

**ADDENDUM NO. 1**

**RFP 19-01**

**BANKING SERVICES**

**FOR GRANT COUNTY**

**Addendum No 1 answers the following question:**

1. Will you be providing statements to all offerors of the accounts listed in the RFP document under additional information? Or will you share the average monthly balances in each one? Also, can you provide the number and average monthly balances of the investment accounts or time deposits that were not listed in the RFP but mentioned in the meeting today.

**County Answer: Only monthly average balances will be provided for each account requested on the RFP. The investment account is not part of the RFP. See Attached Document.**

2. Page 21 the continuation of item 9. Can you please explain what you mean by file format for bank drafts?

**County Answer: This was done in error. The County's financial software (Tyler Incode V.10) generates a text file for Direct Deposit, where the file is then up loaded to the bank. Bank Drafts are not done in this particular manner. The County does use Bank Drafts in the payroll process for our PERA payment. Payroll signs into the PERA website, enters how much is to be paid, where payment is sent based on the banking account we set up in the PERA website.**

3. Page 21 Item 12: The CDBG and Inmate accounts. Are they separate than the accounts listed in Additional information Interest and Non-Interest Bearing Accounts?

**County Answer: Yes, they are separate accounts.**

4. Page 21 Item 13: how many remote deposit capture machines will be needed by the County?

**County Answer: Currently the County does not have any remote deposit capture machines. This was intended to be an option. We would like for each potential offeror to provide information on how your firms service works for this particular feature.**

5. Are there any "pain points" in your current banking relationship?

**County Answer: The County chooses not to disclose whether there are/aren't any "pain points" in our current banking relationship.**

6. Will you provide a current Analysis Statement(s) to show which services and item counts the County currently experiences – such as ACH, Wire, deposits

**County Answer: See Attached Document.**

7. We tailor our RFP responses to fit the County. Will the County consider extending the deadline to August 3, 2018?

**County Answer: At this time, the County cannot extend the deadline to respond to RFP 19-01.**

8. Page 20, Item 4 – Purchasing Cards:

a) Are you currently using a Purchase Card Program?

**County Answer: Yes, the County does have a Purchase Card Program.**

b) What is your annual spend with your current program?

**County Answer: The average over the last three (3) fiscal years has been around \$12,600 per month.**

c) How many cards do you current have? Do you anticipate needing more?

**County Answer: Currently the County has issued around 60 Purchasing Cards (P-Cards). We issue cards depending on need and what the circumstance are. The County wants control of everything involved in issuing, suspending, canceling, etc. of all P-Cards, i.e Website. P-Cards are issued to authorized individuals within each County department. P-Cards are also tied to the County and not the individual (SS#'s, Credit).**

d) Are you currently on a rewards program?

**County Answer: The County is currently not on a rewards program. If it were to go to a rewards program, no individual could receive anything of value. Any rewards would have to go directly to the County in the form of reduced fees, credits, etc.**

9. Page 21, Top of Page – File Format for Bank Drafts. Please explain your use of bank drafts?

**County Answer: This was done in error. Bank Drafts are not done in this particular manner. The County does use Bank Drafts in the payroll process for our PERA payment. Payroll signs into the PERA website, enters how much is to be paid, where payment is then sent based on the banking account we set up in the PERA website.**

10. Page 21, Item 14 – Deposit Slips with routing numbers. Please explain – do you mean location codes?

**County Answer: The County is basically wanting deposit slips, please state what included i.e are then generic, what information do they have, etc.**

11. Page 21, Item 3 – Financial Stability. Will you accept a link to our website for our audited financial statement?

**County Answer: Based on the requirements of the RFP the County cannot accept a link for financial statements. The financial statements will not count toward the page county.**

**NOTE: Remember to include the signed Addenda No 1 Acknowledgement with your proposal and to also acknowledge any and all Addendas.**

Proposals will be received at the Grant County Grant Manager's Office located  
at 1400 Highway 180 East, Silver City, NM 88061 until:

**Deadline to Submit: Wednesday, July 25, 2018, 3:00 PM MST.**

**See proposal documents for details on RFP 19-01**

**Addenda No 1 Acknowledgement RFP 19-01 Banking Services**  
**(Include with RFP)**  
**(Will not count toward page count)**

I acknowledge having received a copy of the addendum and have included it in my consideration.

\_\_\_\_\_  
Signature of Contractor Representative

\_\_\_\_\_  
Date

Addendum includes information for:

Service Description	Volume
<b>BALANCE &amp; COMPENSATION</b>	
Recoupment Monthly	3,066
<b>GENERAL ACCOUNT SERVICES</b>	
DDA Stmt W/Image Classic-Mthly Bas	1
Account Maint W/Chk Return	1
Zero Balance Master Acct Maint	1
Acct Maintenance	5
Zero Balance Monthly Base	2
Debits Posted	38
DDA Statement – Paper	3
<b>PURCHASING CARD SERVICES</b>	
Commercial Card Transactions	66
Commercial Card Program Maint Fee	1
Commercial Card CCER Monthly Base	1
<b>DEPOSITORY SERVICES</b>	
Branch Deposit	151
Deposited Checks – On Us	756
Deposited Checks	2,543
Cash Deposited in Branch	81,967
Cash Order Fee in Branch	4
Rolled Coin Furnished By Branch	1
Currency Furnished By Branch	430
Return Item – Chargeback	2
CEO Return Item Retrieval-Image	3
CEO Return Item Service Mthly Base	1
Return Item Redeposited	2
<b>PAPER DISBURESMENT SERVICES</b>	
Stop Payment – Online	1
CEO Image View <90 Days – Item	5
CEO Image View >90 Days – Item	1
DDA Statement W/Image Classic – Item	49
DDA Checks Paid	499
WF Chk Cashed for Non Acct Holder	2
<b>GENERAL ACH SERVICES</b>	
ACH CEO Subscription – Acct	1
Electronic Credits Posted	113
ACH Monthly Base	1
ACH One Day Item	7
ACH Two Day Item	405
ACH Receive Item	102
ACH Return Admin – Manual	2
ACH Transmission Charge	5
ACH Fax Service	6
ACH NOC-Fax Advice	1
<b>INFORMATION SERVICES</b>	
CEO Search	10
CEO Prev Day Reporting Maint	4
CEO Prev Day Reporting Items Loaded	826
CEO Wire XFR Detain US Acct Mo Base	1
CEO Basic Banking – Monthly Base	1
CEO Basic Banking Addl Acct-Mo Base	2

**AVERAGE BALANCES**

**INTEREST BEARING ACCOUNTS**

Dos Griegos Maint Acct	11,140
Debt Service Cost of Issuance	1,825,238

**NON – INTEREST BEARING ACCOUNTS**

General Fund	3,377,122
Debt Service –Hold Harmless	218,218
IRS Tax Deposits/Payments	0
North Hurley Sewer System	0
P – Cards	0
Warrant Account (Zero Balance Acct)	0