



Request for Proposal for Banking Services

Purpose of Request

The Port of Port Angeles is soliciting proposals for a primary banking relationship; the bank must be able to provide the full range of banking services required by this Request for Proposal (RFP).

The Port of Port Angeles reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Port of Port Angeles to award a Banking Services Agreement or pay the expenses of proposing banks in connection with the preparation or submission of a proposal. The decision to award a particular financial institution to provide banking services to the Port of Port Angeles will be based on many factors, including but not limited to: branch location, services available, service levels, overall cost, quality of references, financial strength, etc. No single factor will determine the final award decision.

Banks interested in participating in the Port's Banking Services RFP should review this document in its entirety and determine if the Bank can adhere to the RFP sections as follows; Proposal Requirements, Calendar, Minimum Qualifications of Financial Institution and Banking Services Requested. If a Bank determines that they will be submitting an RFP, they must first submit a Letter of Interest to Port.

The response to the RFP will be completed in the following two phases:

Phase 1: Letter of Interest

1. Based on the Letter of Interest, three to five financial institutions will be interviewed and several will be invited to submit a proposal.
 - a. The interview will be 45 minutes and will start with a 15 minute presentation by the bank followed by an interactive question and answer session.
2. Provide a general response to the section on Specifications and Requirements. A detailed response will be required in the Proposal phase. (A detailed response can also be submitted at this time.)
3. The Letter of Interest must address the following:
 - a. Describe your bank's strengths.

- b. Describe your bank's presence and activities within Clallam County.
- c. Describe your bank's participation in the community reinvestment program, including your current Community Reinvestment Act (CRA) rating.
- d. Describe how you see your Bank's role in economic development and explain how the Bank can partner with the Port in fulfilling its mission of fostering economic development within Clallam County.
- e. Explain how the Bank can assist the Port in adopting technological and security improvements in order to gain efficiencies and further secure the public assets of the Port.

Phase 2: Proposal

1. Invitation to Submit a Proposal will be extended to several financial institutions based on the "short list" of banks from the Letter of Interest phase.
2. Provide a detailed response to the section on Specifications and Requirements.
3. Complete the Pricing Proposal section.

All Letters of Interest and Proposals should be delivered to:

Finance Department
Port of Port Angeles
338 W First Street
Port Angeles, WA 98362

All Letters of Interest and Proposals must be in a sealed envelope and clearly marked "**RFP Banking Services.**" No faxed, emailed or telephone documents will be accepted. Letters of Interest must be received by May 5, 2014 at 4:00 pm and all Proposals must be received by July 1, 2014 at 4:00 pm.

Proposals should be prepared in a simple straightforward manner with concise description of capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

INTRODUCTION

The Port of Port Angeles ("Port") requires banking services from a qualified financial institution (the "Bank"). The specific needs are outlined in the following Request for Proposal ("RFP").

The Port of Port Angeles was established in 1923. It is located on the northern coast of the Olympic Peninsula with geographic borders coincident with those of Clallam County. The Port's mission is to provide facilities and services required to support commerce and transportation; develop and expand economic opportunities associated with the Port's properties; and to promote and encourage industrial, commercial, and recreational development in a manner which will enhance the quality of life within the Port District.

In addition to operating several marine terminals, the Port also operates two airports – one international and the other a general aviation facility. The Port manages a public log handling facility, two marinas and multiple industrial property sites.

Information Related to Banking:

The Port uses Microsoft Dynamics SL Version 7 as its current financial software. The Port processes weekly check runs and does daily deposits of cash and checks. The Port is considering implementing positive pay verification (check number and amount) and the use of zero balance accounts for accounts payable and payroll. The Port is in the process of selecting a third party processor to accept debit/credit cards and e-checks for customers.

The Port has an active account with the State Local Government Investment Pool. The balance in 2013 fluctuated between \$2.7 to \$3.7 million.

LETTER OF INTEREST & PROPOSAL REQUIREMENTS

NUMBER OF COPIES: All proposals must be submitted with 1 original and 3 copies of the proposal set. The proposal sets should be marked “original” or “copy”. The original set must contain original signatures. A “proposal set” consists of the COMPLETED AND SIGNED Proposal Worksheet and any other required documentation.

SEALED: All proposals must be returned in a sealed envelope with the proposal name, delivery date and time clearly marked on the outside.

REFERENCES: The Port of Port Angeles requires proposer to supply with this proposal, a list of at least three (3) references where like services have been provided by their bank. Include name of the client, address, telephone number and name of representative.

LEGIBILITY: Proposals must be legible and of a quality that can be easily reproduced.

FORMS: All proposals must be submitted on the forms provided in this proposal document, additional forms may also be submitted. Changes to proposal forms made by proposers shall disqualify the proposal. Proposals cannot be altered or amended after submission deadline.

LATE PROPOSAL: Proposals received after submission deadline will not be acknowledged and will be considered void and unacceptable. The Port of Port Angeles is not responsible for lateness of mail, courier service, etc.; unmarked or improperly marked proposals; or proposals delivered to the wrong location.

RESPONSIBILITY: A prospective proposer must affirmatively demonstrate proposer’s responsibility. A prospective proposer must meet the following requirements:

- a) have adequate financial resources, or the ability to obtain such resources as required;
- b) be able to comply with the required or proposed delivery schedule;
- c) have a satisfactory record of performance;
- d) be otherwise qualified and eligible to receive an award;
- e) have a branch located in Clallam County, Washington;
- f) be approved by the Washington Public Deposit Protection Commission as a qualified public depository.

The Port of Port Angeles may request representation and other information sufficient to determine the Bank’s ability to meet these minimum standards listed above.

REJECTION OR ACCEPTANCE: It is understood that The Port of Port Angeles reserves the right to accept or reject any and/or all proposals for any or all materials and/or services covered in this proposal request, and to waive informalities or defects in the proposal or to accept such proposal it shall deem to be in the best interest of the Port of Port Angeles for the handling of Port funds.

CONTRACT PERIOD: The period of performance of the approved and awarded contract shall be for an initial five (5) year period with two (2) three (3) year renewal options. The Port reserves the right to extend the contract past the initial and renewal option periods in the event the Port determines an extension is in the best interest of the Port. The Port may cancel the contract for any reason upon one hundred and eighty (180) days written notice to the Bank.

NOTICE OF ASSIGNMENT: The Port of Port Angeles will not recognize any assignment or transfer of any interest in the contract without written notice to and written acceptance by the Executive Director of the Port of Port Angeles.

PROPOSAL CONTACTS

RFP Coordinator and Technical Contact:

Alwynn Lewis, CPA
Match Consulting, LLC
870 Spyglass LN
Sequim, WA 98382
(360) 461-6888
alwynn@live.com

CALENDAR

- A. April 8, 2014 --- the Port of Port Angeles shall distribute the Request for Proposals to financial institutions with branch(s) in Clallam County, WA designated as authorized by the Washington Public Deposit Protection Commission listing as of April 4, 2014, and will provide legal notification in the County's legal newspaper and on the Port website.

Phase 1: Letter of Interest

April 21, 2014 --- Deadline to submit questions in writing via email. Depending on questions, a question and answer session may be scheduled.

April 28, 2014 -- Optional question and answers session.

May 5, 2014 4:00 pm --- Letters of Interest, indicating Bank's intent to submit proposal, due to Port of Port Angeles.

May 20, 2014 --- Selection of banks to present to Port of Port Angeles to discuss their Letter of Interest.

June 3-4, 2014 --- Hold presentations based on Letters of Interest.

June 11, 2014 --- Invitation to selected banks to submit a proposal.

Phase 2: Proposal

June 23, 2014 --- Deadline to submit questions in writing via email.

June 26, 2014 --- Questions answered in writing via email to all potential proposers.

July 1, 2014 4:00 pm -- Deadline to submit proposal.

July 15, 2014 --- Selection of Finalists to take place. Any additional information needed for consideration to be requested of finalists including scheduling and necessary interviews and/or demonstration of banking service products/systems.

July 23-25, 2014 --- Hold Presentations with Finalists.

July 28-31, 2014---Follow up questions for Finalists.

August 1, 2014 --- Recommendation of Apparent Successful Proposer.

August 12, 2014 --- Presentation of Apparent Successful Proposer to Port Commission.

August 13-22 ---Contract negotiations if not already completed.

August 26, 2014 --- Presentation to Port Commission for final approval (if necessary).

August 27, 2014 -- Implementation planning and testing of all automated systems, including establishment of internal controls, will begin for conversion.

LETTER OF INTEREST & PROPOSAL SPECIFICATIONS AND REQUIREMENTS

SECTION 1: MINIMUM QUALIFICATIONS OF FINANCIAL INSTITUTION

- 2.1 The financial institution must be a Federal chartered or State of Washington chartered banking institution. If the headquarters of the responding firm is not located within Clallam County limits, a branch office of the responding firm must be located within Clallam County and must be able to offer the full range of banking services required by this Request for Proposal.
- 2.2 The financial institution must be approved by the Washington Public Deposit Protection Commission as a qualified public depository. The qualified designation shall remain in effect for the duration of the contract period.
- 2.3 The financial institution shall be insured by the Federal Deposit Insurance Corporation (FDIC).
- 2.4 The following specifications provide for the type of banking relationship: the Bank will handle daily banking services including, but not limited to, checking accounts, controlled disbursement accounts, clearing accounts, other types of interest-bearing accounts, non-interest bearing accounts and time deposits not to exceed the Federal Deposit Insurance Corporation's limit per account.
- 2.5 By returning the Proposal Worksheet the Bank acknowledges that it understands all applicable Federal and State laws considering services and safekeeping of Port funds, including but not limited to those specified, and will comply with those statutes.
- 2.6 **INVESTMENTS MADE OUTSIDE BANK** – The Port of Port Angeles reserves the right to make investments outside the Bank in accordance with the Laws of the State of Washington, and the Port of Port Angeles Investment Policy.
- 2.7 **SUBMITTING FINANCIAL STATEMENTS** – The Bank must include as part of the proposal the Bank's Annual Financial Reports for the past two-(2) years.

The successful applicant shall continue, during the term of the depository Agreement, to furnish the Port updated annual financial reports.
- 2.8 **COLLATERAL MANAGEMENT** - The Bank must include, as part of the proposal, a statement as to how the Bank intends to ensure, on a daily basis, that sufficient collateral is pledged to protect covered accounts. Also, a detailed monthly collateral report is required. The report shall contain security descriptions, par value, current face values, and current market value.
- 2.9 **VALUE OF COLLATERAL** - The Bank must propose how it will value pledged securities. The Port at any time may investigate the value of any of the securities that may be pledged by the Bank. The full cooperation of the Bank will be required in such instance.

SECTION 2: SCOPE OF WORK – REQUIRED BANKING SERVICES

ACCOUNT MAINTENANCE

3.1 THE PORT UTILIZES THE FOLLOWING ACCOUNTS-

1. General account. This account is used to conduct the Port's major treasury operations including deposit and check activity, ACH and wire activity and anticipated direct deposit payroll.
2. Holding (Savings) account. This account is used to conduct the Port's investment portfolio transactions, receipt of property taxes, ACH and wire activity to clear debt service obligations. The current Market Rate Savings Account pays interest at a minimal level.
3. Advance travel account in the amount of \$10,000.
4. Harbor Group account. This account is a fiduciary fund account for partners who share in the Harbor Area Clean Up.

SERVICE REQUIREMENTS:

- 3.2 **CONTACT PERSON** – The Bank must identify a local senior level management person who will be responsible for overseeing the Port's entire relationship, who would serve as the Port's primary contact and who would be able to make decisions regarding operational aspects of this Agreement.

A representative from the Port's Finance Department and the Bank Contact Representative shall schedule regular meetings, not less than annually, to review any on-going or outstanding issues regarding service levels, needs and/ or proposed service changes in order to minimize the possibility of default by either party.

The Bank must also provide a list of contact personnel within the Bank who are qualified to provide information and assistance in the following areas:

- General Information
- Safekeeping and Securities Clearance
- Posting and Deposit Discrepancies
- Stop Payments
- Balance Adjustments
- Collateral Adequacy
- Internal Transfers
- Wire Transfers
- Online PC Service
- Certificates of Deposit rate quotes

CUSTOMER SERVICE AND SERVICE STANDARDS – The Bank should provide a description of its issue resolution and escalation process with timelines. Please indicated if the Bank has a severity scale and associated response times. Also indicate the Bank's various support channels and the hours of operation of each. Please provide a brief description of the Bank's Customer Service Guiding Principles.

3.3 **ON-LINE SERVICES** - It is requested that as a part of the proposal the Bank will provide on-line banking to the Port of Port Angeles for daily reporting of fund balances, managing controlled disbursements, collected and ledger balances, stop payment requests, confirmations, and detailed debits and credits. Services should include, but not be limited to:

- Have the ability to provide web-based banking services.
- Have established offices or branches in Clallam County.
- Provide interest earnings accounts.
- Provide positive pay and reverse positive pay.
- Allow multiple users with different security level access to account data.
- Have the ability to provide calendar month periods for all statements.
- Provide Check 21 / Image Cash deposit services.
- Provide wire transfers services (repetitive and non-repetitive).
- Provide direct deposit services.
- Provide ACH services.
- Provide ACH services to process files to debit customer accounts.
- Provide electronic funds transfer services within the Port of Port Angeles accounts.
- Provide web-based payment options, especially in regards to e-payment services.
- Image access for all, checks and deposits.
- Provide monthly analysis reports.

ELECTRONIC BANKING SYSTEM AND SECURITY-- The proposer must provide adequate security and reliability for its "Internet Access" to Port accounts. By utilizing an online solution for its banking needs, the Port requires the proposer to provide a detailed explanation of security measures in place to protect the Port against fraud and compromise. Security features must highlight encryption strength and availability of data at-rest and in-motion protection, as well as separation from other customer data. The Port requires a proposer with strong technological resources to aid the Port in its effort to fully utilize secure current and future electronic banking technology for efficient cost effective operations.

3.4 **ANALYSIS REPORT** - Monthly account analysis reports will be provided for each account and on a total account basis. The account analysis will contain, at a minimum, the following:

- average ledger balance
- average float
- average collected balance
- average negative collected balance
- average positive collected balance
- reserve requirement
- available balance for earnings credit
- price levels for each activity
- monthly volumes by type
- earnings credit allowance (provide an explanation of how the earnings credit rate is calculated)

A sample account analysis report will be provided as part of the proposal.

- 3.5 **STATEMENTS** - Monthly bank statements will include checks, deposit slips, transfer slips and debit and credit memos (or images thereof), processed for all accounts. The daily ledger balances, average daily collected balances, number of debits, number of credits, and other items on which charges are based, should also be included in each monthly statement.

A copy of all cancelled checks and deposits shall be furnished to the Port within 7 business days after the end of the month.

Statements should be processed no later than seven (7) business days after the close of each month. A sample account statement will be provided as a part of the proposal.

ELECTRONIC STATEMENTS – The Bank must state their ability to provide this service and the costs associated. Provide timelines for receiving electronic statements. State how an electronic statement would be sent to the Port and what security measures the Bank employs.

- 3.6 **PAYROLL DIRECT DEPOSIT** – The Bank must provide the capability for the Port to utilize “Direct Deposit” payroll processing, allowing employees to select the bank of their choice.
- 3.7 **ACH TRANSACTIONS** – The Bank must provide for acceptance of ACH credits and debits, and must provide the Port of Port Angeles the ability to process ACH files to debit customer bank accounts.
- 3.8 **WIRE TRANSFERS** – The Bank must provide the ability to send wire transfers on a repetitive or non-repetitive basis, and the ability to receive wire transfers. The Bank must provide the ability to restrict outgoing wire transfers (debits) to only those authorized, preferably with a two-step, separate initiation and authorized approval process.
- 3.9 **INTEREST RATES** – The proposal shall include floating interest rate and fixed interest rate quotes on accounts and Certificates of Deposit. The Port of Port Angeles reserves the right to select the rate most favorable at any time during the term of the Agreement.
- 3.10 **POSITIVE PAY** – The Bank will provide a means for the Port to upload disbursed check information that will be compared to checks that are presented to the bank for clearing. Any discrepancies shall be cleared by the appropriate authorized person before checks are paid by the Bank. Any applicable cost should be quoted.
- 3.11 **DEPOSIT SERVICES** - The Bank will guarantee immediate credit on all wire transfers, ACH transactions and government checks upon receipt and all other checks based on the Bank’s Availability Schedule. All deposits received before the Bank’s established deadline will be credited daily. The Bank will include a copy of their Availability Schedule as part of the proposal.
- 3.12 **CASH OVERDRAFTS** - For the purpose of determining cash overdrafts, the daily cash balance in all Port accounts will be added together. The Bank will allow for daylight overdraft.
- 3.13 **COMPUTERIZED OUTPUT** - The Bank must provide the capability for the Port to download paid items that will be utilized in the bank account reconciliation process.

3.14 **PAYMENT FOR SERVICES** - The Bank must state their proposed payment option for services and supplies provided as one of the following or any other viable options:

- Settlement for service charges will occur monthly. If the earnings credit exceeds the total service charges for the month, there is no service charge payment due. If the earnings credit is less than the total service charges for the month period, an invoice for the amount of the net deficiency will be presented to the Port of Port Angeles with the analysis each month.
- Compensating Balances.
- Combination of earnings credit and compensating balances.

3.15 **CASH MANAGEMENT** - On an ongoing basis, the Port may require cash management advice as to how accounts and procedures should be structured. Also, the Port will want to be kept informed of recent developments in cash management products and security enhancements for cash management such as tokens. Proposers are invited to propose additional cash management services that are not specified herein.

3.16 **SWEEP ACCOUNTS** The Bank must state their ability to provide this service and the costs associated.

ZERO BALANCE ACCOUNTS The Bank must state their ability to provide this service and the costs associated.

3.17 **CREDIT FACILITY** The Port would like its banking partner to provide a credit facility, (possibly a line-of-credit, letter-of-credit or other lending vehicle), in situations where the Port would need a quick turnaround for credit or has limited market access. We assume the amount of credit facility is in the range of \$1 to 2 million. Please describe the bank's formula in determining the amount of credit and fees.

3.18 **OTHER SPECIFIC SERVICES** - As described on the Cost Analysis Worksheet, the Bank will indicate services to be provided and attendant fees for such services. The proposal shall also indicate charges for the following:

- Locked or Sealable bags _____
- Laser Checks _____
- Checks (in individual books or binders) _____
- Deposit Slips _____
- Endorsement Stamps _____
- Coin Wrappers _____
- Currency Straps _____

MERCHANT SERVICES -- The Port accepts debit and credit cards in several locations and also is instituting an online bill pay feature that accepts payment cards as well as ACH payments. The Bank should include schedule of rates and fees associated with processing of credit and debit cards, corporate purchasing cards and electronic checks. The rates and fees shall include the transaction and hardware costs. The proposal must state the Bank's ability to provide this service either directly or through a vendor. Also security features, PCI compliance and customer service procedures should be included. Transactions settlement time should also be identified. The Port reserves the right to make this service request outside of the Bank if so desired.

CREDIT CARDS -- Several of the Port departments and directors use credit cards. The proposal should include the Bank's solution for credit cards including card issuance and usage restriction options, card and account statements, online card management and security features. The Bank must state their ability to provide this service either directly or through a vendor and associated costs. The Port reserves the right to make this service request outside of the Bank if so desired.

REMOTE DEPOSIT CAPTURE (RDC) -- The bank must state their ability to provide this service and costs associated for the service. Describe how the implementation of RDC could save time and money for the Port.

- 3.19 **OTHER UNSPECIFIED SERVICES AND/OR COSTS** – Other services and/or costs not specified in this document should be listed and attached, along with a description and unit pricing. The Port is interested in innovative approaches which the Bank believes would be of benefit to the Port. These additional services may be proposed together with any associated charges and quantified monthly benefits to the Port.
- 3.20 **IMPLEMENTATION SCHEDULE** – The proposal shall include an implementation schedule time line from the awarding of the agreement, to complete migration of banking services. The proposal shall also include a listing of all implementation charges and fees, including, but not limited to, costs of checks, deposit books, endorsement stamps, or other implementation expenses.
- 3.21 **SAFEKEEPING** – The proposal shall include a statement as to whether the Bank provides Safekeeping Services.
- 3.22 **COURIER SERVICE** – The Port has not had a need for a Bank Courier service in the past, but would require such service, at no cost, if the Proposer was within Clallam County but outside Port Angeles. If this service is utilized, specific requirements will be determined at a later date.
- 3.23 **MIGRATION, MITIGATION/ EXPENSE ALLOWANCE PLAN** – The Port of Port Angeles utilizes public funds. Minimizing the expenditure to secure banking services during and after conversion (if appropriate) is critical. A Project Manager from the accepted financial institution is required to manage the conversion. Mitigation of costs includes software conversion and check imaging, stock replacement, deposit slips, endorsement stamps etc. (for six months), MICR, training for on-line services and ACH, Auto Pay, and Cash Imaging testing prior to conversion. State the dollar amount, if any, that the Bank will be willing to provide for expenses incurred due to changing depository banks.

SECTION 3: SERVICE ENHANCEMENTS

Based on information presented in our RFP and your bank's knowledge of the public sector, describe any enhancements, technological or otherwise, that we should consider to improve operational or cash management efficiencies. Include any changes the Bank would suggest to our current account structure that would enable us to maximize our earnings and/or decrease costs. Also include information and suggested security enhancements, such as Positive Pay, that would assist in the safeguarding of Port assets.

PROPOSAL SPECIFICATIONS AND REQUIREMENTS

SECTION 4: PRICING

Attachment #1 – Cost Sheet

Unit Quantities and Costs

A form is provided for products/services costs proposed. The Port of Port Angeles’s recent quantity levels are noted on **Attachment No. 1. This format must be used to delineate pricing. Add lines as needed.**

EVALUATION PROCESS - DEPOSITARY BANK – The Port of Port Angeles will evaluate the Depositary Bank Agreement based on, but not limited to, the following criteria:

- 1) Bank's financial position.
- 2) Bank's ability to pledge adequate securities against Port funds.
- 3) Experience in providing depositary services requested in proposal to similar accounts.
- 4) Ability to meet service requirement.
- 5) Cost of services.
- 6) Cash management products available that will enhance the Port's banking procedures.
- 7) Access to branches for the Port.
- 8) Migration and Mitigation plan.

SELECTION CRITERIA

Proposals will be evaluated by the Port of Port Angeles. Evaluations will be based on criteria presented. All proposals will be evaluated using the same criteria. The selection criteria used will be based on evaluation results as well as the following:

- Responsiveness to RFP - The Port will consider all the material submitted to determine whether the bank's offering is in compliance with the RFP documents.
- Ability to Perform Required Services - The Port will consider all the related material submitted by each proposer, and other relevant material it may otherwise obtain, to determine whether the Bank is capable of and has a history of successfully completing engagements of this type.
- Whether fees for all services will be extended to all other accounts currently under Port's umbrella.
- Acceptable evidence of the Bank's ability to perform, regarding such categories as expertise/experience, equipment, facilities and personnel qualified to perform requested duties. The Bank shall furnish a link to a web-based demonstration of their on-line reporting systems.
- References, including a list of all Washington Ports, if any, for which the Bank has provided services as their primary financial institution.
- Fees - Please enclose a detailed listing of fees including all mandatory services requested by the Port on the forms provided (See attachments). State at what point in time such service fees/costs take effect.
- Implementation schedule time line from the awarding of the Contract to complete migration of banking services.
- Compensating Balance requirements and/or other account settlement methods must be fully detailed in addition to completed Bank Service Activity Detail Analysis.
- Interviews and Demonstrations ~ The Port will notify finalists based on all criteria, then conduct interviews and or demonstrations with those individual banks that are selected as finalists.
- Locations compatible with overall needs

- Migration and Mitigation Plan to complete conversion complete with costs and cost avoidance plan.

TERMS AND CONDITIONS

The Port reserves the right to reject any and all proposals with or without cause.

The Port reserves the right to request clarifications of information submitted and to request additional information regarding any and all proposals. Refusal to provide such information upon request may cause the proposal to be rejected.

The Port reserves the right to award any Contract to the next most qualified proposer if the apparent successful proposer does not execute the Contract or any terms of the Contract.

The Port shall not be responsible for any cost incurred by the Bank in preparing, submitting or presenting its response to the RFP.

Any agreement for banking services as a result of this RFP is in no way intended to grant or guarantee an exclusive banking services relation between the Port of Port Angeles and the selected Bank.

Investment activities are not related to the appointment of a bank to provide banking services. The Bank must provide the Port of Port Angeles with the means to conduct its investment activity, including but not limited to providing wire or transfer services.

The Port Office will always try to minimize costs. There is no guarantee that the number of accounts or services that are maintained at this time would remain the same. It is at the Port's option to consolidate accounts and remove services.

DEPOSITARY BANK

The Bank **must** complete the information below to validate the Bank's proposal.

The undersigned affirms that he/she is fully authorized to execute this Agreement by providing the Port of Port Angeles with a Certified and Attested Resolution from a duly authorized meeting of the Board of Directors of the submitting Bank authorizing or empowering the undersigned to execute this Agreement; that this Bank has not prepared this proposal in collusion with any other proposer; and that the contents of this proposal as to fees, interest rates, terms, or conditions of said proposal have not been communicated by the undersigned, nor by any employee or agent, to any other proposer or to any other persons engaged in this type of business prior to the official opening of this proposal.

All unsigned proposals will be disqualified.

Name and address of Bank:

Signature: _____

Name: _____

Title: _____

Telephone Number: _____

Fax Number:

E-Mail: _____

Note: By my signature above, I hereby certify that the following are attached:

PHASE 1: LETTER OF INTEREST

- A. A list of references of current Public Funds Users that utilize Cash Management Products similar to those requested in the proposal.
- B. The Bank's Annual Financial Reports for the past two (2) years.
- C. SEC and/or Moody's credit rating or comparable rating.
- D. A sample Account Analysis Report.
- E. A sample Bank Statement.

PHASE 2: PROPOSAL

- A. Completed Cost Analysis Worksheets.
- B. Attachments providing requested information not included on Cost Analysis Worksheets.
- C. Attachments indicating other services and charges not specified in the Request for Proposal.
- D. Migration and Mitigation of Costs Plan for conversion.

References:

List three (3) references for which proposer has supplied similar services and/or supplies. Please include phone number and name of contact person. Other governmental units are preferred.

Business	Contact Person	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attachment #1

**Proposal Cost Sheet
Banking Services**

- 1.0 The Port anticipates that proposed banking services will be compensated on a fee basis. The Port is also willing to consider other proposed compensation methods (e.g. compensating balances, straight fees, other method or combination thereof).
- 2.0 Complete all items on the cost sheet and attach any supplemental material you wish. If your financial institution does not or cannot provide a particular service, please indicate. The Port retains the right to select any and/or all items listed in this questionnaire as services to be provided by the financial institution receiving the contract. Statistics have been included in the proposal documents in order to provide as much information as possible to qualified financial institutions. The information is, to the best of our knowledge, a true representation of the Port's historical experience, but the Port is not representing that these statistics will necessarily hold true for the future.
- 3.0 The undersigned hereby declares that he/she has read the above RFP, understands the General Terms and Conditions and has determined all situations affecting the services as required by the Scope of Work.

Port of Port Angeles
Proposal Cost Sheet
Banking Services

Description	Unit Price	Average Monthly Activity	Monthly Cost	Comments
1. Monthly deposits		\$842,500		
Deposits – general		\$711,000		
Deposits – Invest, Taxes, etc.		\$131,000		
Deposits – travel		\$500		
2. Total accounts		4		
3. Zero Balance Accounts		2		
4. Total checks – All Accounts		259		
5. Account Statements - postage		4		
6. Deposit Slip Orders		0.33		
7. ACH Credit Received Item		15		
8. ACH Debit Received Item		4		
9. Automated Balance Reporting		1		
10. NSF: Redeposit Items		0.33		
11. Overdraft Items		0		
12. Overnight sweep accounts		--		
13. Positive-pay services		--		
14. Reconciliation services		--		
15. Stop Payment Orders		--		
16. Vault Deposits Posted		--		
17. Safekeeping and custody arrangements		--		
18. Software – monthly maintenance fee		--		
19. Wire Out – Manual		0.67		
20. Earnings Allowance		--		
21. Canadian Deposited Items		0.17		
22. Deposit Insurance Charges				
23. Other Depository Service Charges				
23. Other ACH Services Charges				
24. Other Wire Services Charges				
25. Information Service Charges				
26. Image Charges				
				**TOTAL MONTHLY COST (ADD COLUMN)

****Pricing Adjustments:** Prices in proposals are valid for the first five years of the contract. However, banks may choose to propose lower fees and include a reservation regarding significant fee increases due to Industry and Regulatory changes during the initial contract period. In that case, the proposal shall include a description of all factors that would cause a fee or pricing increase, and any such increase(s) would only be made after notification and discussion with the Port Finance Director. The Bank should also state whether it will be willing to lower prices during the initial contract period or any or all of the extension periods based on Technology, Industry or Regulatory changes at each year’s annual meeting of the Port Finance

Department and the Bank. The Port may consider a shorter initial period such as 3 years if it is advantageous to the Port, which would be discussed during negotiations.

After the first five years of the contract, consideration for pricing adjustments will be on an annual basis or may follow the contract period which includes two three year renewal options. The Bank must state its anticipated adjustment factor and frequency.

The Port requires its bank to meet with Port staff on an annual basis to discuss alternative processing of Port money (i.e. “Is it cheaper and/or more efficient for the Port to process its check payments internally through remote deposit capture or continue through an outside contractor?”, etc.)

Adjustment factor: _____

Bank:

Bank HQ Address: _____

Bank Branch Address (serving the Port): _____

Bank Phone: _____

Bank Fax: _____

Signature of Authorized Official: _____

Authorized Official (Print Name and Title): _____