



# **REQUEST FOR PROPOSALS (RFP) SOLICITATION # 2018-12**

## **BANKING SERVICES (Including Treasury Management Services and Portfolio Investment Services)**

**DAYTONA BEACH HOUSING AUTHORITY  
DAYTONA BEACH, FL**

**TERRIL BATES  
CEO/Executive Director**

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**INTRODUCTION**

The Daytona Beach Housing Authority (hereinafter, "DBHA") is a public entity that was formed to provide Federally-subsidized housing and housing assistance to low-income families within the Daytona Beach area. DBHA is headed by a CEO/Executive Director and is governed by a seven-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and DBHA's procurement policy.

Currently, the HACDB is responsible for the management of 1,337 Housing Choice Vouchers and 635 Public Housing units which is divided into two (2) AMPs. In addition, HACDB is the co-general partner of four (4) Low Income Housing Tax Credit developments with 390 units of which 144 are ACC units. HACDB also has two (2) Instrumentalities in which it engages in the development of affordable housing and providing social service programs within the community it serves.

In keeping with its mandate to provide efficient and effective services, DBHA is now soliciting proposals from qualified, licensed, and insured banking institutions to provide full-service Banking Services, including treasury management services and portfolio investment services. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments and addenda in their entirety.

**RFP INFORMATION AT A GLANCE**

[Table No. 1]

<b>DBHA CONTACT PERSON</b>	<b>PROCUREMENT DEPT.</b> Telephone: 386-253-5653 Email: <a href="mailto:procurement@dbhafl.org">procurement@dbhafl.org</a> 211 N. Ridgewood Ave Daytona beach FL 32114
<b>HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE</b>	Access <a href="http://www.dbhafl.org">www.dbhafl.org</a> Click on "Doing Business With DBHA" at top. Click on the RFP link for this solicitation. If you have any problems in accessing the RFP on the website, please contact Procurement Dept. at 386-253-5653
<b>HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL</b>	As instructed within Section 5.0 of the RFP document, submit Original + 2 copies of your "hard copy" proposal to the DBHA Procurement Department.
<b>PROPOSAL SUBMITTAL DEADLINE</b>	<b>Due: January 4, 2019</b> The "hard copy" proposal's must be received in-hand time-stamped by the DBHA no later than 2:00 pm on this date.  <b>Q &amp; A Session</b> <b>2:00PM EST December 19,2018</b>
<b>ANTICIPATED APPROVAL</b>	<b>January 17, 2019</b>

**1.0 BACKGROUND INFORMATION**

DBHA is seeking proposals from qualified banking institutions to provide treasury management services, including portfolio investment services. All qualified banking institutions will be considered. Proposals may only be submitted by banking institutions that are Federal or State of Florida chartered.

1.0.1 Overview of DBHA Treasury Management Requirements:

1.0.1.1 Accounts:

DBHA maintains ( 21 ) bank accounts. Only about ( 5 ) of these accounts record any significant monthly activity:

ACCOUNT	DEPOSITS	ACH	CHECKS
GENERAL FUND	536	61	179
HCV	50	373	13
PAYROLL	2	132	0
COCC	0	0	0
TOTALS	588	566	192

The General Fund is used primarily for site deposits and the U.S. Department of Housing and Urban Development (HUD) Automated Clearing House (ACH) deposits. On a biweekly basis we transfer funds from the General Funds to the payroll account and on a monthly basis we transfer funds to and from each account to cover payable checks.

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Our Section 8 account consists primarily of monthly checks and direct deposits for all landlords and monthly checks processed for utilities, etc. The Section 8 funds must be available to the landlords on the first working day of the month.

The Payroll funds must be available on the Thursday morning prior to the Friday pay date. The Respondent must specify how many days and what the cutoff is prior to the day of deposit the Respondent requires the direct deposit information.

Daily balance reporting must be available on all accounts. Monthly bank statements for each account and a monthly consolidated account analysis should be provided.

DBHA may have certain other accounts which, due to lease or loan agreements, must remain at a specified financial institution. These accounts will not be transferred as a part of this proposal.

The balance must be fully collateralized at all times with specific and identifiable U.S. Government or Agency securities. The Collateral must be owned by the bank and should be in the possession of an independent custodian, which will hold the securities on behalf of DBHA as a bailee (evidenced by a safekeeping receipt and a written bailment for hire contract). An interest in a securities pool or fund will not satisfy this requirement.

1.0.1.2 Deposits:

Funds are deposited in the Agency accounts in two principal ways:

During the first part of the month, DBHA's 2 site locations make daily deposits with a remote deposit machine and/or bank teller. There are also miscellaneous deposits as well. These deposits include only checks, with a minimum of cash involved. Deposit slips for each site location and fund must be included.

Funds are wired through the ACH or by electronic funds transfer by the Federal or State Government or by other financial institutions.

1.0.1.3 Other Activity:

The Respondent must provide the ability for automatic withdrawal of payroll taxes by the IRS; i.e., in conjunction with the Electronic Federal Tax Payment System (EFTPS) (biweekly payments).

Additional activity includes stop payment orders, forged check affidavits, and deposited checks or ACH transactions returned for insufficient funds. DBHA requires the ability to handle stop payment orders in-house.

The Respondent must provide a "positive pay" program or equivalent for Section 8 account.

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Some wire transfers (internal) are made between Agency accounts each month. External wire transfers made to the U.S. Treasury or to other financial institutions are also made each month.

All ACH transactions will amount to approximately 600 transactions per month.

DBHA is required to invest idle funds in HUD-approved investments per HUD's Financial Management handbook, 7475.1 REV. DBHA is required to choose from the list of approved financial instruments. HUD determines investment types by considering such factors as safety, yield, liquidity, maturity, amount, and administrative cost. (Reference part 4-3 thru 4-8 of the HUD Financial Management Handbook 7475.1 REV, <http://www.hud.gov/offices/adm/hudclips/handbooks/pihh/74751/index.cfm>.)

DBHA is required by generally accepted accounting principles (GMP) to book the fair market value (FMV) of investments on a quarterly basis. At a minimum, DBHA requires the receipt of quarterly investment portfolio statements listing the FMV of each investment at that point in time in order to meet this requirement.

2.0 NOT APPLICABLE - RELATES TO CONSTRUCTION CONTRACTS ONLY

3.1 SCOPE OF WORK

3.1.1 1 Required Services:

3.1.1.1 In addition to normal services provided for an account, DBHA would expect the following:

1. Electronic transmission to/from a DBHA personal computer, by electronic mail or internet access (preferable), of the following items:

- a) Daily reports on balances in each account.
- b) Daily debit and credit transactions for each account.
- c) Inquiry of status of checks.
- d) Requests and confirmation of stop payments.
- e) Transfer funds between agency accounts.
- f) Transfer funds to other financial institutions.
- g) Direct deposit of payroll. ACH credits should be scheduled to appear on the payees' accounts on the morning of the payroll date. DBHA software must be able to interface with bank ACH software.
- h) Direct deposit of Section 8 payments. ACH credits should be scheduled to appear on the payees' account by the first working day of each month. DBHA software must be able to interface with bank ACH software.

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- i) Other various payments or receipts through ACH such as tax payments, receipt of rent or fee payments, and accounts payable payments.
  - j) Account reconciliation file or product for reconciling all of the accounts.
  - k) View and print paid checks and deposits.
2. Acknowledgment of all ACH transfers on the date received. Advice narrative provided by remitter should be provided no later than the next business day after the night that the ACHs are posted.
  3. Printed two-part encoded deposit slips for each account, including individualized deposit slips for the General Fund for each of the development offices (i.e., separate slips identifying and encoded by development number)
  4. Check endorsement stamps (self-inking) for each development office.
  5. Same day processing of stop payment orders made by phone or electronic transmission.
- 3.0.1.2 Prompt delivery of bank statements after the last day of each month (not later than 5 business days), preferably through web interface (internet).
  - 3.0.1.3 Bank reconciliation files for all of the accounts within 15 days after end of month.
  - 3.0.1.4 Phone notification of discrepancies in deposits (e.g., cash shortages).
  - 3.0.1.5 Agreement to honor Agency checks even if the checking account has an insufficient balance, with the understanding that DBHA will transfer sufficient funds on the same day as notified of the shortage.
  - 3.0.1.6 Designation of an account manager, who will be a single source of point of contact for problem resolution.
  - 3.0.1.7 Ability to make ACH vendor payments.
  - 3.0.1.8 Branch offices convenient to our Central Office and site offices and residential developments. (See attached address listing, Exhibit B.)
  - 3.0.1.9 Provide Investing Strategies and maintain investment portfolio that meet HUD guidelines as prescribed. At a minimum, provide monthly reporting of each investment and each new transaction (i.e., investment register) and provide quarterly reporting of the Fair Market Value of each investment.
  - 3.0.1.10 Furnish research items within 24 hours.
  - 3.0.1.11 No return check charges on any accounts.
  - 3.0.1.12 Complimentary services for all wire transfers and cashier's checks.
  - 3.0.1.13 Stop payments at no charge.
  - 3.0.1.14 Banking institution must meet all federal requirements for collateralization.
  - 3.0.1.15 Provide current interest rates, service charges and required reserves for each proposed account.

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3.1.2 Other Services Considered Desirable:

3.1.2.1 There may be other services provided by the bank including check safekeeping options. If so, these should be described so that they can be evaluated in the selection process.

3.0.2.2 Positive pay for fraud.

3.1.3 Fees and Interest:

Please describe the manner in which interest will be computed on Agency Accounts (minimum balances, reserve requirements, interest indices, etc.) and all fees that will be charged. Please indicate interest rates that would be in effect as of Jan 1, 2016. Include also the cost of encoded deposit slips and endorsement stamps. A spreadsheet is attached reflecting the account analysis items and typical activity levels which we are currently experiencing. See Exhibit A.

3.1.4 Proposed Account Configuration:

DBHA requests from Respondent a proposal with the best possible combination of interest rates, account structures and fees to maximize collected balances. (NOTE: This information is for evaluation purposes only and will not be explicitly included in scoring of proposals.

Questions and inquiries regarding the RFP should be submitted to [procurement@dbhaf1.org](mailto:procurement@dbhaf1.org)  
All questions to be responded to by DBHA should be received no later than five (5) days prior to the date that submissions are due.

4.0 **PROPOSAL FORMAT:**

4.0.1 Tabbed Proposal Submittal:

The HA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Bid" basis ("Best Value," in that the HA will, as detailed within the following Section 6.0, consider factors other than just cost in making the award decision).



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[Table No. 3]

RFP Section	Tab No.	Description
4.0.1.1	1	Proposal Form: Attachment A completed
4.0.1.2	2	Fixed Fee Schedule: Attachment B completed; both other applicable fees not listed or alternate pricing structure shall be submitted behind the Fixed Fee Schedule
4.0.1.3	3	Form HUD-5369-C (8/93), <i>Certifications and Representations Of Offerors, Non-Construction Contract</i> : Attachment C
4.0.1.4	4	Profile of Firm: Attachment D completed
4.0.1.5	5	Proposed Services: As more fully detailed within Section 3.0, <i>Scope of Work</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab, documentation showing:
4.0.1.5.1		As detailed within Section 6.0.2 .1, the proposer's PROVEN TREASURY MANAGEMENT EXPERIENCE WITH SIMILAR ENTITIES, including: a brief summary of its relationship with DBHA; a listing and summary of current relationships (or within the last 3 years) with similar size entities or public agencies (Company name, contact person and phone number, e-mail address, dates of services); organizational chart; profiles of all principals and staff anticipated to handle DBHA accounts; business plan; and
4.0.1.5.2		As detailed within Section 6.0.2.3, the proposer's COMPENSATING BALANCE METHODOLOGY, including the underlying factors that determine the compensating balance requirements and the interest rate(s) proposed for excess balances that earn interest
4.0.1.5.3		As detailed within Section 6.0.2.4, the proposer's BANKING LOCATIONS/NUMBER OF DAYTONA BEACH BRANCHES, their hours of operation and proximity to DBHA offices and
4.0.1.5.4		As detailed within Section 6.0.2.5, the proposer's REPUTATION/FINANCIAL STRENGTH OF INSTITUTION
4.0.1.5.5		As detailed within Section 6.0.2.6, the proposer's PROVISION FOR ANCILLARY SERVICES, including what levels of support proposer will provide to facilitate DBHA's changeover to a new financial institution
4.0.1.5.9		A complete description of the products and services the firm provides

4.0.1.9 If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO

4.0.2 Fixed Fee Schedule:

All requested fees shall be entered on the Fixed Fee Schedule (Attachment B) and submitted under Tab 2 as directed above. The proposer shall multiply the quantities given by the Unit Costs to arrive at the Extended Costs and then provide the two requested Totals. The ensuing totals shall be used to assign evaluation points for Cost of Services as explained under Section 6.0.2.2. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the proposer will incur to provide the noted services, including but not limited to: employee wages and benefits, clerical support, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, document copying, etc. Proposer should list any other applicable fees not listed on a separate sheet attached to Fixed Fee Schedule. Proposer shall also provide any alternate pricing structure as a separate attachment behind the Fee Schedule.

4.0.3 Proposal Submission:

**ATTN: Procurement Dept.  
Daytona Beach Housing Authority  
211 N Ridgewood Ave  
Suite 300  
Daytona Beach FL 32114**

4.0.3.2 Submission Responsibilities:

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the HA, including the RFP document, the documents listed within the following Section 3.6, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the HA PO to exclude any of the HA requirements contained within the documents may cause that proposer to not be considered for award.

4.0.4 Recap of Attachments:

**It is the responsibility of each proposer to verify that he/she has downloaded** the following attachments pertaining to this RFP, which are hereby included by reference as a part of this RFP:

[Table No. 3]

RFP Section	Attachment	Attachment Description
5.1.4.1	A	Proposal Form
5.1.4.2	B	Fixed Fee Schedule
5.1.4.3	C	Profile of Firm Form

5.1 QUALIFICATION CRITERIA AND EVALUATION PROCESS FOR PROFESSIONAL SERVICES

To be acceptable and eligible for evaluation; offers must contain all information requested and shall be in sufficient form and detail to enable a comprehensive understanding and analysis. Prior to evaluation Contracting Officer or his/her designee will review proposals to determine compliance with preparation instructions, terms and conditions, and other administrative conditions. Failure to comply may cause a proposal to be rejected without further consideration. Any award resulting from this solicitation will be made to the Offeror(s) whose offer(s) is(are) determined to be the most advantageous to DBHA . Pursuant to evaluation procedures, DBHA may investigate the qualifications and facilities of an Offeror, including an inspection of the Offeror's offices and distribution facilities. By submitting an offer, the Offeror hereby agrees that DBHA may perform a: (1) survey or visit to the Offeror's facilities and (2) pre-award cost audit. DBHA may make an award without discussion or after limited discussions or negotiations. It is therefore emphasized that all offers should be submitted with the most favorable terms to DBHA that the Offeror can provide. However, offers should not be unnecessarily voluminous and elaborate. The Offeror's ability to communicate clearly and succinctly and to organize its submittal using the same order and format as this solicitation will be a positive factor in evaluation.

5.1.1 Evaluation Process

After submittal of initial offers, and Evaluation Team will evaluate the proposals and a score from zero (0) up to the maximum value for each section will be assigned based on the information furnished and site visits, if conducted. A maximum score will denote excellence and a score of zero (0) will denote unacceptable. A total score will then be computed for each proposal by adding the score of each section, cost and technical, and a competitive range will be established. Evaluation of conformance, subjective technical factors, and total evaluated price will be considered in establishing the competitive range.

Offers considered in the competitive range will be further evaluated on their financial condition and strength to support DBHA's requirements. This evaluation will be done on a pass/fail basis. Offers which, in DBHA's sole judgment do not have the financial capabilities to support DBHA's requirements will be removed from the competitive range and will not be considered for award. Offerors shall submit the following information:

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A short company history including sales/growth profile and past three years' annual reports including financial statements. If the Offeror is a joint venture, partnership, wholly-owned subsidiary, or consortium, the Offeror shall describe the financial structure and inter-organizational arrangement relating to the offer and provide financial information requested above for each company. The Offeror shall also include details as to any discussions, formal or informal, currently taking place as to the possible change of company ownership.

DBHA will, if necessary, conduct negotiations with Offerors in the competitive range and request best and final offers at the conclusion of negotiations. DBHA may award without discussion or negotiation, based on initial proposals submitted by Offerors, if it is determined that acceptance of the most favorable initial proposal would result in the lowest overall cost to DBHA at a fair and reasonable price.

5.1.2 Evaluation Criteria

Evaluation will be based upon each Offeror's capability to provide quality banking services and the total cost to DBHA. Evaluation will include the criteria listed below and is listed from most to least important; however, the relative importance between the criteria may be minimal.

- 5.0.2.1 Proven Treasury Management Experience With Similar Entities (Up to 25 Points): This in a treasury management service environment. The Offeror shall provide: 1) a listing and brief summary of their current (or within the last three years) relationships with similar size entities or public agencies, including the company name, contact person and phone number, e-mail address, and dates of service; 2) a listing of Offeror's staff (with biographical sketch/ resume) anticipated to be assigned to the DBHA account; and 3) the Offeror's organizational chart. These items will be used to evaluate Offeror's business plan for providing coordinated banking services.
- 5.0.2.2 Competitiveness of Fee Schedule (Up to 25 Points): The total prices on the Fixed Fee Schedule (Attachment B) of each proposal will be compared and the lowest total price will be assigned the maximum points. The other proposals will be assigned fewer points based on the percent difference between their prices and the low price.
- 5.0.2.3 Compensating Balance Methodology (Up to 20 Points): DBHA will evaluate proposals based upon the underlying factors that determine the compensating balance requirements as well as the overall competitiveness of the interest rate(s) proposed for those excess balances that earn interest.
- 5.0.2.4 Banking Locations/Number of Daytona Beach Branches (Up to 15 Points) : DBHA will evaluate proposals to determine the Offeror's proximity to our offices and residential developments (See Attachment C for listing of DBHA's offices and developments).

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5.1.2.5 Reputation/Financial Strength of Institution (Up to 10 Points).

5.1.2.6 Provision for Ancillary Services (Up to 5 Points): DBHA will evaluate proposals to determine what levels of support, if any, that a financial institution will provide with regard to staffing or other means to facilitate changeover to a new financial institution.

### 6.0 CONTRACT AWARD

Contract award(s) will be made on the basis of the most advantageous proposal(s) to DBHA as determined by evaluating proposals in accordance with the Evaluation Process. The determination of the criteria and process whereby submissions are evaluated shall be at the sole and absolute discretion of the Evaluation Committee. The proposal(s) from a responsible Offeror which is the most advantageous to DBHA and which satisfactorily meets the solicitation requirements shall be recommended for award(s). The most advantageous offer(s) will be the proposal(s) with the best combination of technical merit and price. DBHA reserves the right to determine whether a differential between offers represents any actual significant difference in technical merit. If it is determined that there is not a significant difference in technical merit, DBHA reserves the right to make an award solely on price.

The Authority retains the right to reject any and all proposals or to award a contract for performance of the contract service or portion thereof to the Respondent whose proposal or portion thereof is deemed most advantageous to the Authority, taking into consideration the evaluation factors set forth above. DBHA further reserves the right to negotiate with the next-highest-ranked Respondent in the event the agency cannot successfully negotiate an agreement with the highest-ranked Respondent.

The determination as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of the DBHA Board of Commissioners. DBHA reserves the right to make multiple awards based on a regional concept or make no award as a result of this solicitation. If the Authority elects to award a contract, Respondents shall be notified of the Authority's decision and the name of the selected financial institution.

#### 6.0.1 Contract Form and Term:

##### 60.1.1 Term:

This RFP will lead to a relationship between DBHA and the banking institution for a period up to five (5) years. Upon acceptance of a proposal by DBHA and its Board of Commissioners, work under this Agreement is estimated to begin during the month of March 2016.

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### 6.1.1.2 Additional Forms(Attachment D):

The Contract Form (DBHA reserves the right to amend this form as the HA deems necessary) and General Depository Agreement (, form HUD-51999) will be executed by DBHA and the financial institution. Form HUD-5370-C, General Conditions for Non- Construction Contracts, Section I (With or Without Maintenance Work) (HUD-5370-C). These are also a part of the contract along with all other Mandatory Clauses, the complete RFP and addenda, and the Respondent's complete submittal. By submitting a proposal the successful proposer thereby agrees to abide by all terms and conditions listed within the contract form and general conditions. However, DBHA will consider any contract clauses that the proposer wishes to include therein, but the failure of DBHA to include such clauses does not give the successful proposer the right to refuse to execute DBHA's contract form. It is the responsibility of each prospective proposer to notify DBHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. DBHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by DBHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

6.1.1.3 Please note that the HA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

## 7.1 GENERAL TERMS AND CONDITIONS

### 7.1.1 Acceptance:

Respondent's submission in response to this RFP shall constitute acceptance by the Respondent of the terms and conditions of the RFP.

### 7.1.2 No Warranty:

Respondents are required to examine the RFP, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, or instructions.

### 7.1.3 Expenses Incurred:

All expenses incurred in the preparation and submission in response to the RFP shall be borne by the Respondent.

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### 7.1.4 Compliance with Applicable Rules and Regulations:

The Respondent agrees to comply with relevant and applicable Federal, State, and local laws and regulations and that they are not excluded from Federal Procurement programs. Offeror must state his compliance with terms of the RFP.

The Offeror must demonstrate that the proposal meets all applicable rules, regulations, zoning, permitting, registration and licensing requirements, whether Local, State or Federal. It is the responsibility of the potential proposer to determine the applicability of any rule, regulation or other requirement.

The Respondent must be insured by the Federal Deposit Insurance Corporation (FDIC) or equivalent.

The Respondent submitting a proposal assures that it is in compliance with the Community Reinvestment Act.

The Respondent must have access to the Federal Wire System.

### 7.1.5 Rules and Regulations:

DBHA reserves the right to cancel this RFP or to reject, in whole or in part, any and all submissions received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of the agency. DBHA further reserves the right to waive any informality in any submissions received if it will be in its best interest to do so. Each firm, by submitting its proposal, waives any claim for liability against DBHA as to loss and costs or expenses which may be incurred as a consequence of its response to this document.

### 7.1.6 Termination:

DBHA shall have the right to terminate the Agreement at any time. DBHA reserves the right to terminate this Agreement for its convenience or in the event it shall abandon or indefinitely postpone the program. Such termination shall be accomplished by written notice delivered to the financial institution. Payment to the financial institution shall be made for work performed prior to receipt of the termination notice, together with the financial institution's cost for closing down its work, and the financial institution shall have no claim for loss of anticipated profits or any additional compensation.

### 7.1.7 Breach of Agreement:

If the financial institution fails to fulfill its obligations under this Agreement in a timely and proper manner or if it shall violate any of the terms of this Agreement, DBHA shall have the right to immediately terminate such contract and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable Federal, State, or Local laws or regulations. Notwithstanding the above, the financial institution shall not be relieved of liability to DBHA for damages sustained by virtue of any breach by the financial institution.

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7.1.8 Modification of Agreement: Such Agreement may be modified only by written amendment executed by all parties.

7.1.9 Complete and Accurate Submission:

The Respondent's failure to provide accurate information in response to this RFP shall disqualify the Respondent from further participation in the selection process. A submission may be corrected, modified or withdrawn, provided that the correction, modification or request for withdrawal is made by the Respondent in writing and is received by the DBHA's Procurement Officer prior to the date and time designated in the RFP for receipt of submissions. After such date and time the Respondent may not change any provision of its submission in a manner prejudicial to the interests of the DBHA or fair competition.

7.1.10 Partnerships/Joint Ventures:

Such agreement shall not in any way be construed or intended to create a partnership or joint venture between the parties or among any of the parties. None of the parties of such Agreement shall hold itself out in a manner contrary to the terms of this. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this.

7.1.11 Waiver:

No waiver of any provision of such Agreement shall affect the right of DBHA thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

7.1.12 Gratuities and Kickbacks:

7.1.12.1 Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

7.1.12.2 Kickback. It shall be a breach of ethical standards for any payment gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor of higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.



7.0.13 Indemnification:

The financial institution agrees to indemnify, hold harmless, and defend the Daytona Beach Housing Authority, its Commissioners, employees, officers and agents, from and against all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incident thereto (including, but not limited to the cost of defense, settlement, judgment, and reasonable attorney's fees), which Daytona Beach Housing Authority may hereafter incur, become responsible for, or pay out as a result of death or bodily injury or property damage to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of governmental laws, regulations or orders for work done pursuant to the terms of this agreement, except liability for personal injury, property damage and/or loss of life or property caused by the sole negligence of the Daytona Beach Housing Authority. Nothing contained herein shall waive any privileges or immunities set forth under the Florida Governmental Tort Liability Act.

7.1.14 Assignment - Consent Required:

The provisions of such Agreement shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Such Agreement nor any of the rights and obligations of the financial institution hereunder shall not be assigned, subcontracted or transferred in whole or in part without the prior written consent of DBHA. Any such assignment transfer or subcontract shall not release the financial institution from its obligation hereunder. Any approved assignee shall assume each and every obligation of the financial institution hereunder and DBHA may contract with or reimburse any such assignee without waiving any of its rights against the financial institution.

7.1.15 Entire Agreement :

Such Agreement, including the complete RFP and Respondent's complete response to that RFP and all exhibits and attachments thereto, shall set forth the entire Agreement between the parties with respect to the subject matter hereof and shall govern the respective duties and obligations of the parties until and unless a more formal Agreement is entered into between the parties.

7.1.16 Force Majeure:

No party to such Agreement shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by any act of God, force majeure, storm, fire, casualty, civil disturbance, riot, war, national emergency, act of Government, act of public enemy or other cause of similar nature beyond its control.

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**8.1 MISCELLANEOUS PROVISIONS**

The Contractor and DBHA mutually agree as follows :

- 8.1.1 Ownership of Documents. All data prepared or obtained under this Agreement shall be made available, upon request, to DBHA without restriction or limitation on their use.
- 8.1.2 Personnel. The financial institution represents that he/she has or will secure at his/ her own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with DBHA.
- 8.1.3 Interest of Other Local Public Officials. No member of the governing body of the locality in which the area of the Project is situated and no other public official of such locality who exercises any functions or responsibilities in the review or approval of the carrying out of the Project to which this Agreement pertains shall have any personal interest, direct or indirect, in their Agreement.
- 8.1.4 Access to Records. The financial institution shall maintain books, records, documents and other evidence directly pertinent to performance of work under this Agreement in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with GAAS and formally established audit regulations, procedures and guidelines of the reviewing or audit agency .

**9.0 EQUAL EMPLOYMENT OPPORTUNITY**

The Offeror shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age or gender or physical handicap, and that it has not been convicted of violating Metropolitan Code of Laws, Section 2-1-112 through 2-1-114, within the immediate preceding six (6) month period.

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REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES

**PROPOSAL FORM**

Attachment A

(This Form must be fully completed and placed under Tab No. 1 of the "hard copy" proposal submittal.)

Instructions: Respondents to the DBHA Request for Proposals (RFP) for Banking Services, Solicitation No. 2016-3, must complete and submit this Proposal Form. Offerors not using this form to respond will not be considered. An original (so marked) and two (2) copies of this form and all items listed below must be completed and included in the proposal submittal. If more room is needed for a response to any request, please attach a sheet directly behind the pertinent page of the form and identify your response. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the offeror.

The penalty for making false statements in any offer is prescribed in 18 U.S.C. 1001.

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(Three copies of each proposal, including one with original signatures and so marked)</i>
	Tab 1 Proposal Form (Attachment A)
	Tab 2 Fixed Fee Schedule (Attachment B)
	Tab 3 Profile of Firm Form (Attachment C)
	Tab 4 Contract Form
	Tab 5 Required Certifications (See Section 5.0.4.10)
	Tab 6 Other Information the proposer wants to include for Evaluation

\_\_\_\_\_  
(Offeror)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/ State/ Zip)

\_\_\_\_\_  
(Telephone/FAX)

\_\_\_\_\_  
(E-Mail Address)

\_\_\_\_\_  
(State License No.)

\_\_\_\_\_  
(Federal I.D. and/or SSN)

**REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES**

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The above offeror is an: ( ) Individual ( ) Corporation ( ) Partnership ( ) Joint Venture consisting of \_\_\_\_\_, ( ) licensed to do business in the State where project is located.

**ADDENDA** (Offeror acknowledges receipt of the following Addenda):

Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____

An official authorized to sign and negotiate on behalf of the firm submitting this proposal must sign this form below. Proposals must be valid for a period of at least 60 days.

In submitting this proposal, it is understood that the right is reserved by the HA to reject any and all proposals or to waive any informality in the proposals. If written notice of the acceptance of this proposal is delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the required insurance certifications no later than ten (10) days after the "Notice of Award" or "Intent to Award."

DBHA reserves the right to request oral information or additional written documentation to supplement any or all written proposals.

**PROPOSAL FEES**

Enter proposal fees on Fixed Fee Schedule as directed in Section 5.0.2. The HA shall have the right to reject any proposal which indicates an unbalanced proposal or prices or hours not realistic for the work.

**SECTION 3 STATEMENT**

Are you claiming a Section 3 business preference? YES\_ or NO\_\_\_\_. If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submittal under Tab No. 6, which priority are you claiming?

\_\_\_\_\_

**OFFEROR'S STATEMENT/ACCEPTANCE OF DBHA TERMS AND CONDITIONS**

The undersigned offeror hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal, and by entering and submitting the costs where provided, the undersigned offeror is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the noted website, including an agreement to execute the attached Sample Contract form. Pursuant to all RFP

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**REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES**

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Documents, this Proposal Form, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered on the Fixed Fee Schedule.

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PERSON AUTHORIZED TO SIGN OFFER- Name and title (print or type)

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

Date: \_\_\_\_\_

**ATTACHMENT B- FIXED FEE SCHEDULE**

SERVICE	UNIT COST	EXTENDED COST
ACH RETURN ITEM-DEBIT/CREDIT		
ACH ORIGINATED CREDIT		
ACH INPUT AUTO TRANSMISSION		
ACH ACTIV RPT ELECTRONIC RPT		
BRANCH DEPOSITED COIN-CURRENCY		
DEPOSITS		
CHECKS/ITEMS PAID		
DEPOSIT ADJUSTMENT PROCESSING		
LOCAL CLEARINGHOUSE		
ON-US		
LOCAL FED		
OTHER FED		
RETURN ITEM PROCESS-REGULAR		
RETURN ITEM PROCESS-RECLEAR		
OUT FEDWIRE-AUTO-FREEFORM		
OUT FEDWIRE-MAN-FREEFORM		
CHECKS RETURNED WITH STATEMENT		
CHECK IMAGE CAPTURE		
CHECK IMAGE-CD-ROM		
IMAGE REPLACEMENT DOCUMENT		
CHECKS PAID-POSITIVE PAY		
CHECK ISSUED ITEMS		
CHECK RETENTION		
DEMAND DEPOSIT ACCT MAINT		
POS PAY MAINT-MONTHLY		
POS PAY NAME VERFICATION		
POSITIVE PAY NO ISSUES		
BUS BK ONLINE STOP PAY		
ONLINE BANKING		
BUS BANKING ONLINE ACH MAINT		
BUS BANKING ONLINE WIRE MAINT		
ONLINE INTRABANK TRANSFER		
BUS BANKING ONLINE BILLPAY		
CHECKS PRINTED (QTY )		
DEPOSIT SLIPS PRINTED		
SELF-INKING DEPOSIT STAMP		
TOTALS		

**REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES**

**PROFILE OF FIRM**

- (1) Prime      Sub-contractor      (This form must be completed by and for each).
- (2) Name of Firm: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- (3) Permanent Main Office Street Address, City, State, Zip: \_\_\_\_\_  
 \_\_\_\_\_
- (4) Year Firm Established: \_\_\_\_\_
- (5) If a corporation, where incorporated: \_\_\_\_\_
- (6) Former Name and Year Established (if applicable): \_\_\_\_\_
- (7) Name of Parent Company and Date Acquired (if applicable): \_\_\_\_\_  
 \_\_\_\_\_

(8) Identify Principals/ Partners in Firm (submit under Tab No. 5 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(9) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 5 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(10) Bidder Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- Caucasian American (Male) \_\_\_\_\_%     
  Public-Held Corporation \_\_\_\_\_%     
  Government Agency \_\_\_\_\_%     
  Non-Profit Organization \_\_\_\_\_%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- Resident-Owned\* \_\_\_\_\_%     
 African American \_\_\_\_\_%     
 Native American \_\_\_\_\_%     
 Hispanic American \_\_\_\_\_%     
 Asian/ Pacific American \_\_\_\_\_%     
 Hasidic Jew \_\_\_\_\_%     
 Asian/ Indian American \_\_\_\_\_%

- Woman-Owned (MBE) \_\_\_\_\_%     
 Woman-Owned (Caucasian) \_\_\_\_\_%     
 Disabled Veteran \_\_\_\_\_%     
 Other (Specify): \_\_\_\_\_%

WMBE Certification Number: \_\_\_\_\_

Certified by (Agency): \_\_\_\_\_

(NOTE: A Certification Number Not Required To Bid - Enter If Available)

**REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES**

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- (11) Federal Tax ID No.: \_\_\_\_\_
- (12) [APPROPRIATE JURISDICTION] Business License No.: \_\_\_\_\_
- (13) State of \_\_\_\_\_ License Type and No.: \_\_\_\_\_
- (14) Workers Compensation Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (15) General Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (16) Professional Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (17) Credit available: \$ \_\_\_\_\_
- (18) Give bank reference: \_\_\_\_\_
- (19) Provide your Dun & Bradstreet D-U-N-S number if you have one: \_\_\_\_\_
- (20) Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the DAYTONA Housing Authority? \_\_\_\_\_
- (21) Debarred Statement: Has this firm or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of FLORIDA, or any local government agency within or without the State of FLORIDA? Yes No  
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (22) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes No  
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (23) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, to fix overhead, profit or cost element of said bid price, or that of any other bidder or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said bid are true.
- (24) Verification Statement: The undersigned bidder hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.
- (25) The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the DAYTONA BEACH Housing Authority in verification of the recitals comprising this Statement of Bidder's Qualifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company



**DAYTONA BEACH HOUSING AUTHORITY**

**INSTRUCTIONS TO OFFEROR FOR SERVICE CONTRACTS**

**I. PROPOSAL FORMS**

- A. All proposals must be submitted on forms furnished by the DAYTONA BEACH Housing Authority (DBHA). The original proposal must be signed.
- B. Proposal forms shall be sealed in an envelope which shall be clearly labeled with the words "Proposal Documents," and shows the solicitation number, name of offeror, and date and time proposals are due.

**II. INTERPRETATIONS**

No oral interpretation will be made to any offeror. Every request for interpretation shall be made in writing and any inquiry received seven (7) or more days prior to the date fixed for receiving proposals will be given consideration. Interpretations will be in the form of addenda, which will be on file in the office of DBHA at least seven (7) days prior to the submission date. In addition, addenda will be mailed to each offeror of record, but it shall be the offeror's responsibility to make inquiry as to addenda issued. All such addenda shall become a part of the contract and all offers shall be bound by such addenda, whether or not received by the offerors.

**III. NONCOLLUSION AFFIDAVIT**

Each proposer submitting an offer for any portion of the work contemplated by the proposal documents shall execute an affidavit, in the form provided by DBHA to the effect that it has not colluded with any other person, firm or corporation in regard to any offer submitted. Such affidavit shall be attached to the proposal.

**IV. OFFEROR'S EXPERIENCE**

Before an offer is considered for award, the offeror may be requested by DBHA to submit a statement regarding any previous experience in performing comparable work, its business and technical organization, and financial resources.

**V. TIME FOR RECEIVING OFFERS**

- A. All offers received prior to the submission deadline date and time will be securely kept and unopened until such time as is determined for opening of proposals. They will not be opened publicly. No proposal received thereafter will be considered except when a proposal arrives by mail after the time fixed for submission, prior to award, and is shown to the satisfaction of the officer authorized to make the award that the tardiness was due solely to delay in the mail for which the offeror was not responsible. No responsibility will attach to DBHA or its employees for the premature opening of a proposal not properly

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**REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES**

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addressed and identified. Unless specifically authorized, telegraphic offers will not be considered, but modification by telegraph of proposals already submitted will be considered if received prior to the date and time for submission and written confirmation of such modification over the signature of the offeror is placed in the mail and postmarked prior to the proposal opening.

- B. Offerors are cautioned that, while telegraphic modifications of offerors may be received as provided above, such modifications, if not explicit and if in any way subject to misinterpretation, shall make the offer so modified or amended subject to rejection.

**VI. OPENING OF OFFERS**

There will be no public opening of proposals. The HA will open and review all bids in detail after the submission deadline for correctness, completeness, responsiveness, and responsibility. Offers will be available for public inspection only after the award has been completed.

**VII. WITHDRAWAL OF OFFERS**

Offers may be withdrawn on written or telegraphic request dispatched by the offeror in time for delivery during the normal course of business prior to the submission date, provided written confirmation of any telegraphic withdrawal over the signature of the offeror is placed in the mail and postmarked prior to the time set for proposal submission.

**VIII. AWARD OF CONTRACT/REJECTION OF OFFERS**

- A. The contract will be awarded to the responsible offeror submitting a proposal complying with the conditions of the Request for Proposals and whose proposal is reasonable and considered to be in the best interest of DBHA. The offeror to whom the award is made will be notified at the earliest practical date. DBHA, however, reserves the right to reject any and all proposals whenever such rejection or waiver is in the best interest of DBHA.
- B. DBHA is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms which are on a list of contractors ineligible to receive awards from the United States, as furnished from time to time by the U.S. Department of Housing and Urban Development.
- C. DBHA also reserves the right to reject a proposal of any offeror who has previously failed to perform properly or to complete on time contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills and otherwise disregarded its obligations to subcontractors, material man, employees, and creditors.

**REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES**

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CONTRACT AGREEMENT #2018-12  
between  
DAYTONA BEACH HOUSING AUTHORITY  
and

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(Federal ID ) # \_\_\_\_\_

BANKING SERVICES  
(TREASURY MANAGEMENT SERVICES  
AND PORTFOLIO INVESTMENT SERVICES)

TERM: (Five Years)

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THIS AGREEMENT, made this the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Daytona Beach Housing Authority, hereinafter called "OWNER" and \_\_\_\_\_ a corporation doing business as \_\_\_\_\_, Daytona Beach, FL \_\_\_\_\_, hereinafter called "CONTRACTOR,"

Witnesseth : That for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and in consideration of the payments and agreements hereinafter to be made and performed by the OWNER, the CONTRACTOR hereby agrees with the OWNER to commence and perform the services described as follows:

Treasury management services, including portfolio investment services, and financial services.

CONTRACTOR agrees to furnish all services in accordance with the conditions and fees stated in the Request for Proposals (RFP), Fixed Fee Schedule, and entire Proposal Response.

Services pursuant to this Contract shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, and shall end on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, unless otherwise extended, modified, terminated, or renewed by the parties hereto.

All notices, reports, and/or invoices submitted to the OWNER by the CONTRACTOR pursuant to this Contract shall be in writing and delivered to the attention of the following person representing the OWNER:

Gregory Heard  
Daytona Beach Housing Authority  
211 N Ridgewood Ave  
Suite 300  
Daytona Beach, FL 32114  
Phone (386) 253-5653  
FAX # (386)-523-2621

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All notices submitted to the CONTRACTOR pursuant to this Contract shall be in writing and mailed to the attention of:

[PERSON, TITLE]  
[FIRM NAME]  
[STREET ADDRESS]  
[CITY], STATE] [ZIP CODE]  
[TELEPHONE]  
[FAX NUMBER]

The mention herein of any statute or Executive Order is not intended as an indication that such statute or Executive Order is necessarily applicable nor is the failure to mention any statute or Executive Order intended as an indication that such statute or Executive Order is not applicable. In this connection, therefore, each provision of law and each clause which is required by law to be inserted into this agreement shall be deemed to have been inserted herein, and this agreement shall be read and enforced as though such provision or clause had been physically inserted herein.

If any provision of this agreement or any portion or provision hereof applicable to any particular situation or circumstance is held to be invalid, the remainder of this agreement or the remainder of such provision (as the case may be) and the application thereof to other situations or circumstances shall not be affected thereby.

A waiver of either party of any term or condition of this agreement in any instance shall not be deemed or construed as a waiver of such term or condition for the future or of any subsequent breach thereof. All remedies, rights, undertakings, obligations, and agreements contained within this agreement shall be cumulative and none of them shall be in limitation of any other remedy, right, obligation, or agreement of either party.

It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of the OWNER in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation, or warranty made herein or in any connection with this assignment. In no event shall OWNER be liable to the CONTRACTOR for any indirect, incidental, consequential, or exemplary damages.

CONTRACTOR agrees to indemnify, hold harmless, and defend the Daytona Beach Housing Authority, its Commissioners, employees, officers and agents, from and against all liabilities, claims, penalties, forfeitures, suits and the cost and expenses incident thereto (including but not limited to the cost of defense, settlement, judgment, and reasonable attorney's fees), which Daytona Beach Housing Authority may hereafter incur, become responsible for, or pay out as a result of death or bodily injury or property damage to any person, destruction or damage to any property, contamination of or adverse effects on the environment, or any violation of governmental laws, regulations or orders for work done pursuant to the terms of this agreement, except liability for personal injury, property damage and/or loss of life or property caused by the sole negligence of the Daytona Beach Housing Authority. Nothing contained herein shall waive any privileges or immunities set forth under the Florida Governmental Tort Liability Act.

The following noted documents are attached hereto and are a part of this Contract:

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**REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES**

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1. Form HUD-5370-C (10/2017), General Conditions for Non-Construction Contracts, Section I, Attachment H-1 of the RFP document.
2. Scope of Services as outlined in RFP document and/or as agreed upon by negotiation between the OWNER and CONTRACTOR.
3. Fixed Fee Schedule submitted by CONTRACTOR in response to the RFP or any negotiated fees that resulted thereto, which fees shall apply to each procurement action that ensues from this Contract.
4. Included by reference is any document or clause issued as part of RFP No. 2018-11 that the OWNER may choose to include at any time during the performance of this Contract or any options exercised thereto by the OWNER. Further, any document that may be referenced herein that has not been listed above is hereby incorporated herein by reference and a copy of each such document is available from the OWNER upon written request for such from the CONTRACTOR.

IN Witness WHEREOF, the parties to these presents have executed 4 copies of this Contract, counterparts, each of which shall be deemed an original, effective in the year and day first above mentioned.

DAYTONA BEACH HOUSING AUTHORITY  
Owner

Witness:

\_\_\_\_\_

BY: \_\_\_\_\_  
Terril Bates  
Contracting Officer

\_\_\_\_\_  
Contractor

Witness:

\_\_\_\_\_

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

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## REQUEST FOR PROPOSALS (RFP) NO. 2018-12, BANKING SERVICES

### MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN CONSTRUCTION

The following contract clauses are required in contracts pursuant to 24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor are also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

**Examination and Retention of Contractor's Records.** The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

**Right in Data and Patent Rights (Ownership and Proprietary Interest).** The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

**Energy Efficiency.** The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163) for the State in which the work under this contract is performed.

#### Procurement of Recovered Materials

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

#### Termination for Cause and for Convenience (contracts of \$10,000 or more).

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination.

(d) Any dispute shall be decided by the Contracting Officer.

**CORPORATE CERTIFICATE**

I, \_\_\_\_\_ Certify that I am the  
\_\_\_\_\_ of the corporation named as Contractor in the foregoing  
proposal; that \_\_\_\_\_ who signed this proposal on behalf of the Contractor was then  
\_\_\_\_\_ of said corporation; that said proposal was duly  
signed for and on behalf of said corporation by authority of its Board of Directors; and is  
within the scope of its corporate powers; And that said corporation is organized under the  
laws of the State of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature

**PARTNERSHIP CERTIFICATE**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_ day of \_\_\_\_\_ before me personally  
appeared \_\_\_\_\_ known to me to be the person who executed the  
above instrument, and who, being duly sworn, did depose and say that  
\_\_\_\_\_ is a \_\_\_\_\_ in the firm of

\_\_\_\_\_ and that said firm consists of Affiant and \_\_\_\_\_

\_\_\_\_\_ and that Affiant  
executed the foregoing instrument on behalf of said firm for the uses and purposes stated  
therein, and that no one except the above-named members of the firm have any financial  
interest whatsoever in said proposed contract.

\_\_\_\_\_  
(Affiant)

Sworn and subscribed to before me, this \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_