

Request For Proposal For Banking/Investment Services

Section 1: Purpose

1. The Capitalize Albany Corporation (CAC) is requesting proposals from qualified financial institutions to provide banking/investment services for a portion of its current unrestrictive fund balance. The objective is to identify the financial institution that can offer their services at the most competitive rates net of fees.

Section 2: Receipt of Proposals

1. One (1) copy of the proposal must be received no later than **5:00 PM on Wednesday November 14, 2018** at the following address:

Mark Opalka
Controller
Capitalize Albany Corporation
21 Lodge Street
Albany, New York 12207

The copy of the proposal must be submitted in a sealed envelope, the outside of which must be marked as follows:

“Proposal Enclosed – Banking/Investment Services”

2. The proposal submitted is the document upon which the CAC will make its initial judgment regarding each provider’s qualifications and means to complete the required services.
3. Those submitting proposals do so entirely at their own expense. There is no expressed or implied obligation by the CAC to reimburse any firm or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested by the CAC, or participating in selection interviews, if any.
4. Submission of any proposal indicates bidder’s acceptance of all terms and conditions contained in the Request for Proposal.
5. The CAC reserves the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.
6. Minority Business Enterprises and Women’s Business Enterprises are encouraged to submit proposals.

Section 3: Eligible Financial Institutions

1. A proposed banking institution must meet the following minimum qualifications in order to be considered responsive:
 - Located and authorized to do business in New York State
 - Must be insured by the Federal Deposit Insurance Corporation (FDIC), National Credit Union Administration (NCUA) or Securities Investor Protection Corporation (SIPC)
 - A financial institution in good standing including credit rating
 - Have established offices located in the City of Albany

Section 4: Scope of Services

1. The selected financial institution would be able to achieve the Corporation's stated purpose in section 1 providing one or more of the following investment vehicles:
 - Interest Bearing Accounts, including checking, savings, money market, etc
 - Certificate of Deposits
 - Fixed Income Investments

In achieving the stated purpose in section 1 the Corporation is looking for investment products that have highly liquidity.

Section 5: Specifics of Proposal

Banking Institutions shall submit one (1) copy of the proposal and should include the following:

1. Financial Strength

- Safe and Soundness – Identify key measures of the financial institution's strength
- Credit Rating – Provide ratings for the financial institution.

A link to your institution's website where this information is contained is also acceptable.

2. Account Servicing

- Contacts – List names and contact information for key contact personnel.
- Implementation – What is the average lead-time required for account opening

3. Provide a description of accounts and any other services offered by your financial institution and provide the costs and fees for each account or service as well as interest rate earned, if applicable.



Section 6: Questions

1. Should there be any questions with respect to this Request for Proposal all inquires should be directed to the following individual: Mark Opalka, Capitalize Albany Corporation, 21 Lodge Street, Albany, NY 12207, (518) 434-2532, mopalka@capitalizealbany.com.

Section 7: Selection Criterion

1. The Capitalize Albany Corporation reserves the right to select the financial institution it feels will best support the Corporation's stated purpose in section 1.
2. The selection criteria will include but are not limited to:
 1. Service Fees
 2. Current Net Yield earned
 3. Financial Strengths
3. Final decision will be acted upon by the Corporation's Board of Directors.

Section 8: Modification and Withdrawal of Proposals

1. Proposals may be modified or withdrawn by an appropriate document duly executed (in writing to Mark Opalka) and delivered to the place where proposals are to be submitted at any time prior to the opening of proposals.
2. If within twenty-four (24) hours after the proposals are opened, any proposer files a written notice that there was a material and substantial mistake in the preparation of its proposal, that proposer may withdraw its proposal. Thereafter, that proposer will be disqualified from further proposal on the work.

Section 9: Non-Collusive Proposal Certificate and Acknowledgement

1. Each Provider shall complete and submit with his or her proposal the "Non-Collusive Proposal Certificate" and the "Acknowledgment" found on the two (2) pages, which follow this page.



NON-COLLUSIVE BIDDING CERTIFICATION
(Reference: Public Authorities Law Section 2878)

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signature: _____

Date: _____

Printed Name: _____

Title: _____



CAPITALIZE ALBANY
CORPORATION

ACKNOWLEDGMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20 ____, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she/they severally acknowledged to me that he/she/they severally executed the same.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Corporation:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20 ____, before me personally appeared _____ to me known, who, being by me sworn, did say that he/she resides at (give address) _____; that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he signed his name thereto by like order.

Notary Public, State of _____
Qualified in _____
Commission Expires _____

If Partnership:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 20 ____, before me personally came _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.

Notary Public, State of _____
Qualified in _____
Commission Expires _____



Schedule A: Account Balances

Please contact Capitalize Albany Corporation to obtain details contained in this schedule. The contact information is listed below.

Capitalize Albany Corporation
Attn: Mark J. Opalka, Controller
21 Lodge Street
Albany, NY 12207
T: (518)434-2532
Email: mopalka@capitalizealbany.com