

Request for Proposals (RFP): Bank Depository Services

City of Robstown

RFP No. 072025

Issue Date: July 17, 2025

Proposal Due Date: August 18, 2025, 2:00 pm

Opening Location: City of Robstown, City Hall Chambers, 101 East Main Avenue, Robstown, TX at 4:00 pm

Contact Person: Sally Brown, Finance Director, 361-933-5218

Mail/Delivery Address: City of Robstown, City Hall, 101 East Main Avenue, Robstown, TX 78380

1. Introduction

The City of Robstown is soliciting sealed proposals from eligible and qualified financial institutions to provide **bank depository services** for a period of three (3) years, with an option to extend for up to two (2) additional years. The City seeks a primary banking partner that offers competitive pricing, robust online banking services, and secure handling of municipal funds in compliance with **Texas law**, including the **Public Funds Investment Act (Texas Government Code Chapter 2256)** and the **Public Funds Collateral Act (Texas Government Code Chapter 2257)**.

Proposals must be complete, specifically address the requirements described in this document, and include all requested information as detailed in this RFP to receive full consideration by the City in the evaluation/selection process. During the evaluation/selection process, the City reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

Questions regarding this RFP should be directed to Sally Brown, Finance Director, City of Robstown, telephone (361) 933-5218, or by e-mail sbrown@cityofrobstown.com. Contact with any personnel, officers, or officials of the City, other than the designated official regarding this RFP may be grounds for elimination from the selection process. No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City.

2. Scope of Services

The selected institution will be expected to provide the following services:

- Checking and interest-bearing accounts
- Electronic funds transfers (ACH & wire)
- Account reconciliation and reporting

- Online banking with dual control features
 - Lockbox or remote deposit capture
 - Credit card/merchant processing services
 - Night deposit services
 - Collateralization of all deposits above FDIC limits
 - Monthly account statements and support
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3. Proposal Objectives

The City wishes to communicate the primary objective of the Depository RFP, an important component of the overall treasury program of the City is:

1. To seek a bank that can provide excellent banking services and be willing to be attentive to the City's financial matters;
2. To maximize the total dollars earned by the City on account balances in order to be prudent and effective custodians of the financial resources;
3. To maintain an excellent working relationship with the Depository;
4. To adequately compensate the Depository for services provided, subject to competitive forces in the marketplace; and

To fully comply with the requirements of the Texas Local Government Code Chapter 105, as amended

4. Proposal Requirements

Proposals must include the following:

- Completed proposal form (attached as Exhibit A)
 - List of services and associated fees
 - Earnings credit and interest rate schedules
 - Information about online banking platform and security protocols
 - Proposed collateral and safekeeping arrangements
 - Three (3) references from public sector clients
 - Financial condition statement or most recent audited financials
 - Signed statement of compliance with PFIA and other applicable laws
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5. Submission Instructions

Proposers must submit:

- **Three (3)** hard copies of the proposal in a sealed envelope labeled:
"Bank Depository Proposal – RFP No. 072025"
- Proposals must be received **no later than** August 18, 2025, at 2:00 pm

- No late, faxed, or emailed proposals will be accepted and shall be returned unopened.

Deliver to:

Sally Brown, Finance Director

City of Robstown

101 East Main Ave.

Robstown, TX 78380

All costs incurred by the proposer in responding to the RFP shall be the responsibility of the proposer and the City will not reimburse responding firms for their expenses in preparing the Proposal nor will City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services

6. Evaluation Criteria

Proposals will be evaluated based on the following:

Criteria	Weight
Cost of Services	30%
Quality of Services & Technology	25%
Financial Strength & Stability	15%
Public Sector Experience	15%
Proximity & Customer Support	10%
Compliance with RFP Requirements	5%

The Robstown City Council shall make final decision on the award of the Depository Contract.

7. Timeline

Event	Date
RFP Issued	July 17, 2025
Questions Due	August 11, 2025
Proposals Due	August 18, 2025, 2:00 pm
Council Review & Award	August 20, 2025
Contract Start Date	September 01, 2025

8. General Terms

- The City reserves the right to accept or reject any or all proposals, to waive any non-material irregularities in any RFP, and to accept or reject any item or combination of items.
 - The City may negotiate terms with the selected institution.
 - The contract may be terminated with written notice, subject to any depository law requirements.
 - Right to Audit shall be retained by the City to allow the City Staff or City Independent Auditors to audit or review the City's Account(s) during normal business hours.
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9. Contact Information

All inquiries regarding this RFP must be submitted in writing to:

Sally Brown
Finance Director
sbrown@cityofrobtown.com
361-933-5218

Exhibit A: Proposal Form — Bank Depository Services

City of Robstown

RFP No. 072025

Please complete the following proposal form and attach all required documentation.

1. Institution Information

- **Bank Name:** _____
- **Bank Address:** _____
- **Contact Person:** _____
- **Title:** _____
- **Email:** _____
- **Phone:** _____

2. Required Services Confirmation

Please confirm whether your institution will provide the following services:

Service	Available? Comments
Checking Accounts	Yes / No
Interest-Bearing Accounts	Yes / No
ACH Capabilities	Yes / No
Wire Transfer Capabilities	Yes / No
Online Banking	Yes / No
Remote Deposit Capture	Yes / No
Merchant Services	Yes / No
Collateralization for Public Funds	Yes / No
Monthly Statement Access	Yes / No
Lockbox or Other Services	Yes / No

3. Interest and Earnings Credit

- **Interest Rate on Interest-Bearing Accounts:** _____
- **Earnings Credit Rate (ECR):** _____
- **Basis of ECR (e.g., Fed Funds, T-Bill, etc.):** _____

4. Fee Schedule

(Attach detailed fee schedule or fill in below. Note "N/C" if no charge.)

Service	Unit Cost
Monthly Account Maintenance	_____
ACH Transactions (Originate/Receive)	_____
Wire Transfers (Incoming/Outgoing)	_____
Returned Checks	_____
Remote Deposit Scanner	_____
Stop Payments	_____
Deposit Slips / Bags	_____
Other (specify): _____	_____

5. Additional Attachments Checklist

☒ Attach the following:

- ____ Most recent audited financial statement
 - ____ Proof of compliance with PFIA and collateral laws
 - ____ List of three public entity references
 - ____ Description of fraud prevention tools
 - ____ Sample monthly statement/report
 - ____ Description of online banking platform
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6. Certification and Signature

I certify that the information provided in this proposal is accurate and complete. The institution agrees to provide the services as described in the RFP and comply with all applicable state laws governing public funds.

Authorized Representative Signature: _____

Printed Name: _____

Title: _____

Date: _____