



**Julie K Morton**

107 W Ave E- #4  
Alpine, TX 79830

**Brewster County Treasurer**

Ph: 432-837-6200

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[county.treasurer@co.brewster.tx.us](mailto:county.treasurer@co.brewster.tx.us)

INVITATION FOR RFP BID

BID TITLE: BANK DEPOSITORY

OPENING DATE: WEDNESDAY JUNE 24<sup>TH</sup>, 2026

DUE DATE TIME: 3:00 P.M.

OPENING TIME: 3:30 P.M.

PLACE: BREWSTER COUNTY TREASURERS OFFICE LOCATED IN THE JUDGE VAL CLARK BEARD OFFICE COMPLEX

CONTACT PERSON: [JULIE MORTON](#)  
[BREWSTER COUNTY TREASURER](#)  
[JUDGE VAL CLARK BEARD OFFICE COMPLEX](#)  
[203 N 7<sup>TH</sup> ST](#)  
[ALPINE, TX 79830](#)  
[432-837-6200 X 126](#)  
[ctreasurer@co.brewster.tx.us](mailto:ctreasurer@co.brewster.tx.us)



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TO: Brewster County Banks

RE: Brewster County Depository and Terlingua CSD Depository

Ladies and Gentlemen:

The County of Brewster is currently seeking competitive proposals for banking services from all banks located in Brewster County.

Brewster County is seeking a contractual banking relationship that conforms to all applicable state and federal laws, which will provide for all banking services required for the funds of Brewster County, (pursuant to Sec. 116.02 1, V. T. Local Government Code and V.C.T.S. 842a-2).

The County requests a 4-year contract with the option to renew for the following 2 years, with selection to be determined by the Brewster County Commissioners' Court.

Sealed proposals from banking corporations desiring to be selected as Depository will be accepted prior to, but no later than Wednesday, 3:00 p.m., on Wednesday June 24<sup>th</sup>, 2026. The proposals will be opened and reviewed at 3:30 p.m.

On July 14<sup>th</sup>, 2026, the Brewster County Commissioners Court will approve the Depository Bid in a regular Court Session (LGC §116.024). By July 30<sup>th</sup>, 2026 – Bonds must be filed and securities must be provided by the selected bank depository (LGC §116.024(e)). On October 1, 2026, the new contract begins with the selected depository.

Proposals should be addressed and mailed to:

[Brewster County Treasurer](#)

[107 West Ave E #4](#)

[Alpine, TX 79830](#)

Any questions concerning this proposal should be addressed to County Treasurer, Julie Morton, phone 432-837-6200 x 126 or [ctreasurer@co.brewster.tx.us](mailto:ctreasurer@co.brewster.tx.us).

Proposals received later than the date and time above will be returned unopened.



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***Proposals must be submitted on the attached Bid Worksheet. Proposals not submitted on the attached Bid Worksheet, using the EXACT format provided, will be disallowed.*** You are encouraged to offer any alternative approaches which will further enhance our operational and financial success.

The County expressly requests that proposers not discuss this engagement or the bank's plans, experience, or credentials with other banks or any member of Commissioners' Court until requested by county officials to make a personal presentation.

The Brewster County Treasurer's Office has available for examination, statements and other information about past County Depositories. This information is voluminous and copies can be provided upon request for a reasonable charge. To examine this information please call the Treasurer's Office at 432-837-6200 x 126 so arrangements can be made.

The County is exempt from Federal Excise and Sales Tax: therefore, tax must not be included in this bid.

## **SPECIFICATIONS BANK DEPOSITORY**

### **GENERAL SPECIFICATIONS:**

**SCOPE OF CONTRACT**-It is the intent of the Brewster County Commissioners' Court to contract with banks desiring to be designated as the Brewster County Depository Bank as well as the Terlingua CSD Depository Bank. The Contract will include all Brewster County Public Monies held by the Treasurer, Registry Funds held by the District and County Clerks, funds collected by the Tax Assessor-Collector, any other funds collected or held under the tax identification number of Brewster County.

**RESPONSE REQUIRED FOR EACH SECTION**-Each section of the Invitation to Bid requires a response from the applicant. Applicant must format responses in the same sequence as the Invitation to Bid.

**EVALUATION PROCESS-DEPOSITORY BANK**-Brewster County will award the Depository Bank contract based on, but not limited to, the following criteria:

1. Bank's ability to pledge adequate securities against County funds.
2. Interest rate on County funds.
3. Ability to meet Service Requirements.
4. Cost of Services.
5. Cash management products available that will be necessary for Brewster County banking procedures.



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**COMPLIANCE WITH STATUTES-**By returning the Bid Worksheet, Bank acknowledges that it understands the Revised Civil Statutes of Texas (Article 2544, et seq. of the Revised civil Statutes of Texas as revised by Local Government Code, Chapter 116.000 through 116.155, Chapter 117.021 through 117.058 that pertain to the managing and safekeeping of county funds, including but not limited to those specified and will comply with those statutes. In this document the statutes will be referred to as the “Code”.

**BANK AFFILIATION-**Each bank must be a member of the Federal Reserve System and the Federal Deposit Insurance Corporation. A bidder must be a Federal or Texas Chartered bank doing business in and having a full-service facility within Brewster County, Texas. State chartered banks must be able to provide all services required by this invitation to bid for the Depository bank. State chartered banks who are submitting a bid must be a member of the Federal Deposit Insurance Corporation.

**DURATION-** The contract will be effective for a period of four years beginning October 1, 2026, ending September 30, 2030. On expiration of the contract under Code 116.021, the contract may be renewed for two years under terms negotiated by the Commissioners Court. If a timed deposit maturity extends beyond the expiration date of the contract, the depository bank will pledge sufficient securities required for public funds to Brewster County to provide for the maturity of the time deposit.

The depository bank will allow a 60-day extension of contract terms in the event that the County must transition to a new bank at the end of the contract period.

**RENEGOTIATIONS-**Section 116.021(b) (c) of the Code specifies:

b) If the contract is for a four-year term, the contract shall allow the county to establish, on the basis of negotiations with the bank, new interest rates and financial terms of the contract that will take effect during the final two years of the four-year contract.

(c) On the renewal of the contract, the county may negotiate new interest rates and terms with the bank for the next two years in the same way and subject to the same conditions as provided by Subsection (b).

**INVESTMENTS MADE OUTSIDE DEPOSITORY BANKS-**Brewster County reserves the right to make investments outside the Depository Bank in accordance with the Laws of the State of Texas and the Investment Policy of Brewster County.



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**FINANCIAL STATEMENTS**-Banks wishing to be designated as the Depository Bank will include as part of the bid:

1. The Bank's paid-up capital stock and permanent surplus.
2. The Bank's most recent Annual Financial report, and a statement showing the financial condition of the bank on the date of this application.
3. The Bank's last two Call Reports.

The successful applicant shall continue for the term of the contract to furnish the County Treasurer updated issues of the annual financial report.

**GOOD FAITH GUARANTEE**-A bank desiring to be the Depository bank must submit with the Bid Worksheet a certified check or a cashier's check in the amount of \$25,200.

(Which is one half percent of the County's revenue for the preceding year, code 116.023 (2). The check will be held by the County, until the Depository Bank is selected and security has been pledged in the amount of the prior daily balance of all County funds.

Commissioners' Court shall immediately return the certified checks of the rejected applicants. The Commissioners' Court shall return the successful applicants check after the applicant has provided security for the funds or executes and files depository bond that is approved by Commissioners' Court.

**LIQUIDATED DAMAGES FOR NOT PROVIDING SECURITY**-As stated in code section 116.023:

If a bank is selected as a depository and does not provide the bond or security, the county shall retain the amount of the check as liquidated damages. The county shall re-advertise for applications, if necessary, to obtain a depository for the county.

**SECURITY**-Within 15 days after the selection of the depository the selected Bank must qualify as the depository by providing security for county funds. To compensate for increases or decreases in County Deposits and fluctuations of market value of pledged collateral, the minimum market value of collateral will be 110% of County deposits.

The following securities are acceptable to Brewster County:

1. U.S. Treasury Notes
2. U.S. Treasury Bills
3. Government National Mortgage Association Certificates
4. Federal Farm Credit Banks Notes and Bonds
5. Federal Home Loan Banks Notes and Bonds



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6. Federal national Mortgage Association Notes and Bonds
7. Federal Home Loan Mortgage Corporation Notes and Bonds
8. State of Texas Bonds
9. Bonds of City, County and Independent School Districts located in Texas with a Moody's rating of AA or better or a Standard and Poor's rating of AA or better.

**COLLATERAL MANAGEMENT**-The bank must include, as part of the Proposal, a statement as to how the bank intends to ensure daily that sufficient collateral is pledged to protect covered accounts. Also, a detailed monthly collateral report is required. The report shall contain security descriptions, par value, current face values, and current market values.

**VALUE OF COLLATERAL**-The Bank must propose how it will value pledged securities. The County at any time may investigate the value of any of the securities that may be pledged by the Bank. The full cooperation of the Bank will be required in such instance.

### **SERVICE REQUIREMENTS:**

**CONTACT PERSON**-Bank must identify a local senior level management person who will be responsible for overseeing the County's relationship, who will serve as the County's primary contact and who will be able to make decisions regarding operational aspects of this contract.

**ON-LINE SERVICES**-It is required that as a part of the bid the Depository Bank will provide an online PC communication link to the County. This program must perform the following functions.

1. Balance Inquiry
2. ACH Transactions
3. Issue Stop Payments
4. Initiate Auto Transfers
5. Initiate wire transfer
6. Verify checks that have cleared
7. Remote deposit
8. Online Statements

**STATEMENTS**-Monthly statements will include checks, deposit slips, transfer slips, debit and credit memos, processed for all accounts. Completed hard copy of statements shall be no later than 5 business days after the close of the month. If the checks or deposit slips are not returned in the bank statement, the bank must provide usb drive with this information.

**PAYROLL DIRECT DEPOSIT**- Bank must provide the capability for the county to utilize "Direct Deposit" payroll processing, allowing employees to select the bank of their choice.



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**COMPUTERIZED OUTPUT-** The depository bank must provide a usb drive if applicable, and online transmission with all paid items each month of the accounts used by the County Treasurer that will be utilized in the bank account reconciliation process. The bank will work with the County's software provider to provide this service.

**TREASURY SECURITIES:** The depository bank may serve as an agent for the County to purchase US Treasury and US Government Agency Securities for the maturities requested by the County.

**AWARD OF CONTRACT** will be executed by the Brewster County Commissioner's Court and will be confirmed by an award letter. Brewster County reserves the right to cancel the contract upon sixty-day notice. Bank may cancel the contract with the consent of the Brewster County Commissioner's Court upon sixty days' notice. The bank must supply the authorization letter from the Board of Directors to make this a valid bid.

**BREWSTER COUNTY ACCOUNTS-**Brewster County has 37 separate accounts with balances totaling \$20,505,128 as of April 30<sup>th</sup>, 2026. Local depository funds total \$5,460,074 as of April 30<sup>th</sup>, 2026.

Please include the cost on the following page for the required services for Brewster County.

### **Structure of Accounts:**

Non-Interest-Bearing Checking Accounts

Interest Bearing Checking Accounts

Cash Management Accounts

Certificates of Deposit

**Registry Funds-** Separate Individual Savings Accounts. These accounts are held by the District and County Clerks as mandated by the court. Currently the officials have approximately 11 accounts with a combined balance of \$768,849, but this figure will fluctuate. The accounts will be in the Clerk's name for the benefit of the beneficiary and will be registered with the beneficiary's Social Security number.

### **Interest Bearing Checking Accounts:**

Variable Interest Rate should be based on a 182 Day US T-Bill rate (as determined by the most recent weekly Treasury Bill Auction) +/- the banks predetermined basis point margin.

### **Cash Management Accounts:**

These accounts allow daily liquidity to provide cash flow based on the operating needs of the county.



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## BID WORKSHEET FOR DEPOSITORY BANKS

### Certificates of Deposit-Variable Rate

The variable rate should be based on a 182 Day US T-Bill rate (as determined by the most recent weekly Treasury Bill Auction) +/- the bank's predetermined basis point margin.

	Less than \$100,000.00	More than \$100,000.00
Maturity 30-59 days	+/- ____ basis points	+/- ____ basis points
Maturity 60-89 days	+/- ____ basis points	+/- ____ basis points
Maturity 90-179 days	+/- ____ basis points	+/- ____ basis points
Maturity 180-365 days	+/- ____ basis points	+/- ____ basis points
Maturity over 365 days	+/- ____ basis points	+/- ____ basis points

### Certificates of Deposit – Fixed interest rate

	Less than \$100,000.00	More than \$100,000.00
Maturity 30-59 days	+/- ____ %	+/- ____ %
Maturity 60-89 days	+/- ____ %	+/- ____ %
Maturity 90-179 days	+/- ____ %	+/- ____ %
Maturity 180-365 days	+/- ____ %	+/- ____ %
Maturity over 365 days	+/- ____ %	+/- ____ %



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**BID WORKSHEET FOR DEPOSITORY BANKS**

<b>DEPOSITORY SERVICES</b>	<b>SERVICE CHARGE</b>	<b>BALANCE REQUIRED</b>
INTEREST BEARING CHECKING ACCOUNT		_____
INVESTMENT ACCOUNTS		_____
WIRE TRANSFERS	_____	
SERVICE CHARGES ON CHECKING ACCTS.	_____	
SERVICE CHARGES ON INVESTMENT ACCTS.	_____	
COST OF DEPOSIT BOOKS	_____	
COST OF LASER CHECKS	_____	
NIGHT DEPOSITORY SERVICES-INCLUDING BAGS & KEYS	_____	
STOP PAYMENTS	_____	
TRANSFERS BETWEEN ACCOUNTS	_____	
ABIDE BY VOID STATE- MENT ON CHECKS	_____	
DIRECT DEPOSIT FOR PAYROLL	_____	
WIRE SERVICE	_____	



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INCOMING & OUTGOING  
REPETITIVE \_\_\_\_\_

NON-REPETITIVE \_\_\_\_\_

<b>DEPOSITORY SERVICES</b>	<b>SERVICE CHARGE</b>	<b>BALANCE REQUIRED</b>
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ACH TRANSFERS \_\_\_\_\_

OUTGOING BANK INITIATED \_\_\_\_\_

COMPUTERIZED \_\_\_\_\_

STOP PAYMENTS \_\_\_\_\_

OVERDRAWN ACCOUNTS \_\_\_\_\_

RETURNED ITEMS \_\_\_\_\_

DIRECT DEPOSIT OF  
COUNTY EMPLOYEE  
PAYROLL CHECKS \_\_\_\_\_

SHORT TERM FINANCING

FIXED RATE \_\_\_\_\_% VARIABLE RATE \_\_\_\_\_%

CERTIFICATES OF OBLIGATION

FIXED RATE \_\_\_\_\_% VARIABLE RATE \_\_\_\_\_%

OTHER UNSPECIFIED SERVICES AND / OR COSTS NOT SPECIFIED IN THIS DOCUMENT SHOULD BE LISTED AND ATTACHED, ALONG WITH A DESCRIPTION AND UNIT PRICING.



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### **DEPOSITORY BANK**

All banks must complete the information below to validate the bid to be the depository bank.

The undersigned affirms that they are fully authorized to execute this contract by providing Brewster County with a Certified and Attested Resolution from a duly authorized meeting of the Board of Directors of the submitting bank authorizing or empowering the undersigned to execute this contract; that this bank has not prepared this bid in collusion with any other bidder; and that 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 persons engaged in this type of business prior to the official opening of this bid.

All unsigned bids will be disqualified.

Name and address of Bank: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

Telephone Number \_\_\_\_\_