



## CITY OF ALBANY, OREGON

### REQUEST FOR PROPOSALS (RFP)

#### Banking, Merchant, Procurement Card Services

**Proposals Due by 2:30 p.m. (Pacific Time), Tuesday, April 2, 2024**

Notice is hereby given that the City of Albany ("City") is requesting proposals from qualified commercial financial institutions for the following categories of service, banking (general and commercial), merchant, and procurement card services, and support our commitment to provide quality municipal services in an innovative and cost-effective manner. The term shall be from May 2024 through April 2029, with an option to extend the contract for five additional, one-year terms, or one additional five-year term. The City intends to award a contract to one or more financial institutions based on the category of services proposed by the financial institution. A separate response should be submitted per Category of Services to clearly demonstrate the Proposer meets all requirements per category of service(s): Category 1) Banking Services; Category 2) Merchant Services; and/or Category 3) Procurement Card Services.

Solicitation documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>, or examined at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at [diane.murzynski@albanyoregon.gov](mailto:diane.murzynski@albanyoregon.gov), and [contracts@albanyoregon.gov](mailto:contracts@albanyoregon.gov).

Time is of the essence to acquire a qualified firm to provide the required service(s) within the timeline required by the City. Proposal responses shall be submitted electronically to Diane Murzynski, in the Finance Department, at [procurement@albanyoregon.gov](mailto:procurement@albanyoregon.gov), and must be received not later than 2:30 p.m., (Pacific Time), Tuesday, April 2, 2024, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include all categories of service(s) the Proposer is submitting a technical response for: Category: 1) Banking Services; Category 2) Merchant Services; and/or Category 3) Procurement Card Services. Proposals received after the closing date and time will not be opened or reviewed. There will be no formal opening. Proposals shall be valid for 120 days after opening unless otherwise specified.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 26TH DAY OF FEBRUARY 2024.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, NIGP-CPP, CPPO, CPPB  
Contracts and Procurement Officer

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