



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE

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Ted Wheeler, Mayor
Tom Rinehart, Chief Administrative Officer

Jennifer Cooperman, Chief Financial Officer, Bureau of Revenue and Financial Services

February 28, 2018

TO THE COUNCIL:

The Treasury Division of the Bureau of Revenue and Financial Services in the Office of Management and Finance (OMF) is responsible for providing merchant services to bureaus and programs that choose to accept credit/debit cards as payment.

Merchant services refers to the authorization, processing and settlement of credit card and debit card transactions for services provided by various City bureaus.

The estimated cost for merchant services over a period of five (5) years is approximately \$25,000,000. Each transaction has a cost to the City associated with it. These costs are assumed by the bureau accepting the card transaction and are paid as part of the bureaus budgeted cost.

On April 5, 2017, City Council passed Ordinance No. 188306 authorizing a competitive solicitation for the purchase of merchant services for an estimated amount of \$25,000,000.

On April 26, 2017, the Chief Procurement Officer advertised RFP No. 00000618 and eight (8) proposals were received and opened on May 24, 2017. Five (5) proposals were deemed responsive to the requirements of the solicitation. The proposals were evaluated and scored by a panel of evaluators including a member from the Minority Evaluator Program. The City issued a Notice of Intent to Negotiate and Award a price agreement to U.S. Bank/Elavon, on June 29, 2017. No protests were received.

U.S. Bank and Elavon have current business tax registrations, are in compliance with all of the City's contracting requirements. The Bureau's level of confidence in the cost estimate for this agreement is "High" as there is good historical information regarding purchases made for these services.

Awarding a price agreement to U.S. Bank/Elavon will allow the City to perform merchant services transactions and continue to provide excellent service to customers and the public. It is requested that City Council authorize the Chief Procurement Officer to execute a five-year price agreement with U.S. Bank/Elavon, for a not-to-exceed amount of \$25,000,000.

Recommended by:

Larry Pelatt
Chief Procurement Officer

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Agenda No.
REPORT
Title

Authorize a five-year Price Agreement with U.S. Bank/Elavon for Merchant Services for a not-to-exceed amount of \$25,000,000. (Procurement Report - Project #121332)
No.

<p>INTRODUCED BY Commissioner/Auditor: Mayor Ted Wheeler</p>	<p>CLERK USE: DATE FILED <u>FEB 20 2018</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance & Administration - Wheeler <i>VC</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly</p>	<p>Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: OMF/Bureau of Revenue and Financial Services Bureau Head: Jennifer Cooperman <i>JC</i></p> <p>Prepared by: Jeff Blade Date Prepared: February 2, 2018</p> <p>Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>City Auditor Office Approval: required for Code Ordinances</p> <p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p> <p>Council Meeting Date: February 28, 2018</p>	<p>ACTION TAKEN:</p> <p>FEB 28 2018 <i>Rescheduled</i> MAR 07 2018 9:30 A.M.</p> <p>MAR 08 2018 ACCEPTED PREPARE CONTRACT</p>

AGENDA

TIME CERTAIN

Start time: _____

Total amount of time needed: _____
(for presentation, testimony and discussion)

CONSENT

REGULAR *20*

Total amount of time needed: 10 minutes
(for presentation, testimony and discussion)

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:	
	YEAS	NAYS
1. Fritz	1. Fritz ✓	
2. Fish	2. Fish ✓	
3. Saltzman	3. Saltzman _____	
4. Eudaly	4. Eudaly ✓	
Wheeler	Wheeler ✓	