



JACK COUNTY

DEPOSITORY BID INSTRUCTIONS

BID TITLE..... DEPOSITORY BANK
BID DUE DATE MARCH 31, 2017 BY 3:00 P.M.
BID OPENING APRIL 1, 2017 AT 10:00 A.M.
MARK OUTSIDE OF ENVELOPE.....DEPOSITORY BID
CONTACT..... KIM GIBBY, TREASURER 940-567-2251
MITCHELL G. DAVENPORT, COUNTY JUDGE 940-567-2241

Jack County's intent of this Bid Request and resulting contract is to obtain bids for bank depository services.

1. Bids must be received in the office of MITCHELL G. DAVENPORT, Jack County Judge, located at 100 N. Main St., Ste 301; Jacksboro, TX 76458 (Courthouse 3rd Floor), no later than 3:00 P.M. on March 31, 2017. Late proposals received after submission deadline shall be returned unopened and will be considered void and unacceptable. Jack County is not responsible for lateness of mail, carrier, etc.
2. Bids shall include all required documents. Each original bid and all required copies shall be placed in a sealed envelope, manually signed in ink by a person having the authority to bind the bank in a contract and marked clearly on the outside. Facsimile and or e-mail transmittals shall not be accepted. Proponent shall provide the original and 6 exact copies of the original (one on a disk or disk drive and 5 on paper).
3. Bids shall include a certified cashier's check in the amount listed in the Specifications for Bid.
4. Any alteration or erasure made before receiving time must be initialed by the signer of the bid, guaranteeing authenticity.
5. Bids may be withdrawn at any time prior to the official opening.

6. The Commissioners' Court of Jack County shall at its regular meeting on May 8, 2017, enter into the minutes of the court all applications filed with the County Judge, consider all applications and select the qualified applicant that offers the most favorable terms and conditions for the handling of the County funds. All Bidders, their representatives and interested persons may be present.
7. It is understood that Jack County reserves the right to accept or reject any and/or all bids as it shall deem to be in the best interest of Jack County. Receipt of any bid shall under no circumstances obligate Jack County to accept the lowest bid. The award of the contract shall be made to the responsible bidder whose proposal is determined to be the lowest and best evaluated offer for the County.
8. Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire form CIQ, the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Jack County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed as defined in 176.006, Local Government Code. A person commits an offense if the person violates Section 176.006, Local Government Code. A copy of the law is available at: <http://www.statutes.legis.state.tx.us/Docs/LG/htm>. The forms for reporting are available at: http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm

By submitting a response to this request, the vendor represents that it is in compliance with the requirements.