

Request for Proposal for Banking Services

PURPOSE OF REQUEST

The Port of Skamania County 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 Skamania County 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 Skamania County to award a Banking Services Agreement or pay the expense 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 Skamania County 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.

All proposals should be delivered to:

Port of Skamania County
Attention: Cindy Bradley
PO Box 1099
Stevenson, WA 98648
accounting@portofskamania.org

Proposals should be prepared in a simple straightforward manner with concise description of capabilities to satisfy the requirements of the request.

INTRODUCTION

The Port of Skamania 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 Skamania County, strategically located along the Columbia River in southwest Washington, serves as an important economic development, transportation, and recreational hub for the Columbia River Gorge region. With its location approximately 45 minutes east of Vancouver and convenient access to State Route 14 and Interstate 84 across the Columbia River, the Port provides opportunities for businesses, residents, visitors, and regional industries.

Established in 1938, the Port manages a diverse portfolio of properties and facilities that support economic development, recreation, tourism, and maritime activity throughout Skamania County. Its operations include industrial and commercial properties, waterfront facilities, recreational assets, and community-oriented spaces that contribute to the local economy and quality of life.

The Port's economic development activities are focused on supporting local businesses, attracting investment, creating employment opportunities, and maintaining infrastructure that

serves the county and the broader Columbia River Gorge region. Through its properties and partnerships, the Port provides space and resources for businesses while working to expand opportunities for sustainable economic growth in Skamania County.

Complementing its economic mission, the Port of Skamania County plays an important role in recreation and tourism. Its waterfront properties and public facilities provide opportunities for boating, fishing, walking, sightseeing, and enjoying the scenic Columbia River Gorge. The Port's facilities help connect residents and visitors to the region's natural resources while supporting tourism-related activity in communities throughout the county.

In addition to its existing assets, the Port continues to invest in capital improvements and strategic projects designed to preserve and enhance its facilities, strengthen economic development opportunities, and meet the changing needs of the community. These investments reflect the Port's role as a long-term steward of public assets and an economic development partner for Skamania County.

In 2025, the Port of Skamania County generated approximately \$1,602,000 in operating revenues, incurred \$1,056,000 in operating expenses, and invested \$515,000 in capital projects, demonstrating its continued commitment to maintaining and improving the infrastructure and facilities that support the local economy and community.

INFORMATION RELATED TO BANKING

The Port uses Sage Business Works as its current financial software. The Port processes multiple check runs per month and does frequent deposits of checks and cash. ACH Deposits are also received from customers. The Port processes ACH payments. The Port wishes to use positive pay verification. The Port is interested in any other security and control measures offered by the financial institution's banking platform.

The Port will invest funds outside the banking relationship with the State of Washington Local Government Investment Pool.

PROPOSAL SPECIFICATIONS AND REQUIREMENTS

SECTION 1: MINIMUM QUALIFICATIONS OF FINANCIAL INSTITUTION

The financial institution must be a Federal chartered or State of Washington chartered banking institution. If the headquarters of the responding institution is not located within Skamania County limits, a branch office of the responding institution must be located within Skamania County and must be able to offer the full range of banking services required by this Request for Proposal.

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. The financial institution shall be insured by the Federal

Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA).

The following specifications provide for the type of banking relationship: the institution will handle daily banking services which may include, but are not limited to, checking accounts, controlled disbursement accounts, clearing accounts, other types of interest-bearing accounts, non-interest-bearing accounts and time deposits.

By turning in a proposal, the institution 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.

Investments made outside Bank – The Port of Skamania County reserves the right to make investments outside the Bank in accordance with the Laws of the State of Washington, and the Port of Skamania County Investment Policy.

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 to furnish the Port updated financial reports.

SECTION 2: BANKING SERVICES SCOPE OF WORK GENERAL INFORMATION

Mandatory Services - The following is a list of mandatory services the Port requires of its financial institution:

- Automated Clearing House (ACH) Debit Services
- ACH Reporting
- Banking Supplies
- Checking accounts
- Excellent Customer Service and Response
- On-Line Balance Reporting
- On-Line Image Retrieval
- On-Line Stop Pays
- On-Line Wire Transfers
- On-Line Positive Pay on checking accounts

The Port anticipates that proposed banking services will be compensated either by the credit earned on average collected balances or CD, or a fee for service basis, but is also willing to consider other options.

DESCRIPTION OF SERVICES

General Account (s). These accounts will be used to conduct the Port's major treasury operations including deposits, receipts and check activity, ACH and wire activity and anticipated direct deposit payroll.

Holding (Savings) account. This account will be used to hold funds and conduct the Port's investment portfolio transactions, receive grant funds and ACH and wire activity to clear any debt service obligations.

Contact Person – The financial institution 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.

Miscellaneous optional Services – In addition to the requirements listed above, the Port is interested in other services provided by your institution that would be beneficial to the Port.

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.

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
- 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.

ACH Transactions – The bank must provide for acceptance of ACH credits and debits and must provide the Port of Skamania County the ability to process ACH files to debit customer bank accounts.

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.

Interest Rates – The proposal shall include floating interest rate and fixed interest rate quotes on accounts and Certificates of Deposit. The Port of Skamania County reserves the right to select the rate most favorable at any time during the term of the agreement.

Positive Pay – The bank will provide a means for the Port to upload disbursed check information that will be compared to checks 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 costs should be quoted.

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.

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.

Payment for services – The bank must state their proposed payment option for services and supplies provided as one of the following or any variable 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 Skamania County with the analysis each month.

Compensating balances.

Combination of earnings credit and compensating balances.

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.

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.

Remote Deposit Capture (RDC) – The bank must state their ability to provide this service, and the costs associated.

Safekeeping – The proposal shall include a statement as to whether the bank provides safekeeping services.

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.

Implementation – The proposal shall include an implementation schedule timeline 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.

SECTION 3: PROPOSAL SUBMITTAL INSTRUCTIONS

Letter of Introduction

Briefly describe the financial institution. Include the name, email and phone number of the contact person as well as a summary of the understanding of the scope of the services and overall approach to the scope of the services. Describe and summarize how the institution would provide the services that the Port is requesting.

Identify team members by area of expertise and include contact information (name, phone number and email address)

Describe the team's qualifications as they relate to the scope of the services

Describe past performance in completing a similar scope of services for other public agencies.

Describe financial institution locations and staff nearest or within the City of Stevenson that the Port would utilize.

Explain how your institution serves and contributes to our community.

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 Skamania County.

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.

References

Provide at least three references that may be contacted for verification of the respondent's experience and qualifications

Proposal

Provide a detailed response to the requirements and specifications of the requirements listed in the Request for Proposal.

Provide the itemized fee schedule requested in Section 4.

SECTION 4: COST OF SERVICES AND SUPPLIES

The financial institution shall provide an itemized fee schedule for all services and supplies proposed under this RFP. Identify one-time implementation charges, recurring monthly or annual fees, and per-transaction or per-item charges. State the billing unit, any minimum charges, and whether each item is included at no additional cost or subject to a separate fee.

Include pricing for account maintenance, check processing, cash and check deposits, ACH transactions and reporting, incoming and outgoing wire transfers, online banking and image retrieval, stop payments, Positive Pay, ACH blocks and filters, remote deposit capture and related equipment, sweep accounts, zero balance accounts, multi-user access, and other proposed services.

Provide the cost of security blank checks (check blanks) compatible with the Port's Sage Business Works software, including initial orders and recorders. Specify the check format, quantity per order, price per order or per 1,000 checks, customization or setup charges, and shipping charges. Also list costs for deposit slips or books, endorsement stamps, deposit bags, and other banking supplies.

Disclose any fees not listed above, including third-party charges. Explain any earnings credits, compensating balance requirements, discounts, or fee waivers that reduce service costs. State how long the quoted prices will remain in effect and describe the conditions and notice requirements for any future price changes.