

**LEON COUNTY, TEXAS**

INVITATION TO BID

BID TITLE:

BANK DEPOSITORY CONTRACT

BID NUMBER: IFB 2023-286

Pre-Bid Conference: May 24, 2023, 1:00 p.m.

Bid Due Date: June 7, 2023, 10:00 a.m.

Bid Opening Date: June 7, 2023, 10:15 a.m.

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INSTRUCTIONS TO BIDDERS:

Bid Title....................................Bank Depository Contract

Bid Number……………………………IFB 2023-286

Bid Due Date………………….………Tuesday, June 7, 2023, 10:00 a.m.

Bid Opening Date.....................Tuesday, June 7, 2023, 10:15 a.m.

Contact Person.........................Brandi Hill, County Treasurer

 PO Box 434

 Centerville Texas 75833

 903-536-2915

 Brandi.hill@co.leon.tx.us

**A Pre-Bid Conference will be held on Wednesday, May 24, 2023 at 1:00 pm in the Annex 1 Court Room. This meeting is held to allow bidders/proposers to ask questions about the proposed contract and contract specifications.**

**All bids must be sealed envelopes clearly marked with Bid Number and Bid Title. Complete Bids must contain one (1) original and one (1) copy. The original bid must be clearly marked “ORIGINAL” and contain all original signatures as well as a certified or cashier’s check as a Good Faith Guarantee.** Bids must be received in the Leon County Treasurer's Office at 113 W Main Street, Centerville, Texas, 75833 by the date and time specified above. **Late bids will be rejected and returned to the bidder unopened**. **Leon County will not be responsible for un-marked or improperly marked bids delivered to the wrong location.** Sealed bids will be opened and acknowledged in the Leon County Treasurer’s Office, 113 W Main Street, located in the Annex I Building, Centerville, Texas on the date and time specified above.

The Commissioners’ Court of Leon 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 Leon County.

Bids may be withdrawn at any time before the official opening. Alterations made before the opening time must be initialed by the bidder as to their authenticity.

The undersigned agrees, if this bid is accepted, to furnish all services upon which fees or interest rates are offered and upon the terms and conditions in the specifications.

**THE COUNTY EXPRESSLY REQUESTS THAT BIDDERS NOT DISCUSS THIS ENGAGEMENT OR THE BANK’S PLANS, EXPERIENCE OR CREDENTIALS WITH ANY OTHER BANKS OR ANY MEMBER OF COMMISSIONERS’ COURT UNTIL REQUESTED BY COUNTY OFFICIALS TO MAKE A PERSONAL PRESENTATION.**

**Two copies of the bound and sealed proposal are required, not to be opened until the final submission date and hour noted.**

Bids are to be submitted on the attached “bid worksheet”. Leon County’s bid structure must be adhered to. Additional attachments of explanation are allowed as long as the bid worksheet has been answered completely in the space provided.

By returning the “bid worksheet”, each bank certifies that:

1. Length of the contract shall be for a term of 4 years;

2. Contract may be extended for a period of 2 additional years upon successful negotiations between County and Bank for new interest rates and financial terms;

3. All rates and fees bid are to be firm for the life of the contract if accepted;

4. Awarding of contract(s) will be executed by the Leon County Commissioners’ Court and will be confirmed by an

 award letter;

5. Any deviations from these terms and conditions must be stated as such when returning the bid worksheet.

**GOOD FAITH GUARANTEE: Depository Bid Only** – Bank must submit with the Bid Worksheet a certified cashier's check for $73,841.84 (one-half of one percent of the County's revenue for the preceding year, Code 116.023), and a certified cashier's check for $6,232.34 (one-half of one per cent of the average daily balances of the County and District Clerks' Trust Accounts for the preceding year, code 117.021) payable to Leon County as a guarantee of good faith. The checks will be held by the County until the Depository Bank is selected and the securities have been pledged.

**AMOUNT TO BE PLEDGED**: The initial amount of securities to be pledged against Leon County funds shall be adequate to fully collateralize the funds of Leon County according to the laws of the State of Texas and shall continuously remain as such. This amount is subject to change as deposits fluctuate, with the approval of the Leon County Treasurer. Securities pledged must be held at the Federal Reserve Bank, Dallas, Texas or in a correspondent bank's safe keeping department in a Leon County Public Funds Collateral Account.

If selected as Depository, you agree to provide, within fifteen (15) days of selection: Pledged securities in the amount provided by law under the Texas Local Government Code, Sec. 116.054, but limited to United States Government Bonds, Notes and Bills; United States Agencies; Federal Housing Administration Bonds; Federal National Mortgage Association Bonds; and Municipal Securities bearing Moody's "A" or better rating. The pledged securities apply not only to County operating Funds, but also to any trust funds in which the County Clerk or District Clerk of Leon County have duties.

**PAYMENT OF SERVICES**: Bank will specify fees required for services. Banking services not detailed on the Bid Worksheet will be provided at no cost to the County.

**INVESTMENTS MADE OUTSIDE DEPOSITORY BANK**: Leon County reserves the right to make external investments according to the Laws of the State of Texas and the Investment Policy of Leon County (copy available upon request through County Treasurer's Office).

In compliance with Govt. Code 2256.005 of the Public Funds Investment Act, all offers will be required to comply with Leon County Investment Policy and execute an (ATP) "Agreement in Principal" with the County. In addition to addressing the requirements of this notice of offertory, you are certainly encouraged to offer any alternative approaches that will further enhance our operational or financial success.

**INTEREST AND INTEREST RATE**: Variable interest rate bids and fixed interest rate bids on accounts and certificates of deposit shall be quoted by the Bank. Leon County reserves the right to select the rate most favorable to the county any time during the term of the contract, subject to banking laws.

**INTEREST BEARING ACCOUNTS**: Leon County will have accounts established under these specifications for disbursing checks written on Leon County funds. Checks and transfers will be written from these accounts. Wire transfers, ACH transfers, internal bank transfers or deposits will also be made from these accounts. These accounts may vary during the duration of the contract, and other accounts may be added as the need arises.

**BANK SPECIFICATIONS**

**It is the intent of Leon County** to execute a contract with one or more banks desiring to be designated as the Leon County Depository Bank. The contract will include Leon County Public Monies and the Trust Funds held by the District and County Clerk. By returning the Bid Worksheet, Bank acknowledges that it understands the Texas Local Government Code, Chapter 116 that pertains to the managing and safekeeping of county funds and will comply with these statutes. Also the Bank acknowledges that it understands the Revised Civil Statutes of Texas, as revised by the Local Government Code, Chapter 117 that pertains to depositories, certain trust funds and court registry funds held in trust by the County and will comply with these statutes. In this document the statutes will be referred to as the "Code".

**DURATION**: As provided in Article 116.021 (a) and (b) of the Code, the Bank contract will be effective for a four-year term, ending sixty (60) days from the time fixed by law for the next selection of a Depository Bank. (July 1, 2023 to June 30, 2027). Contract may be extended for a period of two years. The 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:

1. The new financial terms do not increase the prices to the county by more than 10 percent and;

2. The county has the option to choose to use the initial variable interest rate option or to change to the new fixed rate or variable interest rate options proposed by the bank.

If time deposit maturity extends beyond the expiration date of the contract, the depository bank will pledge sufficient securities required by Leon County to provide for the maturity of the time deposit.

**AWARDING CONTRACT**: Leon County will award the depository bank contract based on the following criteria;

 1. Ability to meet service requirements.

 2. Cost of services.

 3. Cash management products available that will enhance County banking procedures.

 4. Net rate of return on County funds.

 5. Bank’s financial position.

 6. Bank’s ability to pledge adequate securities against County funds.

May want to add below percentage criteria in here to use a scoresheet and score the banks that bid…

This is in Denton County’s RFP:

**II. EVALUATION CRITERIA AND SUBMITTALS**

* 1. EVALUATION CRITERIA: The award of the contract shall be made to the responsible proposer whose proposal is determined to be the lowest evaluated offer resulting from negotiations, taking into consideration the relative importance of price and other factors set forth in the Request for Proposals in accordance with the Texas Local Government Code, Chapter 262. The evaluation criteria will be grouped into percentage factors as follows:

**20% Proposer’s past and prospective financial condition**

**40% Proposer’s ability to meet service requirements**

**20% Proposer’s total cost of services**

**20% Net rate of return on County funds**

Discussions may be conducted with responsible proposers who submit proposals determined to be reasonably susceptible of being selected for award. All proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Revisions to proposals may be permitted after submission and before award for the purpose of obtaining best and final offers as determined to be in the best interest of Denton County.

**SUBMITTING FINANCIAL STATEMENTS**: All banks wishing to be designated as a Depository Bank must state the amount of the Bank's paid-up capital stock and permanent surplus and must submit a statement showing the financial condition of the Bank on the date of the application.

**SERVICES REQUIRED**

**COLLATERAL REQUIREMENT:** A detailed monthly collateral-to-deposit report is required. The report shall contain security descriptions, par value/current face and current market value. To compensate for increases or decreases in county deposits and fluctuation of market value of pledged collateral. The minimum market values of collateral will be 110% of county deposits.

**ONLINE SERVICE:** It is required, that as part of the Bid, the Depository Bank will provide on-line banking for daily reporting of fund balances, fund transfers, collected and ledger balances, stop payment requests, confirmations and detailed debits and credits

**STATEMENTS**: Monthly account statements will be provided with all corresponding checks, debit and credit memos, deposited items, etc... This statement shall show the number of checks, deposits and deposit items posted, daily ledger balances, average daily ledger balance for the month, average daily collected balance for the month and other items on which charges are based. Such statements on all County accounts shall be provided to County Treasurer within seven (7) working days after the close of each month.

**CONTACT PERSON**: Bank will specify an Officer of the Bank who will be responsible for attending to inquiries, request for services, and daily activities regarding the managing of Leon County accounts.

**STOP PAYMENTS**: The Bank will be required to process stop payments on verbal instructions from the County Treasurer or their assignee with follow-up written confirmation.

**STANDARD DISBURSEMENT SERVICES**: Standard disbursing services for all accounts are required to include the payment of all County checks upon presentation.

**STANDARD 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 and County Treasurer shall be notified by fax.

**SHORT - TERM FINANCING**: The County may require short-term financing during this contract. This financing may include but not limited to the purchase of equipment or other assets.

**OTHER SERVICES**: As described on the Bid Worksheet, the Bank will acknowledge services provided and attendant fees for such.

**BID WORKSHEET**

 **1.Interest Bearing Checking Accounts:**

\*Variable Interest Rate Margin Fixed Interest Rate

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Variable Rate = 91 Day US T-Bill rate (as determined by the most recent weekly Treasury Bill Auction) +/- the banks predetermined Basis Point margin. Example: If the 91 Day US Treasury Bill closing rate was 5.3% and the predetermined margin is 90 Basis Points under the T-Bill, then the variable rate on the account becomes 4.40% for that week.

**2. Certificates of Deposit - Variable Interest Rate:**

The variable rate should be based upon the nearest maturity US Treasury Bill Rate in order to comply with the County’s Investment Policy as revised by Commissioner’s Court on 10/26/22. This rate will be determined by the previous day’s closing trade in the T-Bill maturity +/- the banks predetermined Basis Point margin. Example: If the County Treasurer is looking for a 48 day Certificate of Deposit, the 47 Day US T-Bill closed at 3.5% the previous night (as reported in the Wall Street Journal), and the predetermined margin is 25 Basis Points over the T-Bill, then the variable rate that will become fixed during the life of the CD is 4.5%.

 Less than More than

 $100,000.00 $100,000.00

1. Maturity 7-29 days +/-\_\_\_\_basis points +/-\_\_\_\_basis points

2. Maturity 30-59 days +/-\_\_\_\_basis points +/-\_\_\_\_basis points

3. Maturity 60-89 days +/-\_\_\_\_basis points +/-\_\_\_\_basis points

4. Maturity 90-179 days +/-\_\_\_\_basis points +/-\_\_\_\_basis points

5. Maturity 180-365 days +/-\_\_\_\_basis points +/-\_\_\_\_basis points

6. Maturity over 365 days +/-\_\_\_\_basis points +/-\_\_\_\_basis points

Interest paid Daily\_\_\_ Interest paid Monthly\_\_\_\_ Interest paid Quarterly\_\_\_\_

Interest paid Semi-Annually\_\_\_ Interest paid Annually\_\_\_ Interest paid at Maturity\_\_\_

Certificate of Deposit - Fixed Interest Rate:

 <$100,000.00 >$100,000.00

1. Maturity 7-29 days \_\_\_\_\_\_\_\_% \_\_\_\_\_\_\_\_%

2. Maturity 30-59 days \_\_\_\_\_\_\_\_% \_\_\_\_\_\_\_\_%

3. Maturity 60-89 days \_\_\_\_\_\_\_\_% \_\_\_\_\_\_\_\_%

4. Maturity 90-179 days \_\_\_\_\_\_\_\_% \_\_\_\_\_\_\_\_%

5. Maturity 180 days less than one year \_\_\_\_\_\_\_\_% \_\_\_\_\_\_\_\_%

6. Maturity one year or more \_\_\_\_\_\_\_\_% \_\_\_\_\_\_\_\_%

Interest paid Daily\_\_\_ Interest paid Monthly\_\_\_\_ Interest paid Quarterly\_\_\_\_

Interest paid Semi-Annually\_\_\_ Interest paid Annually\_\_\_ Interest paid at Maturity\_\_\_

Services Provided:

 Yes No Fee Amount

3. Monthly Account Analysis \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (individual and group)

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Automated Balance Reporting \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Wire Transfer:

 Incoming \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Outgoing \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Repetitive \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Non-repetitive \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. ACH Service Transfers:

 Outgoing Bank Initiated \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Computerized \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided:

 Yes No Fee Amount

7. In-house Accounts Transfers:

 Repetitive \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Non-repetitive \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Computerized \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Account Maintenance on

 Checking Accounts \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Daily Bank Statements \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Weekly Bank Statements \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Monthly Bank Statement \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Furnish deposit slips, deposit

 books and endorsement stamp \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Night depository services,

 including bags and keys \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Stop payments issued \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Overdrawn Accounts \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Notice of Overdrawn Accounts \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided:

 Yes No Fee Amount

14. Returned Items \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Account Reconciliation's

 per account \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Paid Checks Tapes per

 account \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Check Sort Account (checks) \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16. Provide safekeeping for outside

 purchases of securities by Leon

 County at the Managing Bank,

 a Third Party Financial Institution

 or with the Federal Reserve Bank \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Allow eligible repurchase

 agreements or eligible money

 market mutual funds from the

 Bank’s portfolio of US Government

 Obligations on an overnight

 or monthly basis \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided:

 Yes No Fee Amount

18. Computer (internet) banking

 Online Banking \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Online Transfers per item \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

19. Controlled Disbursement

 Accounts \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

20. Zero-Balance Accounts \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

21. Short-term Financing

 Fixed Rate\_\_\_\_\_\_\_\_\_% Variable Rate\_\_\_\_\_\_\_\_\_\_\_%

 Interest on loans to be calculated on a 360-day basis.

22. Direct Deposit of County

 employees’ payroll checks \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided:

 Yes No Fee Amount

23. Credit Card Payment Processing

 Services (Payments made to the

 County - fees, charges and services) \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24. Debit Card Payment Processing

 Services (Payments made to the

 County - fees, charges and services) \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

25. On-Line (microcomputer) banking service

 connection(s) between the bank(s) and the

 County (installation, monitoring and service

 repair of line problems)

 \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

26. Lock Box Services &

 Related Fees

 \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided:

 Yes No Fee Amount

27. Positive Pay Services &

 Related Fees (Please

 include any supporting

 information about software,

 training, etc...)

 \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

28. Imaging Services &

 Related Fees (on CD-

 ROM) \_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Leon County is open to any suggestions and/or services not listed on this bid worksheet. Please attach any suggestions and/or services on an attached sheet, or in the space provided along with the price, if any, of the service(s) available.

The County requests the bank to bill and accept direct payment for the service at the unit prices indicated in the previous sections.

The County requests that the bank accept payment for services based on unit prices, each account billing will be presented monthly with charges being on a unit fee basis. The bank may want to determine unit prices two ways: using the account balances as a factor and not using the account balances as a factor.

Should the bank not consider account balances as a factor in determining unit prices, the County would ask that the bank consider that in determining the interest rates paid on the account balances.

The County will accept bids for banking services paid for on a flat fee basis; however, the County prefers that the direct fee payment for banking services at the unit price method be used in the bank’s bid application.

Services Fee/Unit

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL monthly charges for all services $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COMPLIANCE WITH LAW**

Bank understands the condition, specifications and Texas Civil Statutes that govern the holding of County funds as a participating bank and will adhere to those rules to the best of its ability.

Does the bank wish to be designated as a participating Bank?

 \_\_\_\_\_\_\_\_Yes

 \_\_\_\_\_\_\_\_No

A bank **must** complete the below information to validate the bid.

The undersigned affirms that they are duly authorized to execute this contract. The Bank has not prepared this bid in collusion with any other bidder and the contents of this bid as to fees, interest rates, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid.

**Name and address of Bidder: All unsigned bids will be disqualified**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address Print/type name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical Address Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code

**APPLICATION FOR DEPOSITORY**

The paid up capital stock of the Bank is $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and the permanent surplus of the Bank is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A certified cashier’s check for $73,841.84, which equals one half of 1% of the preceding years unaudited revenues of Leon County, made payable to Leon County Treasurer, accompanies this bid and is tendered under the terms of the Local Government Code, Section 116.023 and shall act as a good-faith guarantee on the part of the applicant that if selected as County depository, the bank will execute the bond as required under this chapter.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby authorized to receipt said check up on return.

(Bidding Bank)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidding Bank

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is to be signed when check is returned to bidding bank:

Received certified cashiers’ check for $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Bank)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By returning the "bid worksheet", the bank certifies that:

1. All rates and fees bid are to be firm for the life of the contract if accepted;

2. Awarding of contract(s) will be executed by the Leon County Commissioners' Court and will be

 confirmed by an award letter;

3. Any questions, clarifications, or deviations from this bid structure must be electronically indicated to

 the Leon County Treasurer's Office by June 1, 2023 at brandi.hill@co.leon.tx.us, and further, any

 deviations/changes must have a stated explanation, in writing, when returning the "bid worksheet"

 by June 7, 2023.

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**APPLICATION FOR SELECTION AS DEPOSITORY FOR TRUST FUNDS FOR**

**COUNTY & DISTRICT COURT, LEON COUNTY, TEXAS**

This application shall be completed and delivered to the County Treasurer of Leon County, Texas on or before 10:00 a.m. on June 7, 2023 to be considered for selection. Attached hereto is applicant’s certified check for $6,232.34 (one-half of 1% of the average daily balances of such Trust Funds during the preceding year).

The applicant agrees to keep the funds deposited hereunder in one or more accounts as directed by the Clerk of said court depositing the same, and to pay interest on said account or accounts during the term of this depository contract at the rates shown below by category, on each account which falls within such category:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on passbook savings, calculated daily, compounded quarterly

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on Money Market Accounts, maximum of 3 checks per month, minimum

 balance of $2,500; calculated daily, compounded monthly and credited

 monthly

The term of this depository contract shall commence upon qualifying of the successful bidder or June 7, 2023, whichever is later, and shall extend for the period of time prescribed by law.

Bank agrees to pledge securities to secure County Court and District Court trust funds as provided by law.

No service charge for any account or accounts of the County Court and District Court will be charged to the Court by the Bank. The Bank will provide, at no charge, for collection and exchange services. This will include the furnishing of cashier’s checks or drafts when and where necessary and the direct collection of checks drawn on any bank.

Other services provided by the Bank free of charge to Leon County Court and District Court will be:

 A. Preparation of monthly statements showing debits, credits and balances of each separate

 account;

 B. Preparation of all accounts, reports and records which may, from time to time, be required by

 the County Court or District Court, in order to properly discharge the duties as provided by law

 of depository; and,

 C. Telephone transfer of funds.

**APPLICATION FOR DEPOSITORY**

The paid up capital stock of the Bank is $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the permanent surplus of the Bank is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

A certified cashier’s check for $6,232.34 which equals one-half of 1% of the average daily balances of the County Clerk and District Clerk accounts for the preceding year, made payable to Leon County Treasurer, accompanies this bid and is tendered under the terms of the Local Government Code, Section 117.021 and these specifications.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby authorized to receipt for said check upon return.

(Bidding Bank)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bidding Bank

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is to be signed when check is returned to bidding bank:

Received certified cashier’s check for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Bank)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Bank agrees to furnish at Bank’s premises and without charge to the County Court or District Court such safe deposit box or boxes, or other safekeeping services as needed for the safekeeping of such items as the Court shall decide.

The Bank agrees to furnish the Clerk of said court with checks, deposit slips, voucher checks, and bank-by-mail envelopes which may be needed by the clerk to properly service the account(s) of the Court. The provision of these stationary items will be restricted to those the bank can produce at its location or those which can be ordered as a regular stock item through a bank check printing company.

If this application is selected, the above and foregoing shall constitute the depository contract between applicant and Leon County Court and District Court.

 Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Byron Ryder, County Judge

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Christie Wakefield, County Clerk