



REQUEST FOR PROPOSALS
Port of The Dalles Banking Services

Attention: Andrea Klaas, Executive Director
Port of The Dalles
3636 Klindt Drive
The Dalles, OR 97058
541-298-4148

Proposals may be submitted electronically to admin@portofthedalles.com, or as a hard copy to Port of The Dalles, 3636 Klindt Drive, The Dalles, OR 97058
On or before 4:00pm March 15, 2023

CONDITIONS OF CONTRACT

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Section 1.0 Solicitation Information and Requirements

1.1 Summary Overview

The Port of The Dalles (“Port”) announces a Request for Proposals (RFP) for banking services to be provided for the Port of The Dalles. The Port is requesting RFP responses to determine the institution most likely to perform the most effective banking services.

All entities or individuals who may submit, or who do submit, a response to the RFP are referred to as “Respondents”; after evaluation of all submissions from Respondents and negotiations have been completed, the Respondent entering into contract with the Port shall be designated as “Contractor” in the applicable Contract.

1.2 Questions and Clarifications

1.2.1 Respondent questions

All inquiries, whether relating to the RFP process, administration, deadline, awarding, or to the intent or technical aspects of the services may be submitted in writing or via email to:

Contact Information

Andrea Klaas, Executive Director
Port of The Dalles
3636 Klindt Drive
The Dalles, OR 97058
e: andrea@portofthedalles.com

1.2.2 Addenda

In the event the Port determines to send out an addendum to the RFP, the addendum will be posted on the Port’s website. Prospective respondents are encouraged to check the Port’s website regularly for any changes to the RFP.

1.2.3 Port Questions

The Port may require additional clarification to understand the Respondent’s Proposal. Any necessary clarifications or modifications which are in the best interest of the Port may be made before the Port determines which Respondent has submitted the most responsive and responsible proposal, and some or all of the clarification or modifications may become part of the final contract.

1.3 Public Records

This RFP, and one copy of every Proposal received in response to it, together with copies of all documents pertaining to the award of the Contract(s), shall be kept by the Port and made a part of Port's records. Proposals shall be open to public inspection in accordance with ORS 279C.410. If a Proposal contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.311 through 192.478, the Respondent must clearly designate the portions of its Proposal Respondent claims are exempt from disclosure, along with a justification and citation to the authority relied upon for the claimed exemption. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. **Identifying the Proposal in whole as exempt from disclosure is not acceptable.** If Respondent fails to identify the portions of the Proposal the Respondent claims are exempt from disclosure and the authority used to substantiate that claim, Respondent is deemed to waive any future claim for disclosure of that information.

1.4 Proposal Submission Requirements

Each Proposal must comply with the following requirements. The Port will reject Proposals that do not meet **ALL** requirements of Section 1.5.

1.4.1 Proposal Submission Deadline

The Port will not accept Proposals submitted after the Proposal submission deadline indicated in this RFP. Please limit your Proposal to 10 pages. The Port is not responsible for, and will not accept, mis-delivered Proposals.

Proposals must be received on or before March 15, 2023 by 4:00 PM Pacific Time.

1.4.2 Quantity of Proposals

Respondent must submit one original and two (2) copies of the Proposal to the Port at the address below.

1.4.3 Proposals will be Received at:

Port of The Dalles
Attn: Banking Services Review
3636 Klindt Drive
The Dalles, OR 97058

1.4.4 Format for Proposal Submissions:

All proposals must be in MLA format on 8.5 by 11-inch paper; this limitation does not apply to graphic design materials. Proposals must be signed and dated by the President or Executive Director if submitted by a corporation; the managing partner if submitted by a partnership; or the proprietor if submitted by a sole proprietorship. Proposals will be reviewed based upon the evaluation criteria set forth below, with a recommendation for award of banking services to be made by the Port Executive Director to the Port of The Dalles Commission.

The Port will not be liable for any costs incurred by the applicant associated with the preparation of a proposal submitted in response to this RFP.

1.4.5 Terms and Conditions:

Unless an official addendum has modified or reserved the right to negotiate any contract terms and conditions, the Port will not negotiate any term or condition after the solicitation deadline. Any Proposal that is received conditioned on acceptance by the Port of any other terms and conditions or rights to negotiate will be rejected.

1.5 General Conditions:

- The Port reserves the right in its sole discretion to accept or reject all responses to this RFP without cause.
- The Port reserves the right in its sole discretion to modify the selection process or other aspects of this RFP, including extending the deadline or canceling the RFP without selecting a Respondent.
- The Port reserves the right to request additional information following its review of the initial submissions.
- All submissions shall become the sole and exclusive property of the Port. Respondents shall not copyright, or cause to be copyrighted, any portion of their submission. Within the bounds of the Oregon public records law, the Port will maintain the confidentiality of submissions at least until the

preliminary selection of a Respondent. Any proprietary financial information or other information which Respondents submit will be maintained as confidential as allowed by Oregon public records law. Submissions or information that any Respondent would like to remain confidential must be marked confidential.

- The Port reserves the right to verify and investigate the qualifications and experience of any and all members of any Respondent.
- The Port does not accept responsibility or obligation to pay any costs incurred by any party in the preparation of submission of a proposal or in complying with any subsequent request by the Port for information or for participation throughout the evaluation process.

PASS/FAIL - RESPONDENT SUBMISSION CHECKLIST FOR USE BY RESPONDERS

- Submission deadline date and time met
- Correct number of Proposals included (original and two (2) copies)
- Proposal format met
- Proposal does not include conditional language about terms and conditions
- Respondent is an Oregon Qualified Depository

Section 2.0 Scope of Work

2 Requirements and Expectations & Scope of Work

Where a public contract is awarded to a foreign contractor, and the contract price exceeds \$10,000, the Contractor shall comply with the Department of Revenue report requirements in order that the final payment may be issued. A foreign contractor is one who is not domiciled in or registered to do business in the State of Oregon.

The services required to accommodate the Port's current and anticipated banking needs are varied, a description of current and potential needs are outlined below:

2.1 Account Services. The Port currently utilizes one checking account for all Port activities. On average the Port issues 60 checks per month with total payments ranging from \$20,000 to \$140,000. Additional accounts may be added if needed.



2.2 Electronic Reporting/File Transmission. The Bank must have an online system to allow the Port to receive balance and transaction information. The Port will use a personal computer to obtain balance reports.

2.3 Electronic Payment/Deposit Services. The Bank must have the capability to accommodate electronic payment and deposit service. The Port utilizes direct deposit/payment services for payment of federal and state taxes, retirement benefits, and several vendors.

2.4 Money Transfer Services. The Bank must have the capability to accommodate incoming and outgoing electronic money transfers, primarily, but not exclusively, from the State of Oregon Local Government Investment Pool.

2.5 Reporting Services. The Bank must provide monthly bank statements, and other reports as requested by the Port.

2.6 Overdraft Protection. The Port requires overdraft protection be provided in the event that its checking account becomes overdrawn. Because the Port is a tax-exempt entity, it is presumed that the rate charged will be on a tax-exempt basis. If charged, the Port requires a maximum daily limit be established for checks presented against its account in the event it becomes overdrawn.

2.7 Custody & Investment Services. Custody and investment services for the Port's investment portfolio may be a part of this banking services request for proposal. Proposers are encouraged to describe their services and programs. Investment assistance may be included as a part of the considerations for award of this contract.

2.8 Purchasing Card or Credit Card. The Port currently has a business credit card in place to expedite purchasing and for use during travel, both in-state and out-of-state. Please provide information on what could be offered by Bank to Port to meet this need. Minimum credit limit will need to be \$20,000.

2.9 Other Services. There are many other services too numerous to mention that are customarily provided to corporations and governmental entities. These services will also be generally assessed by the Port in reviewing the information provided in the proposal. The Port reserves the right to add other services, at a reasonable cost, during the term of the contract.

If the Port develops a need for additional accounts or services during the life of the banking agreement, they shall be provided under the same terms and conditions as applied to the existing accounts.

If the Federal Reserve, FDIC, or other regulatory bodies provide for the establishment of new accounts, or other regulations that are favorable to the Port, the Bank shall make those new services available.

Section 3.0 Respondent Evaluation and Selection

3.1 Evaluation Process

The Port will evaluate all Respondents in accordance with the evaluation procedures set forth below. Proposals received on time will be reviewed against the pass/fail Proposal Submission Requirements identified in Section 1.5. Proposals meeting those criteria will then be reviewed, scored, and ranked according to the Scoring Criteria set forth in Section 3.2. A recommendation for award will be made by the Port Executive Director to the Port of The Dalles Commission for ratification.

The outcome of the evaluation process may, at the discretion of the Port, result in:

- (a) Notice to Respondent(s) of selection of possible award;
- (b) Further steps to gather additional information for evaluation, (e.g. checking references, notice of placement on an interview list, requesting clarification of a proposal); or
- (c) Cancellation of the RFP and either re-issuance of the RFP in the same or a revised form, or no further action by the Port with respect to the RFP.

The Port reserves the right to reject any or all Proposals and reserves the right to cancel this RFP at any time if such a determination would be in the public interest as determined by the Port. The Port is not liable for any costs a Respondent incurs while preparing or presenting the Response or during further evaluation stages. All Proposals will become part of the public file without obligation to the Port.

REFERENCES

The Port may use references to obtain additional information, break tie scores, verify information, or take other action deemed necessary as part of the evaluation process. Respondents should provide a minimum of three references.

After the Port has completed the evaluation process and ranked the proposals, the Port

will announce the selection of the best proposal.

3.2 Scoring Criteria

Scoring will be based on the categories described below. The Respondent must describe how Respondent meets the requirements that are specified in this RFP as related to the subsections below. Be clear and concise.

3.2.1 Experience and Knowledge

Evidence of Respondent's experience in providing banking services for local governments or other public agencies, including any previous experience providing banking services for the Port of The Dalles.

3.2.2 Staffing.

Information concerning the number of employees anticipated to be available to provide the required banking services, and normal business hours during which such services would be provided.

3.2.3 Proposed Rate of Compensation

The proposed rate of compensation for the services to be provided, or fees to be charged for providing the services.

Each of the criteria listed in Sections 3.2.1, 3.2.2, and 3.2.3 will be given equal weight during the evaluation process.

Section 4.0 Award Requirements

4.1 Award of Banking Services

The award will be made by the Port to the Respondent submitting the acceptable proposal which is in the best interests of the Port. In determining the acceptable response, the Port will take into account those factors indicated in Sections 1.5 and 3.2. The Port reserves the right to waive informalities or irregularities in the proposals. Determination of the acceptable response and award may be subject to review and determination by the Port as to the legal sufficiency of any response submitted. The Port will reach a decision within thirty (30) days of the RFP closing date.

4.2 Term of Services; Renewal

The Port anticipates awarding banking services for an initial term of three (3) years. An additional three years may be awarded, at the option of the Port.