

## **Notice to bidders**

Hill College will receive sealed bids, until 2:00 p.m. Tuesday, July 11, 2017 for the privilege of acting as our depository. The depository bid should be for the two-year period commencing September 1, 2017 and ending August 31, 2019. At the college's discretion, the contract may be extended an additional two years ending August 31, 2021.

Financial institution must be insured by the FDIC to be eligible to bid.

All bids must be submitted on the enclosed bid sheet and in a sealed envelope addressed to:

**DEPOSITORY BID**  
**Billy Don Curbo**  
**Hill College**  
**112 Lamar Dr**  
**Hillsboro, TX 76645**

All envelopes should be clearly marked, "Depository Bid." Bids may be mailed or hand delivered but must be received in the Business Office by the stated deadline.

All sealed bids will be opened at 2:00 p.m. Tuesday, July 11, 2017 in the Administration Building at Hill College. All interested persons are invited to attend the bid opening. The Board of Regents will meet in regular session and will consider award of bid at 7:00 p.m. Tuesday, July 18, 2017 in the College Boardroom. Date and time of Board meeting are subject to change. In the event that the Board does not meet in July, the Depository bid will be awarded at the August Board meeting.

Hill College reserves the right to reject any or all bids, waive formalities, and to make such award of contracts as deemed in the best interest of the College.

No bid may be withdrawn after bid opening.

Please include a copy of the bank's most recent financial statements when submitting your bid.

Please sign, date your bid, and provide a name and phone number to contact for questions.

As security for deposits of the District, Bank agrees to pledge U.S. Government Securities, qualified U.S. Government Agency Securities and/or letter of credit equal to or greater than the largest combined daily balance of the District not otherwise covered by FDIC insurance. Collateral pledged to Hill College will be held in an independent safekeeping institution by a custodian or permitted institution as specified by the Public Funds Collateral Act (Texas Government Code, Chapter 2257). The Depository will be liable for monitoring and maintaining collateral above the peak daily balance.

The Depository awarded the contract will be required to review the then-current District Investment Policy and certify in writing to that review in accordance with the Public Funds Investment Act certifying that the Depository has sufficient controls in place to avoid transactions not authorized by the Policy.

Due care and diligence have been used in the preparation of these specifications and the information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely on the bidder. Hill College and its representatives will not be responsible for any errors and omissions in the specifications nor for the failure on the part of the bidder to determine the full extent of the exposures.

For additional information, please contact Billy Don Curbo at (254) 659-7701 or cell: (254) 205-4047.

## DEPOSITORY BID

Depository will provide District with documentation that officer signing Bid Sheet is authorized to commit bank and to pledge collateral. Depository will also provide the college with name, phone number and etc. of primary contact for any questions concerning the bid.

State the Depository's rating from an independent Depository rating agency or, if not available, the rating on the Depository's senior and subordinate debt. Any change in their rating during the period of the contract must be communicated to the District in a reasonable period of time.

### CHECKING ACCOUNTS

Minimum balance required to exempt maintenance fees? \_\_\_\_\_

Interest Rate? \_\_\_\_\_

How often is interest rate adjusted? \_\_\_\_\_

What is interest rate based on? \_\_\_\_\_

Minimum guaranteed interest rate? \_\_\_\_\_

**Checking accounts must allow unlimited transactions!**

Hill College currently has two checking accounts. {Payroll and Clearing}

### OTHER ACCOUNTS

Minimum balance required to exempt maintenance fees? \_\_\_\_\_

Interest Rate? \_\_\_\_\_

How often is interest rate adjusted? \_\_\_\_\_

What is interest rate based on? \_\_\_\_\_

Minimum guaranteed interest rate? \_\_\_\_\_

Non-Checking accounts normally have 4 to 6 transfers per month. We would want these accounts structured so there would not be any penalty if this transfer limit was exceeded occasionally. Hill College currently has 24 non-checking accounts. Only a few of these accounts have significant daily deposit activity.

### CERTIFICATES OF DEPOSIT

Interest rate on CD's in excess of \$100,000 with maturities of 1 to 6 Months? \_\_\_\_\_

Interest rate on CD's in excess of \$100,000 with maturities of 7 to 12 Months? \_\_\_\_\_

Interest rate on CD's in excess of \$100,000 with 24 month maturity date? \_\_\_\_\_

Interest rate on CD's in excess of \$100,000 with 36 month maturity date? \_\_\_\_\_

What are interest rates based on? \_\_\_\_\_

Minimum guaranteed interest rate? \_\_\_\_\_

## OTHER SERVICES

**(Please indicate charges for any services the bank can not provide to the District at no cost.)  
(Please indicate any services listed which the bank does not provide.)**

Bank will not charge interest on overdrawn accounts provided District has compensating balances in other accounts.

Bank will make no charge for keeping District's deposit records and accounts.

Bank will furnish checks of District's choice at no charge.

Bank will furnish deposit tickets of District's choice at no charge.

Bank will furnish monthly statements, safe deposit box, night deposit, etc., among other customary services at no charge.

Bank will sort all checks in ascending order by bank account number.

Bank will provide District with Cashier's checks from time to time as needed at no cost to the District.

Bank will accept wire and electronic transfers at no charge to the District.

Bank will allow the District to make weekly transfer of funds between various accounts at no charge to the District.

Bank will place stop payment orders on checks at no charge.

Bank will assist District with Positive pay.

The District reserves the right to invest any and all funds in any way that the District is authorized by law to invest. Bank shall aid and assist District in any permitted investment.

Bank will sweep selected accounts and invest idle funds overnight at no cost to the District.

Bank will assist District in accepting credit card payments at no charge to the District.

Bank will assist District with Direct Deposits.

Bank will assist Hill College students in cashing personal checks and money orders.

Bank will assist District with internet or online banking at no cost to District.

Bank will notify district business office at the time ACH deposits are credited.

The source of all ACH deposits should be identified on the bank statement.

Bank shall assure district that authorized government securities will be placed in safekeeping with another bank and that such securities can be released only upon written authorization by Hill College.

Bank will cash any Hill College checks presented by a Hill College student at no cost to the student or the college.

Hill College would be interested in any other proposals in which you could assist the District in its investments and money management.

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**Signature, Title**

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**Date**