



March 9, 2005

TO: Jefferson County Banks

RE: Sabine Neches Navigation District Depository

Ladies and Gentlemen:

The Sabine Neches Navigation District is currently seeking competitive proposals for banking services from all banks located in Jefferson County.

Sabine Neches Navigation District 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 Sabine Neches Navigation District. (pursuant to Sec. 116.021, V. T. Local Government Code and V.C.T.S. 842a-2).

Sabine Neches Navigation District requests a four year contract, with selection to be determined by the Sabine Neches Navigation District Board of Commissioners.

Sealed proposals from banking corporations desiring to be selected as Depository, will be accepted prior to, but no later than, 1:00 p.m., on April 20, 2009.

Proposals should be addressed to the Sabine Neches Navigation District, and delivered to Linda Robinson, Jefferson County Treasurer, at the County Judge's Office, Jefferson County Courthouse, 1149 Pearl St., 4th Floor, Beaumont, Texas 77701. Any questions concerning this proposal should be addressed to County Treasurer, Linda Robinson, phone 835-8509. Proposals received later than the date and time above will be returned unopened.

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 Sabine Neches Navigation District expressly requests that proposers not discuss this engagement or the bank's plans, experience or credentials with other banks or any member of Sabine Neches Navigation District Board of Commissioners until requested by District officials to make a personal presentation.

The Jefferson County Treasurer's Office has available for examination, statements and other information of past Sabine Neches Navigation District 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 409/835-8509 so arrangements can be made.

A Pre-bid Conference will be held on Tuesday, March 24, at 2:00 P.M. in the Jefferson County Treasurer's Office, 1149 Pearl Street, Basement, Beaumont, Texas 77701.

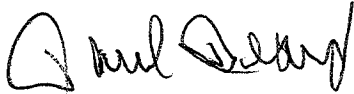
Sabine Neches Navigation District expressly makes no representation that District's deposits will continue at the same level of previous years, or that the character of deposits will follow the same or similar patterns of previous years.

A Certified or Cashiers Check for **\$73,153.75** must accompany the bid and is tendered under the terms of the law (116.023, V.C. Local Government Code) and of these conditions.

Each bank must submit a copy of their plans showing that they are in compliance with the Community Reinvestment Act of 1977, Sec. 2903

Sabine Neches Navigation District reserves the right to reject in part or in whole any or all bids, waive minor technicalities, and award the bid which best serves the interest of the District. Sabine Neches Navigation District reserves the right to informally negotiate certain finer points of the final contract with a qualified offerer.

Very Truly Yours,



Paul Beard
Sabine Neches Navigation District, Board Chairman



Linda Robinson, CTT, CIO
Jefferson County Treasurer

REQUEST FOR PROPOSAL

**PROPOSAL TITLE: SABINE NECHES NAVIGATION DISTRICT BANK
DEPOSITORY CONTRACT**

**PROPOSAL NUMBER: RFP – NAV - 04-09 SABINE NECHES NAVIGATION
DISTRICT
BANK DEPOSITORY CONTRACT**

RECEIVING DATE: APRIL 20, 2009

RECEIVING TIME: 1:00 P.M.

**CONTACT PERSON: LINDA ROBINSON
(409)835-8509
E-mail: treas@co.jefferson.tx.us**

SPECIFICATIONS FOR PROPOSALS

RFP – NAV - 04-09 SABINE NECHES NAVIGATION DISTRICT BANK DEPOSITORY CONTRACT

**The selection of Sabine Neches Navigation District
Bank Depository and the terms of depository contracts are governed by Tex. Loc.
Gov't. Code Ann., Chapter 116 and Chapter 117
(Vernon 1999 and Supp. 2000)**

GENERAL SPECIFICATIONS:

- 1.1 **SCOPE OF THE CONTRACT** - It is the intent of Sabine Neches Navigation District to execute a contract with a bank desiring to be designated as the District's Depository Bank.
- 1.2 **RESPONSE REQUIRED FOR EACH SECTION AND SUBSECTION** – Each and every section and subsection of this bank proposal requires a response from the Bank Depository applicants. Responses should be carefully considered. Applicants must format responses in the same sequence as the bank proposal.
- 1.3 **MINOR EXCEPTIONS** – Minor exceptions, conditions, or qualifications to the provisions of the District's specifications must be clearly identified as such, with the reasons therefore.
- 1.4 **DOCUMENT ON DISK** – At Bidder's request, this document will be furnished as a "WORD" file on CD Rom to facilitate the completion of the bid. This document will also be available on the Jefferson County Treasurer's Web Site. www.co.jefferson.tx.us
- 1.5 **EVALUATION PROCESS** – Sabine Neches Navigation District will award the Depository Bank contract based on, but not limited to, the following criteria:
 - a) Banks' financial position.
 - b) Bank's ability to pledge adequate securities against District funds.
 - c) Experience in providing depository services requested with other public entities.
 - d) Net rate of return on District's funds.
 - e) Ability to meet service requirements.
 - f) Cost of services.
 - g) Cash management products available that will enhance the District's banking procedures.
 - h) The experience and continuity of the bank officials who have been identified as primary contact personnel.
- 1.6 **INTERVIEWS** - The District may require Proposing Banks to attend an interview with the Jefferson County Officials reviewing the proposals.
- 1.7 **QUESTIONS AND CLARIFICATIONS** – Any questions or requests for clarifications should be submitted to:

Linda Robinson, County Treasurer
Phone: 409/835-8509 Fax: 409/839-2347
E-mail: treas@co.jefferson.tx.us

CONTRACTURAL REQUIREMENTS:

- 2.1 **TYPE OF BANKING RELATIONSHIPS** – The Depository Bank will handle daily

banking services including, but not limited to, checking accounts, other types of interest-bearing accounts, non interest-bearing accounts, time deposits, and/or Certificates of Deposit.

- 2.2 **COMPLIANCE WITH STATUTES** - By returning the Bid Worksheet, the 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 as passed by the 70th leg. 1987; Article 2547 a,b,c; and Article 2558a et. Seq. that pertain to the managing and safekeeping of District's funds and will comply with those statutes.
- 2.3 **BANK AFFILIATION** – A proposing bank must be a member of the Federal Reserve System and the Federal Deposit Insurance Corporation. The bank must be a Federal or Texas chartered bank doing business in and having a service facility within Jefferson County.
- 2.4 **DURATION** - The Bank contract will be effective for a period of four (4) years ending sixty (60) days from the time fixed by law for the next selection of a depository. If a time deposit or certificate of deposit maturity extends beyond the expiration date of the depository contract, the depository will pledge sufficient securities as required by law for public funds, to provide for the maturity of the time deposit or certificate of deposit.
- 2.5 **RENEGOTIATIONS** - This four year contract shall allow the bank to establish, on the basis of negotiations with the District, new interest rates and financial terms of the contract that will take effect during the final two years of the four year contract if: (pursuant to Sec. 116.021 (b), V. T. Local Government Code and V.C.T.S. 842a-2).
- a) the new financial terms do not increase the prices to the county by more than 10 percent; and
 - b) the District has the option to choose to use the initial variable interest rate option, or to change to the new fixed or variable interest rate options proposed by the bank.
- 2.6 **INVESTMENTS MADE OUTSIDE DEPOSITORY BANK** – The Sabine Neches Navigation District 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 the Jefferson County Sabine Neches Navigation District. All investment purchases shall be made on a delivery versus payment basis.
- 2.7 **SUBMITTING FINANCIAL STATEMENTS** - All Banks wishing to be designated as a Depository Bank will include as part of the Bid:
- a) The Bank's last three (3) quarterly Uniform Bank Performance Reports.
 - b) The Bank's last three (3) Call Reports
 - c) The Bank's Annual Financial Reports for the past 2 years.
- 2.8 **GOOD FAITH GUARANTEE** – A Bank desiring to be the Depository Bank must submit with the Bid Proposal Worksheet, a certified cashier's check in the amount of **\$73,153.75** (one-half of one percent of the district's revenue for the preceding year) payable to **Sabine Neches Navigation District**, as a guarantee of good faith. The District will hold the check until a Depository Bank is selected and the bond and/or security has been filed.
- 2.9 **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 and/or security, the district shall retain the amount of the check as liquidated damages.”

A new depository shall then be selected.

- 2.10 **SECURITY** - Within fifteen (15) days after selection of the Depository, the Bank so selected is to qualify as a Sabine Neches Navigation District Depository. As soon as the contract for securities pledged is provided and approved by the District’s Board of Commissioners, an order will be entered by the District designating the successful applicant, or applicants, as Depository for the funds of the Sabine Neches Navigation District. This contract shall remain in place until sixty (60) days after the time fixed for the next selection of a Depository, to-wit, May, 2009, or until such time as a new Bank has qualified as District’s Depository, whichever should sooner occur. Thereupon, the County Treasurer will place with said Depository all the funds belonging to Sabine Neches Navigation District.
- 2.11 **PLEGGED COLLATERAL** -
- a) Pledged Securities in the amount provided by law under Sec. 116.054, V. T. Local Government Code, will be provided in quantities sufficient to fully collateralize all of the Funds of the Sabine Neches Navigation District.
 - 1) U.S. Treasury Notes
 - 2) U.S. Treasury Bills
 - 3) Federal Farm Credit Banks Notes and Bonds
Federal Home Loan Banks Notes and Bonds
 - 4) Federal National Mortgage Association Notes and Bonds
 - 5) Federal Home Loan Mortgage Corporation Notes and Bonds
 - 6) Federal Home Loan Bank Letters of Credit

The bank must be the true and legal owner of all securities, which will be pledged to the County. The securities must be free and clear of all liens, claims, or pledged for other purposes. The District will not accept any security acquired by the bank under a repurchase agreement. The securities will be deposited with the Federal Reserve Bank without expense to the District under an appropriate contract to be drawn to the provisions of Tex. Loc. Gov’t Code Chapter 116 and amendments in accordance with the application, if approved.

- 2.12 **COLLATERAL MANAGEMENT**- The Depository Bank must include, as part of the Bid, a statement as to how the bank intends to ensure, on a daily basis, 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 and current market value.
- 2.13 **VALUE OF COLLATERAL** - The Depository Bank must propose how it will value pledged securities. The District 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.

- 2.14 **DAILY REPORTS** - A daily list of account balances and market value of pledge collateral will be provided to the County Treasurer.

SERVICE REQUIREMENTS:

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

Bank must also provide a list of contact personnel, with direct phone numbers, within the bank who are qualified to provide information and assistance in the following areas:

- General Information
- Safekeeping and Securities Clearance
- Posting and Deposit Discrepancies
- Stop Payments
- Balance Adjustments
- Collateral Adequacy
- Internal Transfers
- Wire Transfers
- Online PC Service
- Certificates of Deposit rate quotes
- Signature Cards
- Opening and Closing of Accounts
- On-line services

- 3.2 **ON-LINE SERVICES** - It is requested that as a part of the proposal the Depository Bank will provide an on-line PC communication link to the District for daily reporting of fund balances, collected and ledger balances, stop payment requests, confirmations, and detailed debits and credits. Attach product description, pricing, and sample reports for the on-line PC link available. **Banks should be prepared to provide the Treasurer's office and/or District's employees an opportunity to physically work with this technology before the bid is awarded.**

- 3.3 **ANALYSIS REPORT** - Monthly account analysis reports will be provided for each account and on a total account basis. The account analysis will contain, at a minimum, the following:

- average ledger balance
- average float
- average collected balance
- average negative collected balance
- average positive collected balance
- reserve requirement
- available balance for earnings credit
- price levels for each activity

- monthly volumes by type
- earnings credit allowance (provide an explanation of how the earnings credit rate is calculated)

A sample account analysis report will be provided as part of the Bid.

- 3.4 **STATEMENTS** –
- Monthly bank statements will include checks or images of checks on CD Rom, deposit slips, transfer slips and debit and credit memos, processed for ALL accounts. The daily ledger balances, average daily collected balances, number of debits, number of credits, and other items on which charges are based, should also be included in each monthly statement.
 - A hard copy of canceled checks or checks on CD Rom shall be furnished to the District at months end.
 - Statements should be processed no later than ten (10) business days after the close of each month.
 - A sample bank statement will be included as a part of the Bid.
- 3.5 **PAYROLL DIRECT DEPOSIT** - Bank must provide the capability for the district to utilize “Direct Deposit” payroll processing, allowing employees to select the bank of their choice.
- 3.6 **ACH TRANSACTIONS**- Bank must provide for acceptance of ACH (Automated Clearing House) credits and debits. **Bank will be required to provide detailed information**
- 3.7 **WIRE TRANSFERS** - Bank must provide the ability to send wire transfers on an automated or manual basis, and also to provide the ability to receive wire transfers. Bank must provide the ability to restrict outgoing wire transfers (debits) to only those authorized.
- 3.8 **INTEREST RATES** - Floating interest rate bids and a fixed interest rate bids on accounts and certificates of deposit will be quoted by the Bank. The Sabine Neches Navigation District reserves the right to select the rate most favorable to the District at anytime during the term of the contract, within the guidelines of Section 116.021 (b) of the Code.
- 3.9 **DISBURSEMENT SERVICES** - A successful Bidder will furnish standard disbursing services for all accounts to include the payment of all District checks upon presentment. Bank must also agree to cash, without charge to the District or County employee, an employee’s payroll check whether or not the employee has an account with the Bank. This will include any of the Bank’s locations or motor-bank facilities in Jefferson County, Texas.
- 3.10 **POSITIVE PAY** – The Bank will provide a means for the District to upload disbursed check information that will be compared to checks that are presented to the bank for clearing. Any discrepancies shall be cleared by a designated District employee before checks are paid by the bank. Any applicable cost should be quoted.
- 3.11 **DEPOSIT SERVICES** - The Bank will guarantee immediate credit on all wire transfers, ACH transactions and government checks upon receipt and all other checks,

based on the Bank's Availability Schedule. All deposits received before the Bank's established deadline will be credited daily. Bank will include a copy of their Availability Schedule as part of the bid.

- 3.12 **CASH OVERDRAFTS** - For the purpose of determining cash overdrafts, the daily cash balance in all the Sabine Neches Navigation District accounts will be added together and if a negative balance occurs, the District's account is considered to be over-drafted. An applicable insufficient funds fee can then be charged.
- 3.13 **SECURITY SAFEKEEPING** - Bank must provide for book entry/DTC acceptance and safekeeping of investment securities. A month end safekeeping statement including market values will be provided.
Indicate costs associated with a security purchase settlement.
- 3.14 **PAYMENT FOR SERVICES** - The Sabine Neches Navigation District may elect to pay for service either by direct fee payment or by compensating balance.
- 3.15 **CASH MANAGEMENT** - On an ongoing basis the District will require cash management advice as to how accounts and procedures should be structured. Also, the District will want to be kept informed of recent developments in cash management products. Bidders are invited to propose additional cash management services that are not specified herein.
- 3.16 **EXPENSE ALLOWANCE** – State the dollar amount, if any, that the Bank will provide for expenses incurred due to changing depository banks.
(For example: checks, deposit slips, endorsement stamps, and etc.)
- 3.17 **CAPITAL TO ASSETS RATIO** - Depository Banks will have and maintain a minimum five percent primary capital to assets ratio as compiled by dividing line 28 (total equity capital) by line 42 (total assets) on the Federal Financial Institutions Examination Council Form 032. Copies of the FFIEC form 32 statement will be included in the bid and shall be a continuing quarterly reporting requirement of the Depository Bank.
Should primary capital ratio fall below five percent, the District will review bank plans to future earnings and capital increases before determination is made to close out the depository.
- 3.18 **STOP PAYMENTS** - The Bank will be required to process stop payments on verbal, faxed or e-mailed instructions from the designated District employees with follow-up written confirmation.
- 3.19 **DISBURSEMENT SERVICES** - Disbursing services for all accounts are required to include the payment of all District's checks upon presentation.
- 3.20 **BANK RECONCILIATION SERVICES** - The Bank will provide partial or full reconciliation services, on specific accounts determined by the District. List what is included in each of these services.
- 3.21 **OTHER SPECIFIC SERVICES** - As described on **the Bid Worksheet**, the Bank will acknowledge services provided and attendant fees for such.

STRUCTURE OF ACCOUNTS:

The Sabine Neches Navigation District bank accounts will be structured as follows (numbers and dollar amounts are subject to change):

-- Interest Bearing Checking and/or Money Market Savings Accounts -- 6

Estimated balance equal -- \$ 12,000,000.00

--Certificates of Deposit -- 7

Estimated balance equal -- \$ 7,000,000.00

The District requests a bid for the interest rate on these accounts as a Whole.

**Bid Proposal Worksheet for
RFP – NAV - 04-09 SABINE NECHES NAVIGATION DISTRICT BANK
DEPOSITORY CONTRACT**

Variable and Fixed Rate Bids –

	<u>Variable Interest Rate*</u>	<u>Fixed Interest Rate</u>
Interest Bearing Checking Accounts:	_____	_____
Money Market Accounts:	_____	_____

* Variable Rate = 91 Day US T-Bill Effective Rate (as determined by the latest T-Bill Auction) + Margin (Based on basis points). The source of the rate under this proposal for a given month, should be the Effective Rate as quoted in the Wall Street Journal for the last business day of the previous month.

Example: If 91 Day US T-Bill effective rate is 3.3% and basis points are 1.0, then the variable rate is 4.3%.

Minimum balance requirement or other considerations per account will be listed below:

Certificates of Deposit - Variable Interest Rate -

91 Day US T-Bill Effective Rate (as determined by latest T-Bill Auction)

	<u>Less than \$100,000.00</u>	<u>More than \$100,000.00</u>
1. Maturity 7-29 days	+ ___ basis pts.	+ ___ basis pts.
2. Maturity 30-59 days	+ ___ basis pts.	+ ___ basis pts.
3. Maturity 60-89 days	+ ___ basis pts.	+ ___ basis pts.
4. Maturity 90-179 days	+ ___ basis pts.	+ ___ basis pts.
5. Maturity 180 days-less than one year	+ ___ basis pts.	+ ___ basis pts.
6. Maturity 1 year or more	+ ___ basis pts.	+ ___ basis pts.

Certificated of Deposits - Fixed Interest Rate -

	<u>Less than \$100,000.00</u>	<u>More than \$100,000.00</u>
1. Maturity 7-20 days	_____%	_____%
2. Maturity 30-59 days	_____%	_____%
3. Maturity 60-89 days	_____%	_____%
4. Maturity 90-179 days	_____%	_____%
5. Maturity 180 days-less than one year	_____%	_____%
6. Maturity 1 year or more	_____%	_____%

COST ANALYSIS WORKSHEET:

Use the following cost analysis worksheet as a vehicle to quote your charges and rates. Please prepare a bank analysis statement based on the following using your bid figures for the service costs and your variable interest rate for interest paid. Use applicable rates for calculating interest rates and compensating balances as they stood for January 31, 2009.

BALANCE SUMMARY:

Average Book Balance	\$11,148,218.64
Less Average Float	35,055.52
Average Collected Balance	\$11,113,163.12
Average Negative Collected Balance	<u>98,355.26</u>

BALANCE RECONCILIATION

Average Positive Collected Balance	\$11,211,518.39
Less Cost of Analyzed Services(Balance Required)	_____
Additional Balance Required to Support Services	_____

FEE RECONCILIATION

Earnings Allowance Credit	Rate: _____	_____
Less Analyzed Services Provided		_____
Services Charged to Account (Excess or Deficit)		_____

COST ANALYSIS WORKSHEET CONTINUES -

Earnings credit calculated on the following balances:

Total \$11,211,518.39

PLEASE PROVIDE AN EXPLANATION OF HOW THE EARNING CREDIT RATE IS CALCULATED:

Depository Services -

	VOLUME	PRICE	CHARGE	BALANCE REQUIRED
GENERAL ACCT. SVCS				
DDA Account Maintenance	5			
Account Analysis	1			
DEPOSITORY SERVICES				
Cash Deposited Branch				
Cash Deposited Vault				
Deposits Credits	4			
Items Deposited on Us	1			
Local Clearing House Items				
Local Federal Reserve Items				
Out of District Reg	3			
Encoding Charge	4			
Items Deposited Unencoded	4			
Excess Items Deposited Rejects				
Return Item Paper Redeposit				
Return Item Special Handling				
Return Items				
Return Item Maker Reason Date				
Adjustment/Deposit Corrections				
PAPER DISBURSEMENT SVCS				
Checks Paid	51			
Multiple Signature Review				
Excess DDA Rejects				
Stop Payments Electronic				
Stop Payments Manual				
Serial Sort Checks Paid				
Serial Sort Maintenance				
Positive Pay – Exception Items				
Positive Pay with Partial Recon				
Items Reconciled Pos. Pay Partial				
Positive Pay with Full Recon				
Items Recon Pos. Pay Full				

	VOLUME	PRICE	CHARGE	BALANCE REQUIRED
PAPER DISB RECON SVCS				
Recon Maintenance Partial				
Items Reconciled Partial				
Recon Output Automated				
GENERAL ACH SVCS				
ACH Credit Debit Origination				
ACH Received Debit	3			
ACH Received Credit				
ACH Return Items				
ACH DBT Prot Selective Auths				
ACH DBT Prot Block All DBTS				
EDI SVCS				
EDI Reporting				
WIRES AND TRANSFER SVCS				
Wire Transfer Outgoing	3			
Wire Transfer Incoming	6			
Book Transfers	10			
INFORMATION SERVICES				
Electronic History RPT	3			
Electronic History RPT items	167			

Total Analyzed Services Performed _____

OTHER SPECIFIC SERVICES - As described on the Cost Analysis Worksheet, the Bank will acknowledge services provided and attendant fees for such. Also indicate charges for the following:

- Locked or Sealable bags _____
- Laser Checks _____
- Checks (in individual books or binders) _____
- Deposit Slips _____
- Endorsement Stamps _____
- Coin Wrappers _____
- Currency Straps _____

OTHER UNSPECIFIED SERVICES AND/OR COSTS – Other services and/or costs not specified in this document should be listed and attached, along with a description and unit pricing.

<u>Service</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

References:

List two (2) references for whom bidder has supplied similar services and/or supplies. Please include phone number and name of contact person. Other governmental units are preferred

<u>Business</u>	<u>Contact Person</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____

DEPOSITORY BANK

The Bank must complete the information below to validate the bid for a Sabine Neches Navigation District Depository Bank.

The undersigned affirms that they are fully authorized to execute this bid. The contents of this bid has not been discussed or communicated by the undersigned, with any other bidder, any other persons engaged in this type of business, nor any members of the Navigation District Board of Commissioners, prior to the official opening of this bid.

All unsigned Bids will be disqualified.

Name and address of Bank/Bidder:

Signature: _____

Name: _____

Title: _____

Telephone Number: _____

E-Mail: _____

Note: By my signature above, I hereby certify that the following are attached:

- A. A list of references of current Public Funds Users that utilize Cash Management Products similar to those requested in bid.
- B. The Bank's last three (3) quarterly Uniform Bank Performance Reports.
- C. The Bank's last three (3) Call Reports.
- D. The Bank's Annual Financial Reports for the past 2 years.
- E. A Certified Check or a Cashier's Check as a guarantee of good faith.
- F. A sample monthly Collateral Report.
- G. Product description pricing, and sample reports for the on-line PC link available.
- H. A sample Account Analysis Report.
- I. A sample Bank Statement.
- J. A Copy of Bank's Availability Schedule.
- K. A Certified and Attested Resolution from a duly authorized meeting of the Board of Directors empowering the signee to execute this contract.
- L. A response to every section and subsection in the Invitation to Bid.
- M. Completed Cost Analysis Worksheets.
- N. Attachments indicating other services and charges not specified in the Invitation to Bid.

**RETURN PAGES 11 THROUGH 16 WITH BID PACKAGE
AND ALL REQUIRED INFORMATION**