

Request for Proposal for Financial Depository

November 2, 2009

PROPOSAL SHEET

PROPOSAL FOR DEPOSITORY BANKING SERVICE

FOR BIENNIUM FEBRUARY 1, 2010 THROUGH JANUARY 31, 2012

To the Board of Directors of the Bexar Appraisal District, San Antonio, Texas:

The undersigned, a state or national banking corporation the deposits of which are insured by the Federal Deposit Insurance Corporation, hereinafter called Bidder, for the privilege of acting as Depository of the Bexar Appraisal District, hereinafter called District, for a term of approximately two years, beginning February 1, 2010, and ending January 31, 2012 and for the further privilege of receiving all funds at District's option to place on demand deposit or interest bearing time deposits and with the full understanding that the District reserves the right to move or invest its funds from time to time as permitted by law.

Please provide the following rate information as of October 31, 2009:

1. Certificate of Deposit, \$100,000 and over shall bear:
 - a. _____ % interest per annum
for a term of seven (7) days but less than thirty (30) days.
 - b. _____ % interest per annum
for a term of thirty (30) days but less than ninety (90) days.
 - c. _____ % interest per annum
for a term of ninety (90) days but less than one hundred-eighty (180) days.
 - d. _____ % interest per annum
for a term of one hundred-eighty (180) days but less than three hundred sixty-five (365) days.
 - e. _____ % interest per annum
for a term of one (1) year or more.

2. Single Maturity Time Deposits of more than \$2,500 but less than \$100,000.

MATURITY

- a. 7 - 29 days _____% per annum
 - b. 30 - 179 days _____% per annum
 - c. 180 - 365 days _____% per annum
 - d. Over 1 year _____% per annum
3. Interest per annum of a daily collected balance on demand deposits.
_____ % per annum

LOAN STATEMENT

4. Collateralized loans and advances extended to the District during the depository period to be at _____% per annum interest rate.
5. In the event of an emergency, the District may withdraw funds so deposited on time deposits or certificates of deposit prior to the end of the period specified. In such event, interest shall be paid by the bank to the District in accordance with banking regulations.
6. Short term Operation Loans and advances extended to the District during the above period to be at _____% per annum interest rate.
7. _____% interest per annum to be paid by the District to the Bidder on overdrafts or their equivalent. (Overdraft as used in this paragraph shall mean that the District does not have compensating balances in other District accounts in Bidder's bank equaling or exceeding overdrafts in other funds or accounts. The amount of any overdraft shall be determined by summing all of District's accounts in Bidder's bank at the close of business from day to day.)
8. Bidder will provide a chart of analysis charges per month or per unit for keeping District's deposit records and accounts for the period covered by this bid. Included in and required as part of this duty are the following:

- a. Assigning a single point of contact who will administrate all District investments, service requests and inquiries.
 - b. Preparation of monthly statements showing debits, credits, and balance of each separate account. Accounts must be closed on the last day of the month and statements mailed prior to the 10th including cancelled checks or copies of cancelled checks.
 - c. Make its records available for audit by District, its independent auditors, and the State Property Tax Board.
 - d. Preparation of such other reports, accounts and records which may, from time to time, be required by District in order that it may properly fulfill its fiscal duties.
9. District reserves the right to invest any and all of its funds in such manner as is permitted by the Property Tax Code. Bidder will and shall aid and assist District in any such investment without charge.
 10. Bidder shall comply with all the provisions of the laws of the State of Texas relating to depositories, will perform all duties therein specified, and will execute any and all instruments and documents necessary to evidence its contract with this District. It is understood that the annual audit by Certified Public Accountants will be used to report to the Board of Directors.
 11. Bidder shall furnish to District a bond in the amount and conditioned as provided in the School Depository Act, or in lieu thereof shall pledge approved securities in an amount sufficient as provided in the School Depository Act, delivering to District either the securities so pledged or safekeeping receipts therefore, properly marked to show such pledge. District reserves the right to approve or reject the securities so pledged. Bidder shall have the right and privilege of substituting approved securities upon obtaining the approval of District, provided the total amount of approved securities deposited is adequate as herein provided.

SPECIAL CONDITIONS

Bexar Appraisal District is not liable for any cost incurred by the Bidder in connection with RFP. Bidders specifically waive any right against Bexar Appraisal District for expenses incurred in proposal preparations. The proposal becomes the property of the Bexar Appraisal District and will not be returned.

The Bexar Appraisal District reserves the right to reject any and all proposals. The District also reserves the right to request any supplemental information from any bidder such as may be necessary to make selection decisions.

All proposals shall certify that they have not paid, or agreed to pay, any company or person (other than an authorized representative such as an authorized dealer or a full-time bonafide employee working solely for the banking institution) any fee, commission, percentage or brokerage fee contingent upon or resulting from the award of the contract.

All proposers shall certify that they have arrived at an independent pricing decision without collusion with any other potential bidder.

All proposers shall certify that the response submitted by the agent, in response to this Request for Proposal, shall remain binding until February 1, 2012 if the proposal is accepted by February 1, 2010.

The Bexar Appraisal District reserves the right to negotiate contract terms with the selected depository. The Bexar Appraisal District also reserves the right to allow a bidder to modify the technical proposal, if that would be in the interest of the District.

The Bexar Appraisal District is not obligated to accept the best rate bid. Factors other than rate will be evaluated from proposals.

The Bexar Appraisal District will reject any bid not in compliance with financial disclosure requirements.

Any bidder has the right to explain in writing any and all differences or functions of their services as submitted. It is the intent of the Bexar Appraisal District not to preclude any bidder from submitting a bid due to different technical terminology.

In the event that the Board, in its sole discretion feels that the disclosed connection, association or relationship is significant or material enough to cause said acquisition from said agent to be improper, or to raise an inference of impropriety, the Board may, and hereby reserves the right to reject any bid, proposal or offer submitted by said bidder, or to take whatever action it deems proper to remove or negate such impropriety or influence thereof.

Please list any other services your bank can perform for the Bexar Appraisal District. Items listed should relate to the District only, and not to employees or individuals associated with the District.

DATED this the _____ day of _____, 20_____.

BIDDER _____

BY _____

TITLE _____

DISTRICT FINANCIAL PERFORMANCE

<u>YEAR</u>	<u>MONTH</u>	<u>OPERATING ACCT. BALANCE</u>	<u>MONEY MKT. ACCT. BALANCE</u>	<u>TOTAL BALANCE IN ACCOUNTS</u>
2008	OCT	108,112	2,843,789	2,951,901
	NOV	200,112	1,888,612	2,088,724
	DEC	477,840	3,140,199	3,618,039
2009	JAN	1,000	1,972,275	1,973,275
	FEB	436,673	1,698,020	2,134,693
	MAR	879,223	1,420,680	2,299,903
	APR	1,139,989	2,421,578	3,561,567
	MAY	223,462	2,136,522	2,359,984
	JUN	1,415,878	1,527,259	2,943,137
	JUL	2,244,658	1,261,780	3,506,438
	AUG	1,363,379	1,262,262	2,625,641
	SEP	3,716,047	2,268,623	5,984,670

FINANCIAL DISCLOSURE

Bidders will acknowledge any financial interest in excess of \$5,000.00 of the following list of Directors and District staff members.

Mr. J. Keith Hughey
Director
3430 Hunters Stand
San Antonio, TX 78230

Ms. Cheri Byrom
Director
15660 I.H. 35 South
Atascosa, TX 78002

Mr. David Carpenter
Director
6103 Royal Breeze
San Antonio, TX 78239

Mr. Ed Rawlinson
Director
14307 John David
Helotes, TX 78023

Ms. Helen Dutmer
Director
739 McKinley Ave.
San Antonio, TX 78210

Ms. Sylvia Romo
Director
P. O. Box 839950
San Antonio, TX 78283-9950

Mr. Mike Amezquita
Chief Appraiser
411 N. Frio
San Antonio, TX 78207

Mr. Kurt Menking
Manager
411 N. Frio
San Antonio, TX 78207

Ms. Mary Kieke
Deputy Chief Appraiser
411 N. Frio
San Antonio, TX 78207

Mr. Geoff Wurts
Manager
411 N. Frio
San Antonio, TX 78207

Mr. Patrick Romo
Manager
411 N. Frio
San Antonio, TX 78207

Mr. Andy Villarreal
Manager
411 N. Frio
San Antonio, TX 78207

Mr. Richard Hammond
Manager
411 N. Frio
San Antonio, TX 78207

Mr. Lou Pisano
Human Resources Director
411 N. Frio
San Antonio, TX 78207

Ms. Teina Laird
Manager
411 N. Frio
San Antonio, TX 78207

Ms. Randy Hutchison
Finance Director
411 N. Frio
San Antonio, TX 78207



BEXAR APPRAISAL DISTRICT

Michael A. Amezcuita
Chief Appraiser

411 N. Frio, P.O. Box 830248
San Antonio, TX 78283-0248
Phone (210) 224-8511
Fax (210) 242-2451

BOARD OF DIRECTORS

KEITH HUGHEY
Chairman
DAVID CARPENTER
Vice-Chairman
CHERI BYROM
Secretary

HELEN DUTMER
ED RAWLINSON

November 2, 2009

SYLVIA S. ROMO, CPA, RTA

Administrators:

The Bexar Appraisal District Board of Directors invites your bid to serve as the District's depository for the next biennium, February 1, 2010 to January 31, 2012. Sealed bids will be accepted in the District's office, 411 North Frio, until 3:00 p.m. on November 30, 2009.

The District is required to solicit bids by Section 6.09 of the Texas Property Tax Code. The depository contract will be in compliance with both the Property Tax Code and the laws which prescribe the security of funds on deposit for counties.

You are invited to call Randy Hutchison, our Finance Director, 242-2402, to arrange an inspection of the District Financial records and discuss the services the District requires of its depository.

Please use the attached form to submit your proposal. Additional items or information may be included as an attachment if you wish to do so. To ease our review and analysis, please provide annual rate information on items 1 – 3 of the attached form.

After staff review of all proposals, a recommendation will be made to the Board on December 15, 2009, for our 2010 – 2012 depository contract.

If you have any questions, please call either Randy Hutchison or myself.

Please address all bid proposals as follows:

Mr. Michael A. Amezcuita, Chief Appraiser
Bexar Appraisal District
P. O. Box 830248
San Antonio, TX 78283-0248

Please mark your proposal **“SEALED BID – BANK DEPOSITORY 2010 – 2012.”**

Sincerely,

MICHAEL A. AMEZQUITA
Chief Appraiser

Enclosure