



MUSKEGON HOUSING COMMISSION 1080 Terrace Street • Muskegon, MI 49442 • 231•722•2647 • Fax 231•722•9503

email: mhc1823@aol.com

2017 REQUEST FOR PROPOSALS BANKING SERVICES

Sealed proposals and supportive information
must be sent to the attention of:
Gerald Minott, Executive Director
Muskegon Housing Commission
1080 Terrace Street
Muskegon, Michigan 49442
By 10:00 A.M. EST
Wednesday, March 22, 2017
Fax and email proposals will not be accepted.

Proposals that are received after the date and time specified will be
returned unopened.

2017 REQUEST FOR PROPOSALS

BANKING SERVICES

The Muskegon Housing Commission (MHC) is requesting proposals from financial institutions to award a contract for banking services including, but not limited to, checking, savings and investment accounts. Through this contract the Muskegon Housing Commission intends to minimize banking costs, improve operational efficiency, and maximize investment capabilities.

Awarded institution must be willing to sign a technical service contract with the Muskegon Housing Commission, HUD form 51999 General Depository Agreement, HUD form SF-119A Direct Deposit Sign Up Form, HUD form 5369-B Instructions to Offerors Non-Construction and HUD form 5370-C General Contract Conditions Non-Construction

Selection criteria:

The financial institution will be selected based on the following point system. The Muskegon Housing Commission reserves the right to reject any or all proposals and to waive any informality in the proposal submissions.

- | | |
|---|-----------------|
| ○ Financial institution qualifications | (0 - 20 points) |
| ○ Capability to provide professional services requested | (0 - 20 points) |
| ○ Prior experience | (0 - 20 points) |
| ○ Proposed cost of services | (0 - 20 points) |
| ○ Additional services offered to nonprofits | (0 - 10 points) |
| ○ Provided Bid Submission Sheet | (0 - 10 points) |
| Maximum point total | 100 |

Additional Information

In May 1965 an ordinance to create a Housing Commission for the City of Muskegon, Michigan was passed and the Muskegon Housing Commission was created. The goal of the Muskegon Housing Commission is to provide decent, safe and affordable housing.

The Muskegon Housing Commission currently has separate checking, savings and investment accounts for its Public Housing and Section 8 Housing Choice Voucher programs. Transactions include daily account deposits, checks, ACH deposits, etc.

Detailed Proposal:

Interested financial institutions must submit a detailed proposal which includes:

- Company history, including name and address.
- Local contact person's name, address, telephone number and e-mail address.
- Financial strength including capital ratios, asset quality, earning, liquidity, sensitivity to market risk, deposits and loans.
- Call reports for the last four quarters or credit rating from a recognized credit rating agency.
- Rating information from recognized bank rating agencies.
- Confirmation from the institution that it will communicate any changes in its credit rating or bank rating during the contract period.
- Proof of current standing as an eligible public depository.
- Community Reinvestment Act (CRA) rating and rating authority, including information on the institution's CRA activity within the Muskegon Housing Commission's jurisdiction.
- Funds availability schedule and policy.
- Confirmation that the institution will adhere to required collateral policy.
- Institution's disaster recovery plan (back up sites and system back up process)
- Incentives offered for transition or retention.

- Account servicing.
- Strategies for the long and short term investment of cash at the highest possible rate of return to the Muskegon Housing Commission, consolidation of accounts (checking and savings), computer accessibility and other innovative banking services allowed by the State of Michigan and the U.S. Department of Housing and Urban Development. Costs quoted should include set up fees.
- At least two references.
- Fee attachment listing pricing for required and optional services.
- Transition plan approach and timeline defining implementation periods.
- Definition of the firm's knowledge of Federal regulations, State of Michigan and local banking laws.
- Certification that institution is not debarred from performing any services for HUD, HUD related programs or any other governmental or private agency.
- Ability to provide additional collateral for all funds on deposit which exceed the FDIC \$250,000 insured limit. The institution shall make available to our auditors and accountants proof of such collateral at a minimum of annually. Our accountants may request this information more frequently.
- The institution must be willing and able to timely provide reasonable feedback to our funding source HUD, our auditors and staff as information is needed.

Tentative RFP Schedule:

RFP Released/Advertised	Wednesday, March 8, 2017
Proposal Due Date	10:00 a.m., Wednesday, March 22, 2017
Opening of Bids	11:00 a.m., Wednesday, March 22, 2017

Institutions bidding on this project must return their sealed proposal and supportive information to the attention of: Gerald Minott, Interim Director, Muskegon Housing Commission, 1080 Terrace Street, Muskegon, Michigan 49442. Fax and email proposals will not be accepted. Proposals must be received by 10:00 a.m., Wednesday, March 22, 2017. Proposals that are received after the date and time specified will be returned unopened. Incomplete proposals that do not conform to the requirements specified will not be considered. The Muskegon Housing Commission is not liable for any costs incurred by the proposer in the preparation and submittal of proposals for the subject work.

Please call 231-722-2647 with questions or concerns regarding this Request for Proposal Monday through Friday from 8:30 a.m. – 5:00 p.m.

The Muskegon Housing Commission has the right to reject any and all bids and is an equal opportunity employer.

**2017 REQUEST FOR PROPOSALS
BANKING SERVICES
BID SUBMISSION SHEET**

Name of Banking Institution _____

- 1. Savings Accounts over \$100,000 – Assessed Monthly Fees \$ _____
- 2. Checking Accounts over \$100,000 – Assessed Monthly Fees \$ _____
- 3. Savings Accounts under \$100,000 – Assessed Monthly Fees \$ _____
- 4. Checking Accounts under \$100,000 – Assessed Monthly Fees \$ _____
- 5. Sweep Account – Assessed Monthly Fees \$ _____
- 6. Are there any non-profit services provided free of charge (Free Notary, bank bags, etc.)? If yes, please list them. _____

- 7. Does your institution have the Ability to provide additional collateral for all funds on deposit which exceed the FDIC \$250,000 insured limit? (Circle One) Yes or No
- 8. Service Charge/Fee List attached? (Circle One) Yes or No

Name/Title

Company Name

Telephone

Address

Bank Contact Name, if known

City/State/Zip

Exceptions, additions or deviations from specifications

I, _____, a duly authorized representative of the Bidding firm, agree to provide all goods and/or services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold the Muskegon Housing Commission harmless should any judgment be rendered against our firm for violations(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

Signature

Date