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Memorandum Date: October 21, 2009

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**TO:** Board of County Commissioners

**DEPARTMENT:** Management Services

**PRESENTED BY:** Kay Blackburn, Financial Services Manager

**AGENDA ITEM TITLE:** IN THE MATTER OF AWARDING A THREE YEAR CONTRACT TO US BANK FOR BANKING AND MERCHANT CARD SERVICES

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**I. MOTION**

MOVE APPROVAL OF ORDER 09-10-21-XX AWARDING A THREE YEAR CONTRACT TO US BANK FOR BANKING AND MERCHANT CARD SERVICES

**II. AGENDA ITEM SUMMARY**

The County has a need for general banking services and merchant card processing services and undertook a competitive selection process to select a contractor.

**III. BACKGROUND/IMPLICATIONS OF ACTION**

**A. Board Action and Other History**

The County utilizes a significant level of professional banking services and is expanding the use of electronic and in person payment card services. The previous banking contract has expired and the County has not previously had a contract with a single provider for merchant card services.

Request For Proposal #LCP 2009-4 was posted on the County website and advertised in the local paper. Seven responses from local and national banks were received and evaluated by a committee representing four departments. US Bank was selected as the respondent providing the best overall value and combination of pricing and services.

**B. Policy Issues**

This item supports the County's competitive selection processes in accordance

with Lane Manual Chapter 21.

**C. Board Goals**

This item supports the goals of providing efficient and effective financial and administrative support and systems and allocating resources strategically. Additionally, enhanced service delivery is supported through electronic and online payment options.

**D. Financial and/or Resource Considerations**

Through the competitive process, the County was able to select a service provider capable of providing an integrated system of banking and merchant card services. This will allow the County to standardize credit and debt card payment processes and obtain lower processing rates. Additionally, after selection of US Bank as a finalist, additional negotiations were undertaken which further reduced banking fees.

**E. Analysis**

Execution of the proposed contract with US Bank will reduce the County's banking costs, merchant card processing costs and will allow a standardized merchant card service throughout the County which reduces IT set up costs.

**F. Alternatives/Options**

1. Approve the award of the contract to US Bank.
2. Do not approve the award and direct Management Services staff to seek alternatives.

**IV. RECOMMENDATION**

The Financial Services Manager recommends award of the contract to US Bank.

**V. TIMING/IMPLEMENTATION**

If approved, the contract will be executed and enhanced services will be implemented.

**VI. FOLLOW-UP**

None.

**VII. ATTACHMENTS**

Order 09-10-21-XX

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 09-10-21-

IN THE MATTER OF AWARDING A THREE  
YEAR CONTRACT TO US BANK FOR BANKING  
AND MERCHANT CARD SERVICES

**WHEREAS**, Lane County has a need for banking and merchant card processing services; and

**WHEREAS**, Request for Proposal LCP 2009-04 was issued on June 9, 2009; and

**WHEREAS**, US Bank submitted the proposal that offered the best overall value to the County and will provide services as needed by the County in accordance with the pricing schedule in the contract;

**NOW, THEREFORE**, it is hereby ordered that the Board of Commissioners awards a three-year contract for banking and merchant card services to US BANK; and

**BE IT FURTHER RESOLVED**, that the County Administrator is delegated authority to execute such a contract.

DATED this 21st day of October, 2009.

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Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

date 10/5/09 lane county

*David Lewis*  
OFFICE OF LEGAL COUNSEL