SOLICITATION OVERVIEW

The City of Bunker Hill Village, Texas is soliciting applications for:

TITLE:	**Primary Depository Services** **RFA# 2026-06**
ISSUE DATE:	**Wednesday, July 22, 2026**
DUE DATE:	**Wednesday, August 26, 2026, 2:00 P.M.**
DELIVERY TO:	**City of Bunker Hill Village** **Susan Grass, Finance Director** **11977 Memorial Dr.** **Houston, Texas 77024**

Valley View Consulting, L.L.C. is assisting the City with the preparation of this RFA and the evaluation of applications received. All times referenced are Central Time.

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CALENDAR OF EVENTS

Wednesday, July 22, 2026	RFA available to prospective financial institutions
Wednesday, July 29, 2026	Non-mandatory Pre-Application Conference via Zoom (11:00 A.M.)
Wednesday, August 5, 2026	Deadline for Questions/Requests for Additional Information (5:00 P.M. via email to sgrass@bunkerhilltx.gov)
Wednesday, August 12, 2026	Deadline for City Responses to Questions (5:00 P.M.). The addendum will be delivered to all participants via email and posted on the City's website.
Wednesday, August 26, 2026	**Responses due to Purchasing Department by 2:00 P.M.**
Week of September 28, 2026	Bank Presentation/Demonstrations (if necessary)
Tuesday, November 17, 2026	Anticipated City Council consideration of award (5:00 P.M.)
Monday, March 1, 2027	New Depository Services Contract period begins

The City of Bunker Hill Village, Texas (the "City") is requesting applications from qualified financial institutions, to provide the City with primary depository services. The award of the depository services contract is scheduled for consideration by the City Council of Bunker Hill Village, Texas, in the City Hall Council Chambers at 11977 Memorial Drive, Houston, Texas, at its meeting to be held on Tuesday, November 17, 2026, 5:00 p.m.

The City desires to enter into a depository services contract of mutual party benefit and reserves the right to contact and negotiate with all applicants regarding their applications prior to award, to clarify, verify, or request information regarding any application. The City Council will award the depository services contract to the applicant(s) whose application provides the most advantageous terms for the City, based on compliance with the RFA requirements and the City's needs. The City may request presentations and/or demonstrations from any one or all applicants, and reserves the right to waive any formality or irregularity, (with the exception of the due date and time) and to make awards to more than one applicant, or to reject any or all applications.

Application Requirements:

1. One complete application as a PDF file, delivered via email. Please include the bank name in the name of the PDF file, such as: Bunker Hill Village Depository RFA – ABC Bank.
2. The MS-Excel Bank Service Fee Schedule on the same email. Please include the bank name in the name of the Excel file, as in Bunker Hill Village RFA Fee Schedule – ABC Bank.

Delivery Instructions:

Applications will be accepted until 2:00 P.M. on August 26, 2026, **via email** to the following address:

sgrass@bunkerhilltx.gov **(NOTE: Please do not send via Secure Email.)**

- **City will confirm receipt of email responses.**
- **Please make sure you receive a confirmation before the RFA deadline.**
- **If you have not received a confirmation, please call Susan Grass at 713-467-9762**

Any application received after the date and hour set for application opening will not be accepted.

Governing Statutes: Chapter 105, Texas Local Government Code
Chapter 2256, Texas Government Code, "Public Funds Investment Act" as amended
Chapter 2257, Texas Government Code, "Public Funds Collateral Act" as amended.
City of Bunker Hill Village adopted Investment Policy.
Chapter 131, Sub-chapter Z, Sec. 131.903, Conflict of Interest, Texas Local Government Code, "Finances".

Eligibility to Apply: All qualified financial institutions with a main office or a branch office located within 10 miles of City Hall, as authorized by policy adopted by the City Council. (Section 105.011, (b), (1), and (2).

Term of Contract: The term of the depository services contract will be for a maximum of five (5) years; further delineated as an initial term of two (2) years with options to extend for up to three (3) additional one-year periods under the same terms and conditions. The agreement will also provide for a transition period at the end of the contract not to exceed ninety (90) days for migration to a new bank at the end of the term.

Pre-Application Conference:

Date: July 29, 2026
Time: 11:00 a.m. CT
Location: Virtual - Zoom

https://us06web.zoom.us/j/89728758379?pwd=4pOAARPMOrbXvaapxPaB9K7PZx0xDr.1

Or, via dial in at 346-248-7799

Meeting ID: 897 2875 8379
Passcode: 404234

Authorized City Contact:

All inquiries and or, questions, should be in writing, directed to Susan Grass, Finance Director, at sgrass@bunkerhilltx.gov.

Pursuant to Chapter 105 of the Texas Local Government Code, this RFA is intended to serve as the application submission form. There are multiple blanks to fill in and questions to be answered. The evaluation of all applications received will be based on the responses included herein.

Exceptions, conditions, or qualifications to the provisions of the City's specifications or requirements must be clearly identified as such, with the reasons therefore, and alternate language proposed by the applicant, if any, clearly stated and inserted in the appropriate place in the application submission.

Each of these exceptions, conditions, or qualifications to the City's specifications may be included, as appropriate, in the awarded depository services contract documents. Items and matters not explicitly notated in this manner shall be deemed to be in conformance with the City's specifications.

The services and fees represented in the RFA submission response from the awarded financial institution shall overrule any and all previous service or other contracts between the City and the financial institution, as they relate to the accounts and services included herein. The City will not be obligated by any charges and fees not clearly and accurately presented in the RFA submission from the awarded financial institution. Services initiated after consummation of the depository services contract shall carry charges and fees mutually agreed to, in writing, by the City and the awarded financial institution. Regardless of time delay, the awarded financial institution shall refund or credit the City for any erroneous charges and fees not agreed to in writing.

ACCOUNT ACTIVITIES

TRANSACTIONS BY ACCOUNT

The City current account structure and activity are reflected in the following table:

CITY OF BUNKER HILL VILLAGE, TX BANK TRANSACTIONS BY ACCOUNT MAY 2026							
DESCRIPTION	INTEREST BEARING	BEGINNING BALANCE	CREDITS		DEBITS		ENDING BALANCE
			NO.	AMOUNT	NO.	AMOUNT	
City of Bunker Hill Village	Yes	$847,316	131	$1,367,499	93	$1,023,173	$1,193,846
City of Bunker Hill Village	Yes	$13,485,781	3	$47,963	0	$0	$13,533,743
BHV, Inc	Yes	$7,053	1	$21	1	$90	$6,983
Total		**$14,340,149**	**135**	**$1,415,482**	**94**	**$1,023,263**	**$14,734,572**

Payroll Activity Details: The City outsources payroll processing, and direct deposit payments to a third-party vendor. There are no plans to process payroll in-house at this time.

Utility Billing Details:

- Total number of City customers: 1354
- An ACH debit file is sent once a month to draft for utility bills
- Highest amount of the file in the summer months: $300,000

AVERAGE MONTHLY BALANCES

Bunker Hill Village, Texas Average Monthly Balances	
Month	**Collected**
Jun-25	$12,301,086
Jul-25	$11,632,049
Aug-25	$11,577,008
Sep-25	$11,705,661
Oct-25	$11,393,657
Nov-25	$11,744,313
Dec-25	$11,695,790
Jan-26	$12,178,519
Feb-26	$11,696,837
Mar-26	$11,363,789
Apr-26	$11,413,256
May-26	$11,720,591
Average	**$11,701,880**

BANK SERVICES FEE SCHEDULE – SEE INCLUDED EXCEL SPREADSHEET

The City will carefully review the submitted applications. The following criteria will be evaluated collectively rather than through a weighted scoring matrix.:

1. Ability of applicant to perform and provide the required and requested services;
2. References provided and quality of services;
3. Cost of services;
4. Transition cost, retention and transition offers, and incentives;
5. Interest rates on interest bearing accounts and deposits;
6. Earnings credit rate on compensating balances;
7. Previous service relationship with the City;
8. Convenience of location(s);
9. Completeness of application; and
10. Financial strength and stability of the institution.

Phase 1: Evaluation of the services provided and financial impact of each application to the City.

Phase 2: Favorable Proposals may be invited to provide additional information and demonstrate their banking services and platforms.

Phase 3: The references provided will be contacted for additional information regarding the bank's performance.

The Final Recommendation will be based on the most advantageous overall package as determined by the City.

DISCUSSIONS/NEGOTIATIONS

Discussions/negotiations may be conducted with offerors who are deemed to be within the final competitive range; however, the City reserves the right to award a contract without discussions / negotiations. The competitive range will be determined by the City and will include only those initial offers that the City determines have a reasonable chance of being awarded a contract. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer.

- Best and Final Offers. If discussions/negotiations are conducted, offerors will be required to submit a best and final offer if price/delivery is changed from the originally submitted proposal. Best and final offers must be received by the date/time provided during discussions/negotiations or the originally submitted proposal will be used for further evaluation and award recommendation.

EXPECTED BANK SERVICES

The following services must be provided as described or in an alternative form that results in essentially the same outcome or capability.

ONLINE BANKING PORTAL

1. ONLINE REPORTING SERVICES – The City uses Incode (Tyler Tech) and expects online reporting that at a minimum includes:

    - ledger balance,
    - collected balance,
    - one day float amount,
    - total credits,
    - total debits,
    - detail debits and credits,
    - transaction search capability, and
    - export capability to MS-Excel.

    ☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

    Comment:

2. BAI2 FORMAT – Does your bank provide BAI format files for the City to upload financial transaction data into their ERP system?

    ☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

    Comment:

3. WIRE TRANSFERS – The online banking system must offer wire transfer capability. Wires may be one time or be set up as repetitive of varying amounts. Notification of incoming wire transfers shall be made via the online banking portal.

    ☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

    Comment:

    What is the deadline for originating domestic wire transfers: _____

4. ACH – The City expects a robust ACH system for vendor payments, and to direct debit customer accounts for utility billing charges. The City expects effective date settlement versus pre-funded settlement of ACH Files.

    ☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

    Comment:

    What is the ACH origination cut-off time for:

    Next Day Settlement: _____
    Same Day ACH: _____

5. ONLINE BANKING HISTORICAL INFORMATION RETENTION – How long is continuous historical information retained online and accessible by the users? We understand that the standard retention period for check images is 7 years. Please list your retention period for the items listed below:

- Account transaction history (standard) _____
- Account transaction history (for additional fee) _____
- Account Statements _____

Comment:

6. ONLINE BANKING ADMINISTRATION/SELF-ADMINISTRATION – Once the service is in place, users are expected to be managed through self-administration. To confirm, can these services be completed online and without a request to the bank**:**

- Remote Deposit Capture access/functionality ☐ Yes ☐ No
- Positive Pay User Access ☐ Yes ☐ No
- ACH User functionality ☐ Yes ☐ No
- Wire User functionality ☐ Yes ☐ No
- Wire Limits ☐ Yes ☐ No
- Are there any other functions that require the bank to make the changes rather than the self-administrators?

Comment:

7. SELF-ADMINISTRATION DUAL CUSTODY – Does your self-administration offer dual custody for functions involving granting access to users that involve funds transfers via wire or ACH?

☐ Yes, can provide as described. ☐ No, cannot provide as described.

Comment:

8. MOBILE APP FUNCTIONALITY/ACCESS – The City is interested in having access to perform certain online banking functions for the City via their smart phones. If your institution offers these services, what functions are available for use?

☐ Balance Reporting and Transaction Detail
☐ Initiate Wire Transfers
☐ Release/Approve Wire Transfers
☐ ACH – Release/Approve Batches
☐ Positive Pay Exception Decisions
☐ Mobile Deposits

Comment:

9. AUTHENTICATION FOR ACCESS – Please confirm the methods that are available with your bank for protecting the City against unauthorized access:

☐ Secure Token
☐ Secure Token app through cell phone
☐ Secure Browser
☐ Confirmation code sent via text message or email
☐ Biometric authentication

Comment:

10. ALERT/MESSAGING SYSTEM – The City expects alerts sent via email and/or text messaging to alert the City of specific activity such as incoming wires, positive pay exceptions, etc. How is the City charged for this service?

☐ Messaging is provided at no cost
☐ There is a fee for wire notification alerts of $______per notification.
☐ Messaging is provided as a fee per message/per device fee of ______

Comment:

11. ELECTRONIC DATA INTERCHANGE – The City **expects** Electronic Data Interchange ("EDI") service in order to see addenda information included with ACH deposits.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

12. PAID CHECK IMAGE OPTIONS – What options does your institution offer for providing copies of paid checks to the City?

☐ Image of paid checks printed on statements
☐ Image of paid checks printed on the online version of the statements
☐ PDF File downloadable to the City each month
☐ Online Image Inquiry/Search

Comment:

COLLECTIONS

1. REMOTE DEPOSIT CAPTURE – The City expects remote deposit capture services for electronically preparing and submitting deposits. The City is currently utilizing this service and uses one scanner which was provided by the current depository.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

2. REMOTE DEPOSIT CAPTURE – ENDORSEMENTS – The City would prefer that the scanner electronically endorse the stamps rather than requiring the City to manually stamp each check. Does your system offer virtual endorsement of the deposited checks?

☐ Yes, can provide as described. ☐ No, cannot provide as described.

Comment:

3. RETURNED CHECK REPROCESSING –The City **prefers** next day notification of all returned items and electronic delivery of the returned item image.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

4. BRANCH DEPOSITORY SERVICE – The City currently uses branch depository service with night drop services. Cash Vault delivery via armored courier is not currently in use. Can your branch handle 15 to 20 cash deposits with a monthly average of $10,000 in currency and coin deposits per month?

- Which location would serve Bunker Hill Village? _____
- How far is this branch from our office? _____
- Does this location have a drive-thru lane? ☐ Yes ☐ No
- Can your branch handle our cash volume? ☐ Yes ☐ No
- Is post-verification of deposits an option for us? ☐ Yes ☐ No
- Is there a night drop available at this location? ☐ Yes ☐ No

Comment:

FRAUD PROTECTION SERVICES

1. POSITIVE PAY – The City expects positive pay. Minimum payment verification criteria shall be date, check number, and amount. The City may approve and make pay/no pay decisions on any exception items.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

What is the deadline for responding to Positive Pay Exceptions: _____

Comment:

2. POSITIVE PAY FILE FORMAT REQUIREMENTS – Does the bank accept client-defined Positive Pay file formats or does it require the client to use the bank's standard file layout?

☐ Bank accepts client-defined file format and will map it to the bank's system.

☐ Client must use the bank's required Positive Pay file format/specification.

Comment:

3. PAYEE VALIDATION – The City expects payee validation with the positive Pay Service. Does your bank offer payee validation?

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

4. AUTOMATIC STALE DATING OF CHECKS – The City prefers the option of checks automatically becoming stale dated after a set period of time, based on the issue date in the Positive Pay system. Does your institution offer this feature, and if so, how does the institution handle items presented after they are stale?

☐ Yes, stale dating is offered. ☐ No, stale dating is not offered as described.

Comment:

5. POST NO CHECKS – The City expects the fraud protection feature or service that prevents checks being presented for payment to be posted to the accounts from which checks are not issued.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

6. ACH POSITIVE PAY / ACH FRAUD FILTER – The City expects ACH positive pay/filter capabilities on its accounts, with the ability to selectively permit specified ACH debits on certain accounts and restrict all ACH debits from certain accounts.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

7. CONVERTED CHECK BLOCK – Does your ACH Positive Pay/ ACH Fraud Filter block checks that are converted to ACH debits? (This is **<u>not</u>** regarding checks converted via remote deposit capture, it is specific to checks converted to ACH payments by retailers at checkout.)

☐ Yes ☐ No

Comment:

MISCELLANEOUS

1. EMPLOYEE CHECK CASHING – The City expects the institution to cash checks issued to employees (with proper identification) without service charges or fees to the employee or the City, and **<u>without requiring the employee to open an account with the institution</u>**.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

2. ACCOUNT SIGNATURE CARD REQUIREMENTS – Does your bank require signers to provide their Social Security Number as part of the authorization/KYC process?

☐ Yes, SSN is required. ☐ No, SSN is not required from the signers.

Comment:

3. ACCOUNT ANALYSIS – The City expects account analysis statements by individual account and at group level, reflecting average ledger balance, average uncollected funds, average collected balance, reserve requirement, average available balance, rate and amount of earnings credit, detail of services provided with quantities and unit fees for each, and total service cost, delivered to the City on a monthly basis. **<u>This requirement applies to “No Fee” or “Fee Waiver” applications.</u>**

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

4. PAYMENT FOR SERVICES and ACCOUNT SETTLEMENT – The City expects to pay for all services provided by the earnings credit amount generated by account balances, or by direct payment, or a combination of both. If deficient, settlement is to be made by direct debit to the City’s designated account.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

5. BALANCE ASSESSMENT – State how the institution will treat any Balance Assessment or balance-based fee applicable to the City (i.e., Deposit Supervisory Fee, Premium Assessment Fee, etc.). Please indicate if the assessment will be for all depository balances or non-interest-bearing balances only. (**Also, please reflect treatment on the attached Fee Schedule**)

☐ Fee to be passed in full to the City.
☐ Fees apply to only non-interest-bearing balances.
☐ Fees to be waived.

Comment:

6. RESERVE REQUIREMENT FOR EARNINGS CREDIT CALCULATION – Applicant must indicate whether or not a reserve requirement on balances used in calculating earnings credit is required.

☐ Yes
☐ No
Reserve Requirement % _____

Comment:

7. RESERVE REQUIREMENT FOR INTEREST CALCULATIONS – Applicant must indicate whether or not a reserve requirement on balances used in calculating hard interest to be paid on balances.

☐ Yes
☐ No
Reserve Requirement % _____

Comment:

8. EARNINGS CREDIT RATE – The institution must state the current ECR, rate index (if applicable), and rate floor being proposed (if any):

ECR % _____
Rate Basis (i.e., is there an index or is it a bank determination?): _____
How often will the ECR adjust if not indexed? _____
Rate Floor: _____

Comment:

9. INTEREST RATE OPTION(S) – Please mark the account types available to the City, the rate basis, the rate, and any fees (if applicable) for the City's balances maintained at the bank:

Account Type	Rate Basis Indexed/Market/Bank Managed	Rate	Fee
How to complete if proposing an indexed rate:	Indexed to FF/T-bill/TexPool +/- ## bps	2.00%	_____
☐ Interest Bearing DDA	_____	_____	_____
☐ Insured Cash Sweep (ICS)	_____	_____	_____
☐ Investment Sweep /MMF	_____	_____	_____
☐ MMA (with NO restrictions on withdrawals)	_____	_____	_____
☐ MMA (limited to six withdrawals per month)	_____	_____	_____

Rate **tiers** on any of the account types offered? _____
Rate **floors** on any of the account types offered? _____

If offering an Investment Sweep/MMF, please provide the related ticker symbol(s) _____

Comments/additional info if desired to clarify determination of interest rate: _____

10. Are these account types and rate options available to the City even if another bank is selected for the primary depository contract?

☐ Yes
☐ No

Comment:

11. OPTION TO FORGO ECR? – If the interest rate offered by the bank is higher than the ECR, can the City forgo earnings credit and earn interest on all balances **and** pay the service fees on a monthly basis?

☐ Yes
☐ No

Comment:

12. Will interest earned on interest bearing accounts be charged as an expense on the account analysis?

☐ No, interest will NOT be charged as an expense on the account analysis statement.
☐ Yes, interest will be charged as an expense on the account analysis statement.

Comment:

1. ACCOUNT RECONCILIATION SERVICE – The City may be interested in full/partial account reconciliation service on designated accounts from which checks are issued.

   ☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

   Comment:

2. SECURITY CLEARANCE/SAFEKEEPING SERVICES – In the event, that the City elects to invest in securities, the City prefers that their depository bank provide safekeeping services, when applicable, for the securities owned by the City, or offers an alternative option for safekeeping services. All securities will be handled on a Delivery Versus Payment (DVP) basis as they are cleared into and out of the City's account. Confirmation of trades must be provided to the City within one (1) business day.

   The City prefers a web-based safekeeping transaction monitoring and reporting mechanism.

   Please provide a schedule of securities safekeeping fees with the required Response Attachments.

   ☐ Yes, can provide as requested. ☐ No, cannot provide as requested.

   Comment:

3. ACCOUNT VALIDATION SERVICES – Can your bank verify account status and account ownership of accounts for outgoing payments using the Early Warning System?

   ☐ Yes, can provide as described. ☐ No, cannot provide as described.

   Comment:

4. REAL TIME PAYMENTS (RTP) / (or FedNow) – The City may be interested in using RTPs to immediately send funds directly to U.S. demand deposit accounts at participating financial institutions. Does your bank offer this service?

   ☐ Yes, can provide as described. ☐ No, cannot provide as described.

   Comment:

INCENTIVES / ENHANCEMENTS OFFERED

1. TAMPERPROOF DEPOSIT BAGS – Will the institution provide tamperproof bags at no charge?

   ☐ Yes, can provide as requested. ☐ No, cannot provide as requested.

   Comment:

2. ENDORSEMENT STAMPS & DEPOSIT SLIPS – Will the institution provide endorsement stamps and deposit slips at no charge?

   ☐ Yes, can provide as requested. ☐ No, cannot provide as requested.

   Comment:

3. REMOTE DEPOSIT SCANNERS – Is the institution offering a scanner(s) to the City at no additional cost?

   ☐ Yes, institution is offering the following:
   Number of scanner(s) _____
   Brand of Scanner _____
   Single feed, or number of documents scanned / minute _____

   ☐ No, institution is not offering a free scanner with the response.

4. INCENTIVE FEE WAIVER – If your institution is offering a waiver of monthly service fees during a specific timeframe, please provide the following information for clarity of the terms of your offer.

   ☐ **Zero-pricing waiver** (no fees assessed) during the timeframe of the offer and interest can be earned on balances during this time

   Number of months of the fee waiver: _____
   Maximum dollar amount of waiver (if any limitations): _____

   Comment:

   ☐ **No waivers** - Institution is not offering a waiver of fees

5. CASH TRANSITION ALLOWANCE / RETENTION BONUS/OFFER – If Institution is offering a cash amount to offset the cost of the transition, please provide that amount.

   $_____

   Comment:

Please provide a list of at three (3) comparable references of Texas public funds clients, preferably primary depository relationships, in the table below:

Entity & Length of relationship	Contact Name & Title	Phone
______	______	______
______	______	______
______	______	______

1. TERMS VALID FOR 180 DAYS – The responding bank agrees that the terms in the application will be valid for 180 days from the submission date.

   ☐ Agreed

   Comment:

2. RIGHT TO CANCEL UNDER FEDERAL OR STATE LAW RULINGS – In the event it would be ruled illegal under the provisions of any Federal or State laws or regulations for the successful institution to comply with the requirements of the contract, then the City expressly reserves the right and privilege to cancel the contract and to re-solicit applications.

   ☐ Agreed

   Comment:

3. RIGHT TO OPEN & MAINTAIN OTHER ACCOUNTS – The City shall have the right, at its sole discretion, to direct, open and maintain accounts at other institutions.

   ☐ Agreed

   Comment:

4. RIGHT TO TERMINATE – The City expressly reserves the right to terminate the contract with or without cause at any time by providing ninety (90) days written notice to the successful institution to close its accounts and terminate services.

   ☐ Agreed

   Comment:

5. TERMS FIXED – All fees, **rate indexes (not the rates, just the indexes)**, and conditions shall be fixed for the entire contract period, including any and all continuations.

   ☐ Agreed

   Comment:

6. SEMI-ANNUAL MEETING – The City expects a review meeting at least once every six months to evaluate the working relationship between the City and the successful institution. The objective shall be to address any problems and to seek solutions as well as keeping abreast of changes, new services, or new requirements.

   ☐ Agreed

   Comment:

7. FORMAL CONTRACT REQUIRED – The final appointment of the successful institution shall be made by the City Council. The successful institution shall be required to enter into a contract that incorporates all requirements of its official response to this RFA, together with all schedules, forms, and materials submitted in response to this RFA. The formal agreements must include, at a minimum: (1) a primary depository services contract, (2) a collateral custodial agreement, and (3) a FIRREA-compliant resolution of certification (see Collateral Requirements). The City's

Proposed Depository Services Contract, included with this RFA, will serve as the governing agreement for the provision of depository services.

☐ Agreed

Comment:

8. OVERDRAFT NOTIFICATION – In the event a check or checks shall be presented for payment where there are insufficient funds in City's collective accounts, the successful institution agrees to promptly notify the City's Chief Financial Officer or other signatory person, by telephone or other means, of the overdraft condition, and to provide the City a period not exceeding one business day to respond and rectify the condition.

☐ Agreed

9. RESEARCH – The City expects that all research requests are responded to within three business days of the request.

☐ Agreed

Comment:

10. BANK ERRORS – Bank errors resulting in lost interest or incorrect service fees to the City must be reimbursed by the bank to the City, utilizing a mutually agreed upon method of reimbursement.

☐ Agreed

Comment:

11. AUDIT CONFIRMATIONS – Successful institution must provide account balance audit confirmations to the City's audit firm annually at no charge.

☐ Agreed

Comment:

12. ONE RELATIONSHIP OFFICER – The City requests **one** relationship manager to coordinate the successful institution's efforts and remain directly responsible for facilitating all City/Institution interaction.

Description	**Name**	**Title**	**Phone**
Relationship Officer			
Address		**Email Address**	

The institution shall pledge collateral to satisfy the requirements of the Public Funds Collateral Act, Chapter 2257, Government Code, and the City's Investment Policy.

1. COLLATERAL AMOUNT – The maximum ledger balances could exceed $10,000,000 in the aggregate. Historically, the average balances are less than $3,000,000. Applicant must clearly explain any collateral limitations or fees. The City reserves the right to maximize or minimize bank balances regardless of historical patterns. The institution must monitor the collateral adequacy daily and provide additional collateral to secure balances as required.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

2. COLLATERAL CUSTODY – The pledged securities shall be held at an independent collateral custodian acceptable to both the City and the institution.

Please provide the name of the proposed independent custodian as well as any related fees.

Name of Proposed Custodian:

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

3. LETTERS OF CREDIT or PLEDGED SECURITIES – How will your institution collateralize the City's deposits:

☐ Letters of Credit
☐ IntraFi Structure (or similar FDIC spreading program)
☐ Pledged Securities

If Pledging Securities please respond to the following:

4. COLLATERAL LEVEL – The typical monthly maximum balance shall determine the total collateral level to be maintained each month in accordance with the City's Investment Policy. This level may be adjusted monthly for seasonality based on historical patterns, but the City also requires daily monitoring of the City's balances to insure adequate collateral levels. If current collateral levels will be exceeded, the City will notify the bank the day before so that adequate collateral can be added.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

5. COLLATERAL SUBSTITUTION – The City prefers that any substitutions of the pledged securities in the total amount pledged shall be made only by and with the proper written authorization of an authorized City signatory. How does your institution handle substitutions?

☐ Substitutions will only be done with prior written authorization from the City

☐ Substitutions will be done without prior written approval, but always for securities of equal or greater quality and with a market value greater than or equal to the securities being replaced. The

City, at its sole discretion, has the right to request a different security if the substituted security is unacceptable.

Comment:

6. COLLATERAL REDUCTIONS – The City strongly prefers that any reduction of the total amount pledged shall be made only by and with the proper written authorization of an authorized City signatory. How does your institution handle collateral reductions?

☐ Reductions will only be done with prior written authorization from the City

☐ Reductions MAY be done without prior written approval.

If the second option is the one your institution uses, will your bank agree to maintain a minimum threshold of collateral that will not be lowered without prior approval from the City?

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

7. ADDING COLLATERAL - What is the deadline for requesting additional collateral: _____

8. COLLATERAL REPORT – The institution **<u>and</u>** the custodian shall provide City a monthly pledged securities report or additional reports at any time requested by City. The report must describe the total pledged securities by:

Name
Type / Description
CUSIP
Par Value
Current Face Value
Maturity Date

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

9. ONLINE REPORTING - Is daily online access to the City's collateral account available through the third-party custodian?

☐ Yes, can provide as requested. ☐ No, cannot provide as requested.

Comment:

10. BOARD RESOLUTION – The Board of Directors or designated committee of the institution will be required to provide a FIRREA compliant resolution. The following is an excerpt of the FIRREA requirement from the FDIC Code:

e) AGREEMENTS AGAINST INTERESTS OF CORPORATION.--
(1) IN GENERAL.--No agreement which tends to diminish or defeat the interest of the Corporation in any asset acquired by it under this section or section 11, either as security for a loan or by purchase or as receiver of any insured depository institution, shall be valid against the Corporation unless such agreement--
(A) is in writing,
(B) was executed by the depository institution and any person claiming an adverse interest thereunder, including the obligor, contemporaneously with the acquisition of the

asset by the depository institution,

(C) was approved by the board of directors of the depository institution or its loan committee, which approval shall be reflected in the minutes of said board or committee, and

(D) has been, continuously, from the time of its execution, an official record of the depository institution.

☐ Yes, can provide as expected. ☐ No, cannot provide as expected.

Comment:

As defined in Section 105.015 (c), each applicant shall comply with the conflict of interest provision of Section 131.903 of the Texas Local Government Code in regard to the selection of the depositories:

Sec. 131.903. CONFLICT OF INTEREST.

(a) A bank is not disqualified from serving as a depository for funds of a political subdivision if:

(1) an officer or employee of the political subdivision who does not have the duty to select the political subdivision's depository is an officer, director, or shareholder of the bank; or

(2) one or more officers or employees of the political subdivision who have the duty to select the political subdivision's depository are officers or directors of the bank or own or have a beneficial interest, individually or collectively, in 10 percent or less of the outstanding capital stock of the bank, if:

(A) a majority of the members of the board, commission, or other body of the political subdivision vote to select the bank as a depository; and

(B) the interested officer or employee does not vote or take part in the proceedings.

(b) This section may not be construed as changing or superseding a conflicting provision in the charter of a home-rule municipality.

In addition, the following disclosures apply:

Disclosure of interest: Pursuant to Chapter 176 of the Texas Local Government Code, a person, or agent of a person, who contracts or seeks to contract for the sale or purchase of property, goods, or services with the City of Bunker Hill Village, Texas must file a completed conflict of interest questionnaire which is available at www.ethics.state.tx.us. The conflict of interest questionnaire must be filed with the City of Bunker Hill Village, Texas no later than the seventh business day after the later of the date that the person or agent begins contract discussions or negotiations with the City or submits to the City an application, response to a request for proposal or bid, correspondence, or writing related to a potential agreement. An updated conflict of interest questionnaire must be filed in accordance with Chapter 176 of the Texas Local Government Code. An offense under Chapter 176 is a Class C misdemeanor.

☐ **We do not have a known Conflict of Interest**

☐ **We will submit a Conflict of Interest Questionnaire with our application**

Certificate of interested parties: Section 2252.908 of the Texas Government Code applies to all contracts entered into on or after January 1, 2016. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity at the time the business entity submits the signed contract to the governmental entity. The law applies, with a few exceptions, to all contracts/purchases of a governmental entity that require action or vote by the governing body of the entity. The electronic filing application process can be started on the Texas Ethics Commission website at www.ethics.state.tx.us. **The City acknowledges that publicly traded business entities are exempt from this requirement.**

In compliance with Chapter 2252 Subchapter F, of the Texas Government Code, prohibiting government contracts with a company doing business with Iran, Sudan or a foreign terrorist organization, the City of Bunker Hill Village, Texas will not enter into a contract with a company reported on the LISTED COMPANIES per Section 2252.153.

☐ **As a publicly traded company, our bank is exempt from this requirement.**

1. **Certification Regarding Boycotting of Israel.** Texas Government Code, Title 10, Subtitle F, Chapter 2271.002 - Provision Required in Contract. (a) This section applies only to a contract that:
   (1) Is between a governmental entity and a company with 10 or more full-time employees; and
   (2) Has a value of $100,000 or more that is to be paid wholly or partly from public funds of the government entity.

   (b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

   (1) Does not boycott Israel; and
   (2) Will not boycott Israel during the term of the contract.

   ☐ Agreed

   Comment:

2. **Certification Regarding Boycotting of Certain Energy Companies.** Texas Government Code, Title 10, Subtitle F, Chapter 2276.002 - Provision Required in Contract. (a) This section applies only to a contract that:
   (1) Is between a governmental entity and a company with 10 or more full-time employees; and
   (2) Has a value of $100,000 or more that is to be paid wholly or partly from public funds of the government entity.

   (b) Except as provided in Subsection (c), a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

   (1) Does not boycott energy companies; and
   (2) Will not boycott energy companies during the term of the contract.

   (c) Subsection (b) does not apply to a governmental entity that determines the requirement of Subsection (b) are inconsistent with the governmental entity's constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds.

   ☐ Agreed

   Comment:

3. **Certification Regarding Boycotting of Firearms Entity or Firearms Trade Association.** Texas Government Code, Title 10, Subtitle F, Chapter 2274.002 - Provision Required in Contract. (a) This section applies only to a contract that:

   (1) Is between a governmental entity and a company with at least 10 full-time employees; and

   (2) Has a value of at least $100,000 that is paid wholly or partly from public funds of the government entity.

   (b) Except as provided by Subsection (c) and Section 2274.003, a governmental entity may not enter into a contract with a company for the purchase of goods or services unless the contract contains a written verification from the company that it:

(1) Does not have a practice, policy, guidance, or directive that discriminates against a firearm entity of firearm trade association; and
(2) Will not discriminate during the term of the contract against a firearm entity or firearm trade association.

(c) Subsection (b) does not apply to a governmental entity that:

(1) Contracts with a sole-source provider; or
(2) Does not receive any bids from a company that is able to provide the written verification required by that subsection.

☐ Agreed

Comment:

APPLICATION SUBMITTED BY

This application is being submitted to the City by the following person duly authorized to act on behalf of this applicant.

Name of Financial Institution FDIC or NCUA Certificate #

Address of Financial Institution

Telephone #

Email Address

Officer Name & Title (printed)

Officer Signature ____

Signature indicates respondent accepts the specifications, terms and conditions of this RFA and that applicant is not delinquent on any payment due the City or involved in any lawsuit against the City.

Date:

PROPOSER CERTIFICATION AND ADDENDA ACKNOWLEDGEMENT

By signature affixed, the proposer certifies that neither the prosper nor the firm, corporation, partnership, or institution represented by the proposer, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Proposer has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid submitted.

Proposer guarantees product offered will meet or exceed specifications identified in

this RFA. **Proposer must initial next to each addendum received in order to verify**

receipt: Addendum #1________ Addendum #2________________ Addendum #3________________

Addendum #4________________ Addendum #5________________ Addendum #6________________

Proposer must fill and sign:

Name of Financial Institution:

Representative's Name:

Representative's Title:

Mailing Address:

City, State, Zip:

Phone:

E-Mail Address:

Authorized Signature:

Date:

The City has included this Proposed Depository Services Contract as the basis for the agreement to be executed with the selected bank. This contract represents the City's required framework for depository services. Respondents may propose revisions for the City's consideration; however, the City expects all proposals to be based on this contract rather than on a bank's standard agreement. Final terms will be negotiated using this document as the governing template.

THIS DEPOSITORY SERVICES CONTRACT, hereinafter called the "Contract", is made and entered into on the date last herein written by and between the City of Bunker Hill Village, Texas, hereinafter called the "City", and ___________________ a banking association, organized under the law of the United States and authorized by law to do banking business in the State of Texas, hereinafter called the "Bank", and provides as follows:

1. **Designation of Depository**. The City, through action of the City Council, on November 17, 2026, hereby designates the Bank as a primary depository bank for the period beginning March 1, 2027, and continuing through February 28, 2029, with the option for three (3) one-year extensions under the same terms and conditions.

2. **General**. All services rendered to the City by the Bank under this Contract shall be performed in accordance with the "ordinary care" standard of care imposed upon banks under the Uniform Commercial Code and under the overall direction and instructions of the City pursuant to the Bank's standard operations, policies, and procedures.

3. **Scope of Services**. The Bank agrees to provide those services as described in the City's Request for Application for Depository Bank Services released on July 22, 2026, hereinafter referred to as the "RFA". The RFA and the Bank's response to the RFA, hereinafter referred to as the "Application", are incorporated herein by reference. The Bank acknowledges that all services performed by the Bank are subject to the approval of the City. The Bank agrees to provide additional services as requested from time to time by the City and mutually agreed upon by the Bank.

4. **City Representatives**. During the term of this Contract, the City will, through appropriate action of its City Council, designate the officer, or officers, who singly or jointly will be authorized to represent and act on behalf of City in any and all matters of every kind arising under this Contract and to (a) appoint and designate, from time to time, a person or persons who may request withdrawals, orders for payment or transfer on behalf of the City in accordance with the electronic funds or funds transfer agreement and addenda, and (b) make withdrawals or transfers by written instrument.

5. **Collateral Custodian**. The City and the Bank, by execution of this Contract, hereby designate ______________ as custodian, hereinafter called the "custodian", to hold in trust, according to the terms and conditions of this Contract, the collateral described and pledged by the Bank in accordance with the provisions of this Contract.

6. **Custodial Fees**. Any and all fees associated with the custodian's holding of collateral for the benefit of the City shall be paid by the Bank, and the City will have no liability therefore.

7. **Entire Agreement**. The entire agreement between Bank and City shall consist of this Contract, the City's RFA (except to the extent Bank took specific exceptions in the Bank's Application), the Bank's Application, the Collateral Agreement with the custodian, and other such bank service agreements, policies and documents as may be required and approved by the parties (together, the "Banking Agreements"), each incorporated by reference as they presently exist and each listed in governing order of precedence in the event of conflict among the documents. This Contract supersedes any and all prior representations, statements, and agreements, whether written or oral. The terms and provisions of this Contract may not be

amended, altered, or waived except by mutual agreement evidenced by a written instrument signed by duly authorized representatives of both parties.

8. **Collateralization**. All funds on deposit with the Bank to the credit of the City shall be secured by collateral as provided for in the Public Funds Investment Act (Chapter 2256 of the Texas Government Code as amended), the Public Funds Collateral Act (Chapter 2257 of the Texas Government Code), the City's Investment Policy, and the Bank's Application. The City agrees to promptly provide to the Bank any changes to its Investment Policy. The Depositor agrees that it shall only direct the Bank in writing to make investments authorized pursuant to the foregoing.

If marketable securities are pledged by the Bank as collateral, the total market value of the securities securing such deposits shall be in an amount at least equal to the minimum required amount as per the City's Investment Policy. The market value of any pledged securities (collateral) must be obtained from non-Bank-affiliated sources. The Bank shall monitor and maintain the required collateral margins and levels at all times.

The Bank has heretofore, or will promptly hereafter, deliver to the Custodian collateral of the kind and character above mentioned of sufficient amount and market value to provide adequate collateral for the funds of the City deposited with the Bank. The Custodian shall accept said collateral and hold the same in trust for the purposes herein stated. Said collateral or substitute collateral, as hereinafter provided for, shall be kept and retained by the Custodian in trust so long as deposits of the City remain with the Bank. The Bank hereby grants a security interest in such collateral to City.

If at any time the collateral in the hands of Custodian shall have a market value in excess of the required balances, the City may authorize the withdrawal of a specified amount of collateral, and the Custodian shall deliver this amount of collateral (and no more) to the Bank.

If the Bank shall desire to sell or otherwise dispose of any one or more of said securities so deposited with the Custodian, the Bank may substitute for any one or more of such securities other securities of the same market value and of the character authorized herein. Such right of substitution shall remain in full force and may be exercised by the Bank as often as it may desire; provided, however, that the aggregate market value of all collateral pledged hereunder, shall be at least equal to the amount of collateral required hereunder. If at any time, the aggregate market value of such collateral so deposited with the Custodian be less than the total sum of the City's funds on deposit with the Bank, the Bank shall promptly deposit with the Custodian such additional collateral as may be necessary to cause the market value of such collateral to equal the total amount of required collateral. The Bank shall be entitled to income on securities held by the Custodian, and the Custodian may dispose of such income as directed by the Bank without approval of the City.

If surety bonds or letters of credit are utilized, the City shall agree as to the issuer and form of contract prior to pledge. The amount of surety bonds or letters of credit will be at least equal to the minimum required amount as per the City's Investment Policy.

9. **Pledge Receipts**. The Custodian shall promptly forward to the City copies of pledge receipts covering all such collateral held for the City, including substitute collateral as provided for herein.

10. **Default**. Should the Bank fail at any time to pay and satisfy, when due, any check, draft, or voucher lawfully drawn against any deposits and the interest on such deposits or in any manner breach the Banking Agreements with the City, the City shall give written notice of such failure or breach to the Bank, and the Bank shall have one (1) business day to cure such failure or breach. In the event the Bank shall fail to cure any such failure or breach within one (1) business day or should the Bank be declared insolvent by a Federal banking regulatory agency, it shall be the duty of the Custodian, upon demand of the City, to surrender the above-described collateral to the City, or it shall be the duty of the surety bond or letter of credit provider to perform under the terms of their respective contract.

The City may sell any part of such collateral, or receive all or any part of a surety bond or letter of credit settlement, and out of the proceeds thereof, pay the City all damages and losses sustained by it, together with all reasonable and documented expenses of any and every kind incurred by it on account of such failure or insolvency, or sale, and account to the Bank for the remainder, if any, of said proceeds or collateral remaining unsold.

11. **Sale of Seized Collateral**. Any sale of such seized collateral, or any part thereof, made by the City hereunder may be either at public or private sale, provided however, it shall give both the Custodian and the Bank two (2) hours' prior written notice of the time and place where such sale shall take place, and such sale shall be to the highest bidder therefore for cash. The City and the Bank shall have the right to bid at such sale.

12. **Release of Collateral**. When the relationship of the City and the Bank shall have ceased and when the Bank shall have properly paid out all deposits of the City, it shall be the duty of the City to give the Custodian notice to that effect; whereupon the Custodian shall, with the approval of the City, redeliver to the Bank all collateral then in its possession belonging to Bank. An order in writing to the Custodian by the City and a receipt for such collateral by the Bank shall be a full and final release of the Custodian of all duties and obligations undertaken by it by virtue of these presents.

13. **Successors**. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Whenever a reference is made herein to either party, such reference shall include the party's successors and assigns.

14. **Compensation**. The City and the Bank agree that any compensation for the performance of all duties and services and interest rate or earnings credit paid on all deposits is set forth in the Application accepted by the City. Except as may otherwise be provided in the Banking Agreements, said compensation shall constitute full payment for all services, liaison, products, materials, and equipment required to provide the professional banking services, including services, materials, training, equipment, travel, overhead, and expenses. Fees shall be fixed for the term of the Banking Agreements, including all extensions.

15. **Consideration**. The Banking Agreements, are executed by the parties hereto without coercion or duress and for substantial consideration, the sufficiency of which is forever confessed.

16. **Counterparts.** This Contract and other agreements shall be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes. An electronic or other signature shall also be deemed to constitute an original if properly executed.

17. **Authority to Execute**. The individuals executing this Contract and other agreements on behalf of the respective parties below represent to each other and to others that all appropriate and necessary action has been taken to authorize the individual who is executing this Contract and other agreements to do so for and on behalf of the party for which his or her signature appears, that there are no other parties or entities required to execute this Contract and other agreements in order for the same to be an authorized and binding on the party for whom the individual is signing and that each individual affixing his or her signature hereto is authorized to do so.

18. **Governing Law and Venue**. This Contract shall be governed by the laws of the State of Texas. Harris County shall be the venue for any lawsuit arising out of this Contract.

19. **Certification Regarding Boycotting of Israel.** Texas Government Code, Title 10, Subtitle F, Chapter 2271.002 - Provision Required in Contract. (a) This section applies only to a contract that:

(1) Is between a governmental entity and a company with 10 or more full-time employees; and
(2) Has a value of $100,000 or more that is to be paid wholly or partly from public funds of the government entity.

(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

(1) Does not boycott Israel; and
(2) Will not boycott Israel during the term of the contract.

20. **Certification Regarding Boycotting of Certain Energy Companies.** Texas Government Code, Title 10, Subtitle F, Chapter 2276.002 - Provision Required in Contract. (a) This section applies only to a contract that:

(1) Is between a governmental entity and a company with 10 or more full-time employees; and
(2) Has a value of $100,000 or more that is to be paid wholly or partly from public funds of the government entity.

(b) Except as provided in Subsection (c), a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

(1) Does not boycott energy companies; and
(2) Will not boycott energy companies during the term of the contract.

(c) Subsection (b) does not apply to a governmental entity that determines the requirement of Subsection (b) are inconsistent with the governmental entity's constitutional or statutory duties related to the issuance, incurrence, or management of debt obligations or the deposit, custody, management, borrowing, or investment of funds.

21. **Certification Regarding Boycotting of Firearms Entity or Firearms Trade Association.** Texas Government Code, Title 10, Subtitle F, Chapter 2274.002 - Provision Required in Contract. (a) This section applies only to a contract that:

(1) Is between a governmental entity and a company with at least 10 full-time employees; and

(2) Has a value of at least $100,000 that is paid wholly or partly from public funds of the government entity.

(b) Except as provided by Subsection (c) and Section 2274.003, a governmental entity may not enter into a contract with a company for the purchase of goods or services unless the contract contains a written verification from the company that it:

(1) Does not have a practice, policy, guidance, or directive that discriminates against a firearm entity of firearm trade association; and
(2) Will not discriminate during the term of the contract against a firearm entity or firearm trade association.

(c) Subsection (b) does not apply to a governmental entity that:

(1) Contracts with a sole-source provider; or
(2) Does not receive any bids from a company that is able to provide the written verification required by that subsection.

22. **Notices**. Except as may otherwise be specified in the applicable service-level agreements and/or set-up forms, any demand, notice, request, instruction, designation, or other communication(s) required in writing under this Contract shall be personally delivered or sent certified mail, return receipt requested, to the other party as follows:

City: Bunker Hill Village
Attn: Finance Department
11977 Memorial Dr.
Houston, Texas 77024

Bank:
Attn:

Changes to notice information may be made by either party with written notification to the other party.

23. **Severability**. If any provision of this Contract is held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the parties, shall, if possible, agree on a legal, valid, and enforceable substitute provision that is as similar in effect to the illegal, invalid, or unenforceable provision as possible. The remaining portion of the Contract not declared illegal, invalid, or unenforceable shall remain valid and in full force and effect for the term remaining.

24. **Binding Commitment**. The Bank hereby acknowledges itself duly and firmly bound for the faithful performance of all the duties and obligations required by applicable law, including the Texas Government Code and the Texas Local Government Code.

25. **Continuation**. Unless this contract is terminated sooner, the Bank's designation as the primary City Depository will remain continuously in effect through February 29, 2032, subject to execution of the extension options.

Executed by the undersigned duly authorized officers of the parties hereto:

CITY	BANK
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:
ATTEST:	ATTEST
By:	By:
Name:	Name:
Title:	Title:

(Please provide in the order listed)

☐ Executive Summary / Coversheet
☐ Completed RFA application in PDF format delivered via email
☐ Completed RFA Fee Schedule returned in Excel format on the same email

COMMENTS:

☐ PRO-FORMA ACCOUNT ANALYSIS – A pro-forma account analysis statement using your format and service descriptions that reflect your proposed fees based on the volumes provided in this RFA and indicate any capability to provide the information electronically.

COMMENTS:

☐ SECURITIES SAFEKEEPING FEES – Schedule of Securities Safekeeping Fees.

COMMENTS:

☐ COMPLETED AND SIGNED DISCLOSURES – As required and applicable within the RFA.

COMMENTS:

☐ COMPLETED AND SIGNED APPLICATION SUBMITTED BY FORM – Please include the signed form in the PDF file as well.

COMMENTS:

☐ PROPOSER CERTIFICATION AND ADDENDUM FORM – Please include the signed form in the PDF file as well.

COMMENTS:

☐ EXCEPTIONS TO RFA REQUIREMENTS – Please provide a summary of any exceptions your institution has noted regarding the requirements as contained in this RFA.

COMMENTS:

APPLICANT'S INITIALS: _______