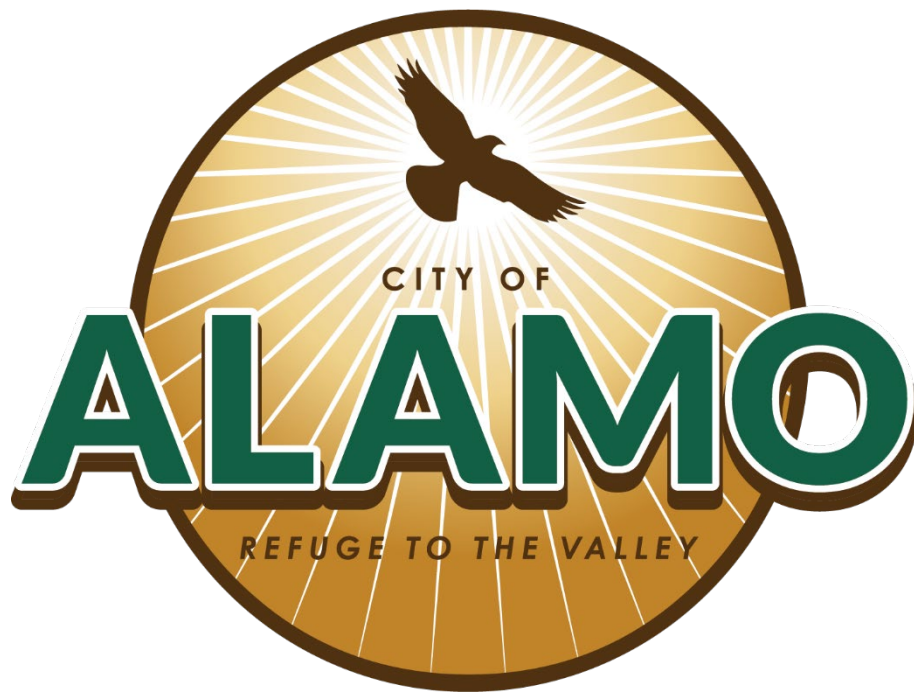




REQUEST FOR SEALED PROPOSAL

RFP NO. 2026-10-31

BANK DEPOSITORY SERVICES

**CITY OF ALAMO
REQUEST FOR PROPOSALS
RFP#2026-10-31**

BANK DEPOSITORY SERVICES

Sealed bid proposals addressed to Adela Perez, Purchasing Agent, City of Alamo, 420 N. Tower Road, Alamo, Texas 78516 are to be received no later than **Thursday, October 29, 2026 at 3:00 P.M.**, at which time they shall be taken to the City's Conference Room, to be publicly opened and read aloud.

**REQUEST FOR SEALED PROPOSALS
BANK DEPOSITORY SERVICES
RFP#2026-10-31
ATTN: ADELA PEREZ, PURCHASING AGENT
CITY OF ALAMO
420 N. TOWER ROAD
ALAMO TEXAS 78516**

Specifications may be obtained by calling the Purchasing Division at 956-787-0006, by picking them up at the Alamo City Hall, 420 N. Tower Road, Alamo, Texas 78516, between the hours of 8:30 a.m. - 4:30 p.m., Monday through Friday, or by downloading them from the City's website at www.alamotexas.org.

Firms that download the solicitation documents from the City's website and intend to submit a response must register with the Purchasing Division to receive any addenda, revisions, or other changes issued during the solicitation period. To register, email aperez@alamotexas.org and include the firm's name, address, telephone number, fax number, and the name and title of the contact person. Please include **"BANK DEPOSITORY SERVICES"** in the email's subject line.

The City of Alamo reserves the right to reject any or all RFPs, waive any informality or technicality, and accept the response deemed to be in the best interest of the City. The City may hold all RFPs responses for a period of ninety (90) days without taking action.

Caution to those submitting bids; those not in the proper form may be rejected

VENDOR'S NOTICE OF INTENT TO SUBMIT A BID

If you intend to submit a bid for **Bank Depository Services** with the City of Alamo as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to October 29, 2026, so that you may receive any addendums to the specifications should the need arise.

Adela Perez
Purchasing Agent
City of Alamo
Purchasing Department
420 N. Tower Road
Alamo, Texas 78516
Phone : (956) 787-0006, ext. 1131
Email: aperez@alamotexas.org

Name: _____ (print)	Signature: _____
Title: _____	Company/Agency: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Email address: _____	

**CITY OF ALAMO, TEXAS
REQUEST FOR SEALED PROPOSALS
FOR BANKING DEPOSITORY SERVICES**

I. INTRODUCTION

The City of Alamo, Texas is requesting sealed proposals for a banking depository services contract, with service to begin November 1, 2026 and extend through November 1, 2028, with a renewal option for one (1) additional year period or until a new depository is selected.

II. PROPOSAL SUBMISSION INSTRUCTIONS AND QUALIFICATIONS

- i. The successful respondent will be bound by and must comply with the provisions of the Charter of The City of Alamo Article V section 7, only proposals submitted by banks located within the corporate city limits will be accepted and Vernon's Annotated Texas Statutes, Chapters 105, 2256, and 2257, Local Government Code, and the City's Investment Policy, inclusive, as amended.
- ii. The proposal submitted will become part of the final depository agreement which shall be subject to the Charter of the City of Alamo, its investment Policy, the Statutes of the State of Texas, and of the United States of America, as applicable. Proposals must be valid for a minimum of 45 days.
- iii. The Alamo Economic Development Corporation will also receive depository services in accordance with the terms of this proposal.
- iv. The City reserves the right to accept or reject any or all proposals, to accept the proposal it considers most advantageous to the City, and at its discretion to waive any defect or informality in the proposal.
- v. Each proposal must include a response to each item in the RFP in the order given. Only proposals submitted in the prescribed format and using the forms provided will be evaluated for contract award. Please limit your response to only material requested; additional material, which you deem relevant, must be submitted in the form of an attachment or appendix.
- vi. Proposals must be submitted no later than October 29, 2026 at 3:00 p.m. The responsibility for timely delivery of the proposal rests with the sender, not with the U.S. mail or any other courier.
- vii. Two copies of the proposal in an envelope marked "Sealed Proposal – Bank Depository Services" should be delivered as follows:

Instructions continued

viii. Questions regarding the RFP may be directed to

Ms. Yvette Mendoza, Finance Director
420 N. Tower Road
Alamo, TX 78516
(956) 787-0006
ymendoza@alamotexas.org

Responses to all material questions submitted will be communicated to each prospective respondent. Modifications or additions may be made as a result of questions submitted. Written notification of any such change will be made in writing to all known respondents.

ix. Selection Criteria

Evaluation of proposals will be made on the basis of the following objectives:

- i. Interest rates offered on time deposits, checking accounts and/or repurchase agreements
- ii. Cost of Services
- iii. Service availability(location(s) and hours of operation of bank offices)
- iv. Financial strength of institution
- v. Electronic bank services offered
- vi. Experience with similar accounts

Based on the evaluation the City of Alamo may invite respondents to make an oral presentation for the Bank Depository contract.

- x. All banks must provide as part of the proposal:
 - i. Audited financial statements for the most recent fiscal year
 - ii. A copy of the current call report
 - iii. A statement regarding any recent or unforeseen merger
 - iv. State the full name and address of your company and parent company if you are a subsidiary
 - v. Provide a statement of any current or potential conflicts of interest
- xi. The bank should use **Attachment "A" 1 – 6** to provide the specific price for each service listed.
- xii. A standard wire transfer agreement will be executed with the bank. This proposal should include a copy of your standard transfer procedures and wire transfer agreement. The City requires adequate security provisions

Instructions continued

and procedures. If the wire transfer requests are available online, full information should be submitted detailing its use.

- xiii. If the City chooses to do so, the bank will be responsible for automatically sweeping the balances in all accounts daily to an investment option (money market fund, repo, etc.). Describe the sweep options and, if a money market fund is used, provide a prospectus.
- xiv. Describe the banks' ability to provide a master consolidation account and zero balance accounts from which daily balance and detail reporting is available.
- xv. The City has no obligation to invest its funds with or through the bank. If the bank is proposing overnight repurchase agreements, an executed Master Repurchase Agreement is required. In order to fulfill GASB III requirements for reporting, if a repurchase agreement is executed with the bank itself, the collateral must be held in the trust department of the bank in a separate account.

All securities will be handled on a delivery versus payment (DPV) basis as they are cleared into and out of the account. All clearing and safekeeping will be in the bank or its correspondent. All correspondent and safekeeping arrangements will be stipulated in the proposal.
- xvi. Standard disbursing services for all accounts are required to include the payment of all checks upon presentation.
- xvii. The bank must guarantee immediate credit on all incoming wire transfers and U.S. Treasury checks upon receipt and all other checks based on the bank's published availability schedule. The bank should specify in their proposal their deposit requirements and commercial and retail deposit locations, including night deposit services and procedures.
- xviii. Monthly account analysis reports must be provided by the bank on a timely basis for each account and a total account basis. A sample account analysis format must be provided as part of the proposal. Samples of monthly statements should also be provided. The monthly statements are to be received within ten days of the next month.
- xix. An account executive must be assigned to the account to coordinate the account services and expedite the solution of any problem. A trained and competent backup for the account executive, familiar with the account, should be assigned in the proposal. Stipulate the name and a brief biography of the account executive to be assigned to the City's account.

Instructions continued

- xx. Describe the requirements and deadlines for ACH transactions. The proposal should indicate when funds will be available in participating banks.
- xxi. Every effort will be made to eliminate daylight overdraft situations on the account. However, in case this situation does arise, the proposal should include any and all bank policies regarding daylight overdrafts charges or handling procedures.
- xxii. The proposal must include a statement on the proposed stop payment process on an automated or manual basis.
- xxiii. The bank must agree to obtain and maintain acceptable collateral sufficient to cover all anticipated time and demand deposits, above the FDIC insured limit. Securities used to pledge against time and demand deposits must be held in an independent third-party safekeeping institution outside the bank's holding company. The bank will execute a tri-party safekeeping agreement with the City and the Safekeeping bank for safekeeping of these securities. Collateral will be maintained at a minimum of 102% and marked to market at least once a month. Control will be shared jointly between the bank and the entity. Substitutions will be approved by the City and not unduly withheld. Substitutions of collateral will be requested in writing and new collateral will be received before the existing collateral is released. The proposal will name the safekeeping bank for collateral. Describe procedures for either increasing or decreasing the total amount of pledged securities. What is the name of the safekeeping bank you wish to use? _____

Are deposits collateralized on the basis of ledger or collected balances?

- xxiv. Upon any closing or failure of Depository or any event deemed by a state or federal regulatory agency to constitute a closing or failure of Depository, title to all securities pledged pursuant to this depository contract shall be deemed to be vested in, and be held by the City, and the City is hereby empowered to take immediate possession of and to sell any and all of such pledged securities, whether in safekeeping at another bank or in possession of the City or the Depository, and the City is specifically so empowered by execution of this contract; and the collateral pledge agreement shall conform to the United States Code Annotated (USCA), Title 12, - 1823(e), so to defeat the claim of the Federal Deposit Insurance Corporation, its successor, or any other receiver to the securities.
- xxv. The City is interested in obtaining service and cost information on additional services for possible use during the contract period.

Instructions continued

These services are not required but will be evaluated in terms of availability, feasibility, service levels, service providers and cost. The City will make its determination after receipt of proposals as to whether a service will be used. If the service is accepted later in the contract period the services and charges stipulated in the proposal will be applied.

- xxvi. The City may choose to utilize lockbox services for certain revenue collections. Describe the service including the lockbox location.
- xxvii. Please include a copy of the bank's facsimile signature agreement.
- xxviii. Please indicate what processes are in place to prevent check fraud.
- xxix. Please include a sample of the contract used for depository contracts.
- xxx. Each respondent must indicate whether or not they are under investigation or have been prosecuted by any state, or federal agency or authority in connection with any improper practices.

III. Loans

Please indicate the rate of interest to be charged on loans to the City and maximum loan limit.

Interest Rate_____ (Expressed as a percentage of Wall Street Journal Prime Rate).
Rate would be (check one): Fixed_____ or Floating_____
Loan Limit_____

IV. City checking accounts

All City accounts will be maintained by service charges paid by the City and not compensating balances; any consideration that would have been given in the form of an earnings credit may be given in the form of a higher interest rate. All checking accounts will receive interest monthly on the investable balance (average balance less uncollected funds). Please explain how interest earned during the month on the account balance would be reflected on the monthly account analysis.

The variable rate of interest will be based on a rate equal to the most recent published thirteen (13) week U.S. Treasury Bill coupon equivalent

ASKED YIELD TO MATURITY RATE less_____ basis points,
as published in the Wall Street Journal, "Treasury Bonds, Notes & Bills" section as of the first working day of the month and adjusted monthly thereafter.

The City shall not be required to maintain a minimum balance or be subject to a maximum balance of funds to be kept with the City's Depository.

Instructions continued

V. Interest-bearing time deposits

Please provide the basis points above, below or equal to the "asked" rate on the T-Bill closest to the maturity date of the time deposit being purchased as reported in the Wall Street Journal. Single Maturity Time Deposits of more than \$100,000:

MATURITY	Basis point spread Over (+) / under (-) T-Bill "asked" rate
7 -- 29 Days	_____
30 -- 59 Days	_____
60 -- 89 Days	_____
90 --179 Days	_____
180--364 Days or More	_____

The City shall be allowed by the Depository Bank to purchase Certificates of Deposit which mature after the ending date of the depository contract; however, the Depository Bank may apply new interest rates to the Certificate of Deposit after the ending date of this contract. The City shall be entitled to withdraw these Certificates of Deposit without penalty at the expiration of the depository contract, but in that event, the Depository Bank shall only be obligated to pay interest rates comparable to rates paid for the term the Certificate of Deposits were actually held.

VI. Funds Availability

Please include a copy of your current availability schedule and explain how float is calculated.

Please state your daily cut-off time for same day ledger credit on deposits.

By signing below, bidder represents that he/she has the authority to negotiate on behalf of the stated depository institution, and that information presented in this document, as well as any attachments, represent the complete proposal for consideration by the City of Alamo, Texas.

Signature

Name & Title

Name of Bank

Date

Phone Number

Address

Regular Service Charges
Proposal Form

<u>Services</u>	<u>(1)</u> <u>Estimated</u> <u>Volume</u>	<u>(2)</u> <u>Cost per</u> <u>Item</u>	<u>(2)</u> <u>Annual</u> <u>Cost</u>
Checks deposited	50,000	_____	_____
Charge-back checks	20	_____	_____
Debits (checks)	9,000	_____	_____
Wire Transfers			
Incoming	10	_____	_____
Outgoing	10	_____	_____
Account Maintenance	23	_____	_____
Cashier's checks	5	_____	_____
Safety deposit boxes	1	_____	_____
Stop payments (automated)	10	_____	_____
Preprinted checks	1,500	_____	_____
(City's specifications)			
Preprinted deposit slips	1,000	_____	_____
(City's specifications)			
Currency straps	200	_____	_____
Night depository bags and keys	5	_____	_____
Checks sorted in numerical sequence	9,000	_____	_____
Total Annual Cost		\$	_____

Other Service Charges
Proposal Form

Services

Cost per item

Transfers between accounts	_____
Insufficient funds items	_____
CPA confirmations	_____
Research/Statement copies	_____
Daily balance on each account	_____
Acceptance of utility payments	_____

What are the fees, if any, relating to the purchase, sale or safekeeping of investments whether they are purchased through the bank or a third party?

Attachment "A"

ELECTRONIC BANKING PRODUCTS

Please attach explanations pertaining to the following questions relating to electronic bank products.

1. WIRE TRANSFERS

- a. Does the system allow initiation of repetitive and non-repetitive transfers?
- b. Is a secondary authorization security feature available?
- c. What is the cut-off time for a wire transfer?
- d. What procedures are in place in case of system failure?
- e. What systems are in place to confirm receipt of incoming wires?
- f. What other features are available through the system?
- g. Can the cost of the service be included in compensating balances?
- h. What is the cost of the service? How do these prices compare to telephone-initiated wire transfers?

	Via Computer	Via Phone/Fax
Monthly Maintenance	_____	_____
Line Access Charge	_____	_____
Outgoing Repetitive	_____	_____
Outgoing Non-Repetitive	_____	_____
Repetitive Internal Transfer	_____	_____
Non-Repetitive Internal Transfer	_____	_____
Other Charges:		
_____	_____	_____
_____	_____	_____

2. STOP PAYMENTS

- a. Does the system notify the user that a check has already been paid? If so, when?
- b. At what time is the system accessible each day?
- c. How is receipt of a stop payment order confirmed?
- d. Look-up availability

Electronic Banking Products cont'd

- e. How long do stop payments remain in effect (e.g., six months, or in perpetuity)?
- f. Can the cost of the service be included in compensating balances?
- g. What is the cost of this service? How does this cost compare to telephone/written instructions?

	Via Computer	Via Phone/Fax
Monthly Maintenance	_____	_____
Line Access Charge	_____	_____
Stop Payment Orders	_____	_____
Stop Payment Deletions	_____	_____
Other Charges:	_____	_____
_____	_____	_____
_____	_____	_____

3. **BALANCE REPORTING**

- a. Is there a computer access system available for balance reporting?
- b. What information is available on the system? Attach a sample report.
- c. What procedures are in place in case the system is down? How many days has the system been down in the past 3 months?
- d. Can the cost of the service be included in compensating balances?
- e. What is the cost of this service?

	Via Computer	Via Phone/Fax
Monthly Maintenance	_____	_____
Line Access Charge	_____	_____
Per Account	_____	_____
Per Debits/Credit Reported	_____	_____
Other Charges:	_____	_____
_____	_____	_____
_____	_____	_____

4. DIRECT DEPOSIT OF PAYROLL

- a. Method by which the City can submit ACH files or initiate ACH via bank software
- b. Does your system support ACH files to be transmitted biweekly every other Thursday?
- c. What is the deadline to receive ACH files for a Friday payroll?
- d. What is involved with correcting items? Stop payments?
- e. Does the bank offer both ACH Debit and ACH Credit files?
- f. Can the cost of the service be included in compensating balances?
- g. What is the cost of the service?

Monthly Maintenance	_____
Input:	
Tape	_____
Personal Computer Transmission	_____
Mainframe Transmission	_____
Vendor	_____
ACH Credit - - two-day item	_____
ACH Debit - - two-day item	_____
Delete/Reversal (Stop Payment)	_____
Return Item	_____
Return Item Re clear	_____
Return Item Notification	_____
Other Charges	_____
_____	_____
_____	_____

5. ACCOUNT RECONCILIATION

- a. Do you offer full reconciliation?
- b. Are checks sorted in check number order as part of the reconciliation service?
- c. How soon after month-end is reconciliation available?
- d. Can the cost of the service be included in compensating balances?
- e. What is the cost of the service?

6. ACCOUNT RECONCILIATION SERVICES

- a. A sample of the account analysis statements, if applicable
- b. The bank's Earning's Credit Rate and how it is calculated and applied to the monthly analysis statement.
- c. Describe services, including when reports are available and how they are made available, how long report images are maintained and how they are maintained.