

**Bid Notice**  
**for Depository Services by**  
**Santa Maria Independent School District**  
**P.O. Box 448/11119 Military Rd.**  
**Santa Maria, Texas 78592**

Santa Maria Independent School District is soliciting bids from banks to serve as a depository to assist with the banking functions for funds of the district.

**Introduction**

In accordance with the Texas Education Code (TEC), Chapter 45, Subchapter G, School District Depositories, the Board of Trustees of the district will select a depository through soliciting bids for a depository services contract for a term of two years beginning **09/01/2023** and ending **08/31/2025**, or until a successor depository is selected, qualified, and agrees to a depository agreement based on either fees or compensating balances.

The district and the depository may agree to extend this contract for two additional two-year terms in accordance with the TEC, §45.205. This section requires that the contract and any extension of this contract coincide with the district’s fiscal year. If the district changes its fiscal year, the term of the contract may be shortened or extended no more than one year by mutual agreement to coincide, provided that this contract remains in effect until its successor is selected and has been qualified. If the parties cannot agree, the district has the option to change the term of this contract.

The legal provisions providing for naming a depository of the district are set forth in the TEC, Subchapter G, School District Depositories, §§45.201 through 45.209. Investments by the district are governed by the Texas Government Code (TGC), Chapter 2256, Public Funds Investment. Securities pledged as collateral to secure district deposits are governed by the TGC, Chapter 2257, Collateral for Public Funds.

**Bidders Conference**

A bidder’s conference will **will not be held**. Bank representation is not required for submitting a bid; however, the submission of a bid will be prima facie evidence that the bidder has full knowledge of the detailed requirements as outlined in this bid notice:

Bid Conference Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**Bank Questions**

Questions regarding this bid request, or the services requested, will be accepted in written or email form only, at the address above on or before 4:00 pm on July 25, 2023. Responses to all material questions submitted will be communicated in writing or by email to all known interested banks by 4:00 pm on July 27, 2023.

**Bid Submission**

BID NOTICE FOR DEPOSITORY SERVICES

To be eligible for consideration under this request, the bank must submit three complete paper copies of each bid by 3:00 pm CST or CDT on August 2, 2023 to the address below. The district will not accept bids received after that time. Late submissions to the district address will be returned unopened.

The bid must be submitted in a sealed envelope or packet marked "Depository Services." An accompanying transmittal letter must be signed by a person authorized to bind the institution, state that the bid is valid for 180 days from the submission date, and give full contact information regarding the bid.

The bids must be delivered by US mail, express mail, or in person to:  
Ms. Yliana Gonzalez, Business Manager  
P.O. Box 448 or 11119 Military Rd.  
Santa Maria, Texas 78592  
[ylianagonzalez@smisd.net](mailto:ylianagonzalez@smisd.net)  
956-565-6308,ext 1008

August 02, 2023, @ 3:00pm

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All questions in the attached uniform bid blank should be answered and provided to the district as the bank's bid.

The bank must attach a cashier's check in the sum of \$ **3,000.00** payable to the district. If any portion of this contract is awarded to the bank, the check will be returned to the bank. If the bank fails to execute the contract in a reasonable time, the district will cash the check as liquidated damages. If the bid is not accepted, the check will be returned to the bank immediately after contract award.

The district is/is not also providing this bid request electronically. The fee schedule, Attachment A, is in Excel format. The bank must submit the bid in both paper and electronic form.

**Evaluation Process**

The district will use the following criteria to evaluate the bid and award the contract.

- 30 % - Interest rate bid on time deposits.
- 30 % - Charges for keeping district accounts, records, and reports and for furnishing checks.
- 20 % - Ability of the bank to provide the necessary services and perform the duties as depository.
- 20 % - Any other matter that, in the judgment of the board of trustees, would be in the best interest of the district.
- xx % - Other – Specify: - \_\_\_\_\_
- \_\_\_\_\_ - Total

The district reserves the right to reject any or all bids and to accept the bid the district considers most advantageous. If any portion or provision of this bid and any contract between the depository and district entered into is invalid, the remainder, at the option of the district, must remain in full force and effect and not be affected. Acceptance of a bid will be based on the total package of services offered by the bank

## BID NOTICE FOR DEPOSITORY SERVICES

### **Legislative Change**

Changes in the law that may be enacted by the Texas Legislature, in session, could alter the scope of requirements as stated in this document. The bid should conform to all statutes in effect at the time of bid opening.

### **Schedule for Selection Process**

The district will make every effort to adhere to the following schedule:

07/19/23	Release of Request for Bids
07/25/23	Deadline for questions concerning the request for bids or services requested
07/27/23	Responses given to any questions provided to all known interested banks
08/02/23	Deadline for bid submission
08/XX/23	District Board award of contract
09/01/2023	Contract commencement

### **Other Requirements**

The following requirements must be met:

1. The bank selected as the depository will notify the district in writing within 10 days of any changes in federal or state regulations or laws that would affect the depository agreement.
2. The depository's records relating to the district's accounts must be open to review by the district, its independent auditors, and the Texas Education Agency.
3. The district reserves the right to pay for depository services by targeted balances or by fees.
4. The district reserves the right to exclude direct payroll deposit service from the depository contract if the bank does not offer direct payroll deposit service.

### **District Rights**

The district reserves the right to:

- waive any defect, irregularity, or informality in the bid or bid procedures,
- reject any and all bids,
- accept any bid or portion thereof most advantageous to district,
- cancel, revise, and/or reissue this request for bids or any portions of it,
- retain all other provisions even if any provision of the bid is determined invalid,
- modify deadlines, and
- select any bid considered to be in its best interest as determined by the district.

**Simple Example:**

**Attachment B  
District's Current Account Structure**

The district presently maintains accounts as listed below. The district reserves the right to open additional accounts or to close accounts during the term of the depository contract.

<u>Type of Account</u>	<u>Number of Accounts</u>	<u>Interest-Bearing/ Non-Interest-Bearing</u>
General Operating	1	IB checking
Payroll	1	IB checking
TGE SAF	1	IB checking
MS SAF	1	IB checking
HS SAF	1	IB checking
I&S/Debt Service	1	IB checking
Capital Projects	1	IB checking
Capital Project-HS	1	IB checking
Finance Clearing	1	IB checking
Scholarship	1	IB checking

**Complex Example:**

**Attachment B  
District's Current Account Structure**

**VOLUMES**

<u>Type of Account</u>	<u>Average Number of Items</u>	<u>Average \$ Amount of Items</u>
Property Taxes		
Deposits	17	352,058
Payroll		
Monthly checks	20	2,000
Monthly direct deposit	80	350,000
Semimonthly checks	20	1,500
Semimonthly direct deposit	70	150,000
Weekly checks	12	3,000
Weekly direct deposit	0	
Monthly payroll	150	500,000
Accounts Payable		
Monthly checks or payments	160	360,000
Food Service		
Daily deposits	1-3	\$300
Deposits		
Daily deposits	0	
Student Activity (Number of accounts)		
High School	1	
Middle School	1	
Elementary School	1	
Other	0	

**ACCOUNT STRUCTURE**

<u>Type of Account</u>	<u>Number of Accounts</u>	<u>Description of Accounts</u>
Controlled Disbursement	2	Payroll, Finance Clearing
Depository Plus Accounts	3	Elementary & Middle School Activity Funds
Checking	10	1 General Operating; 1 Payroll; 1 Finance Clearing; 1 Debt Service; 2 Capital Projects; 1 Scholarship; 3 District Activity