

REQUEST FOR SEALED PROPOSAL For BANKING SERVICES

I. INTRODUCTION

The Port Isabel San Benito Navigation District is requesting proposals for a banking services contract with service to begin April 2nd, 2025 and extend through April 1st, 2030. The District reserves the right to extend this contract for an additional three (3) years at one-year intervals. Through this contract the Port intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities. This Request for Proposal (RFP) represents the cash management goals, specifies all bank's required qualifications, the banking services required, the estimated activity on all accounts, the method and terms of compensation, submission instructions, and contract award provisions.

II. PROPOSAL INSTRUCTIONS AND QUALIFICATIONS

A. Minimum Qualifications

The Port will accept proposals within the District's boundary's. The proposal submitted will become part of the final contract.

B. Proposal Submission Instructions

1. Proposal Format

In order to fully and equitably evaluate all proposals, a standard reply format is required. Each proposal must include a response to each item in the RFP. Only proposals submitted in the prescribed format and using the exhibit forms provided will be evaluated for contract award.

2. Submission Requirements

All proposals must be sealed, marked "DEPOSITORY BANK PROPOSAL", and must be addressed as follows:

Port Isabel San Benito Navigation District
250 Industrial Drive
PORT ISABEL, TEXAS 78578

3. RFP Questions

Question regarding this RFP or the service requested must be submitted in writing to Port Director at Administration@pisbnd.com or 956-943-7826 Ext 1. Responses to all material questions submitted will be communicated to each prospective bidder.

4. Request for Proposal Amendments

Modifications or additions may be made in writing and must be received no later than the deadline for proposal submission.

5. Selection Criteria

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

Responsiveness to RFP
CD rates
Banking Service Charges
Current or future Availability of CDARS Cd's

6. Award of Bid and Service Initiation

The Bids are to be reviewed by the Board of Canal Commissioners February 20, 2025.

III. **REQUIRED FINANCIAL INSTITUTION INFORMATION**

All banks must provide, as part of the proposal:

-Audited financial statements for the most recent fiscal year,
-A copy of the current call report, and
-A statement regarding any recent or foreseen merger or acquisition.

IV. **REQUIRED BANKING SERVICES**

This section lists the services to be provided by the bank under this agreement. ATTACHMENT "A" lists each of these services. The bank MUST use this FORMAT to provide the specific price for each service.

A. **Account Structure**

The Port's current account structure contains the following account:

<u>ACCOUNT NAME</u>	<u>NUMBER OF TRANSACTIONS</u>	
	<u>DEPOSITS</u>	<u>PAYMENTS</u>
1. <u>Maintenance and Operating account MONTHLY</u>	<u>25</u>	<u>50</u>

Electronic Fund Transfer Services

This proposal should include a copy of your standard transfer procedures and electronic funds transfer agreement. The Port will devise adequate "authorization" procedures and wishes that the bank's security provisions and procedures be described in the bid. A standard electronic funds transfer agreement will be executed with the bank. If the electronic funds transfer requests are available online, full information should be submitted detailing the use.

C. **Automated Balance Reporting**

The Port prefers an online, PC based reporting system for access to the closing ledger and available balance.

D. **Reconciliation**

The bank will be responsible for forwarding all statements including canceled checks, deposit slips, and other debit/credit slips.

F. Investment of Idle Funds and Safekeeping of Port Securities

The Port has no obligation to invest its funds with or through the bank receiving the depository contract. 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 (DVP) basis as they are cleared into and out of the account. All clearing and safekeeping will be in a correspondent bank. All correspondent and safekeeping arrangements will be stipulated in the proposal.

G. Standard Disbursing Services

Standard Disbursing services for all accounts are required to include the payment of all checks upon presentation.

H. Standard Deposit Services

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 banks published availability schedule.

I. Account Executive

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.

J. Direct Deposit

The Port wishes to offer direct to deposit to its employees as an optional service.

K. Daylight Overdraft Provisions

Every effort will be made to eliminate daylight overdraft situations on the account. However, in case this situation does arise, the proposal should include all bank policies regarding daylight overdrafts charges or handling procedures.

L. Stop Payments

The proposal must include a statement on the proposed stop payment process on an automated and/or manual basis.

M. Collateralization of Deposits

The bank must agree to obtain and maintain acceptable and sufficient collateral to cover all anticipated time and demand deposits, above the FDIC current insurance limit and to adjust the level of collateral in concurrence with changes made in the insurance limit by the FDIC. 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 Port and the Safekeeping Bank for safekeeping of 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 Port. Substitutions of collateral will be secured in writing and presented to the Port Director before existing collateral is released. The proposal will name the safekeeping bank where collateral is to be kept.

N. Additional Services

If new services become available and are provided during the period of this contract, they will be charged at the bank's then published rate.

O. OTHER SERVICES

The Port is interested in obtaining service and cost information on additional services for possible use during the contract period. These services are not required but will be evaluated in terms of availability, feasibility, service levels, service providers and cost. The Port 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. You may list these other services at the bottom of ATTACHMENT "A".

P. Lockbox Services

The Port may chose to utilize lockbox services for certain revenue collections. Describe the service including the lockbox location and a full description of the service.

Q. Interest Rate to Be Paid On NOW Accounts

NOW ACCOUNT	MINIMUM BALANCE	MAXIMUM BALANCE	INTEREST RATE
	\$ _____	\$ _____	_____

R. Interest Rate To Be Paid On Single Maturity Time Deposits

MATURITY		INTEREST RATES TO BE PAID \$100,000 OR MORE
180	DAYS	_____
364	DAYS	_____

S. BINDING CONTRACT

A contract shall become binding only when:

1. The Port Commission awards the proposal
2. The necessary checks and deposit slips have been obtained.
3. Signatory Cards have been executed
4. Collateral Agreement has been signed
5. Pledged Securities have been received
6. A tri-party safekeeping agreement has been executed
7. A standard Electronic Funds Transfer Agreement has been executed

T. SEALED PROPOSAL DEADLINE

Sealed Proposals must be received no later than **4pm February 20, 2025.**

XI. PUBLIC OPENING OF PROPOSALS

Proposals will be publicly opened at the scheduled District meeting February 2025.

ATTACHMENT A - BANKING SERVICES CHARGES

All anticipated service charges must be shown on this form and will be applicable under the agreement. Add additional lines as required.

SERVICE UNIT	UNIT CHARGE	COST OF SERVICE
Account Maintenance		
Returned checks		
Stop payments		
Wire Transfers		
Incoming		
Outgoing		
Investment Safekeeping		
S/keeping interest/credit		
S/keeping receipt deposit		
S/keeping outgoing		
Securities DVP FRB		
Securities DVP NY		
Check Printing		
Extra Statements		
Lockbox		
LIST OF ADDITIONAL SERVICES:		

PROPOSED BY

NAME OF BANK: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

AUTHORIZED AGENT (PRINTED NAME) _____

AUTHORIZED AGENT'S TITLE _____

AUTHORIZED AGENT'S SIGNATURE _____

DATE: _____