



# CITY OF RIVIERA BEACH

---

P.O. DRAWER 10682  
(561) 845-4180

RIVIERA BEACH, FLORIDA 33419  
FAX (561) 842-5105

DIRECTOR OF PURCHASING

**To: RANDY SHERMAN, FINANCE DIRECTOR**

**Through: ALTHEA PEMSEL, PROCUREMENT DIRECTOR, *AP***

**From: RICKEY LITTLE, SENIOR PROCUREMENT SPECIALIST**

**Date: June 11, 2020**

**Subject: RECOMMENDATION: RFP 987-20-1 BANKING SERVICES**

---

Consistent with the City of Riviera Beach **Code of Ordinance (MUNICODE Section 16.5)**, a Request for Proposal (RFP) was advertised in the "**Legal Notices**" section of the Palm Beach Post on **January 5, 2020**, to solicit a firm for Banking Services for the City of Riviera Beach.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City's internet web page and Demand Star on **January 3, 2020**. On Demand Star, the solicitation was broadcasted to 76 Vendors and there were four plan holders. Three (3) proposals were received from respondent in Palm Beach County.

On **May 21, 2020**, an evaluation committee consisting of Assistant Finance Director, Assistant Director of Parks & Recreation, CRA Accounts Payable and Senior Procurement Specialist convened to review and discuss the responses to the RFP for Banking Services.

Firms were evaluated and ranked based on the criteria established in the City's RFP. Scores for the written proposal (**Phase 1**) were tallied, and based upon a measure of average score, the firms ranked as follows:

<b>FIRM</b>	<b>RANKING</b>	<b>AVERAGE SCORE</b>
Sun Trust Bank	1	119.3
Synovus	2	119.3
TD Bank	3	107

In accordance with the RFP's evaluation process, the three (3) top ranked firms were "Shortlisted" and invited for oral presentations. On **June 4, 2020**, the three responsive firms were invited to give oral presentations before the committee to discuss their approach and ability to meet or exceed the service requirements of the City, their business operation, their fees and qualifications of those persons that will be assigned to work with or Consult with the City on this project as listed below:

Committee members evaluated and scored the responses in accordance with their understanding of the oral presentation criteria established in the public solicitation.

Scores for the oral presentation (**Phase II**) were tallied, and based upon a measure of average score, the firms ranked as follows:

<b>FIRM</b>	<b>RANKING</b>	<b>AVERAGE SCORE</b>
Sun Trust Bank	1	80.66
Synovus	2	67.33
TD Bank	3	74.66

As a result of Phase I and Phase II evaluations, an **overall score** was calculated based on the sum of both evaluations. The results are:

<b>FIRM</b>	<b>PHASE I SCORE</b>	<b>PHASE II SCORE</b>	<b>OVERALL SCORE</b>	<b>RANKING</b>
Sun Trust Bank	119.3	80.66	99.98	1
Synovus	119.3	67.33	93.31	2
TD Bank	107	74.66	90.83	3

The evaluation process has validated that the proposal submitted by Sun Trust Bank satisfies the requirements established in the RFP and that the firm is qualified to be awarded the contract for the services identified in RFP #987-20-1.

Sun Trust Bank is a national firm that specializes in providing Banking Services and they have substantial experience in providing the types of services required by the City.

PAGE 3:

EVALUATION COMMITTEE RECOMMENDATION: RFP 987-20-1

Accordingly, and consistent with the provisions of the solicitation, it is the consensus of the evaluation committee that the number one (1) ranked firm, Sun Trust Bank be recommended to provide Banking Services for The City of Riviera Beach Finance Department.

Attachments