



## **ADDENDUM**

**SOLICITATION NO.:** RFP 2018-29 – Banking Services

**ADDENDUM NO.** 2

**DATE:** 11/14/18

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their RFP documents.***

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**Deadline for Proposals:**

No Change in proposal due date

**Specification Changes/Corrections:**

N/A

**Drawing Changes:**

N/A

**Clarifications:**

N/A

**Questions and Answers:**

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *If any, what is the total amount of checks issued by the City (please note if annual or monthly figure is given)?*

**Approximately 2,200 checks were cut last year.**

2. *How are deposit transported from the City to the bank? Are deposits taken from a central City site?*  
**Deposits are transported from City Hall by the Finance Director.**
3. *Does the City have credit cards issued to its employees?*  
**Yes, the City has 29 credit cards issued to its employees.**
4. *If any, what is the current ECR and interest rate the City is earning on its deposits? How is the interest rate calculated?*  
**Currently, the City receives 0.35% interest on the amount in excess of balances available.**
5. *Does Suntrust currently offer the City benefits to its employees?*  
**SunTrust allows City employees to cash a live check issued by the City.**
6. *Does the City require CD ROMS or will internet based image/information retrieval be acceptable?*  
**Internet based image/information retrieval is acceptable.**
7. *Section 5.2.5 (2) - As our financial statements are large, may we simply include a link from which one can access them from? Also section 5.3.3 (b-2) mentions that requirements of three years of financial statement whereas 5.2.5(2) mentions two. Which would the City prefer?*  
**A link would be sufficient with three (3) years of financial statements being preferred.**
8. *Section 5.2.5 (4) – As FCB does not issue bonds, we do not have a Standard & Poor’s or Moody’s rating. However we do have ratings from other third party bank rating companies. May we include this instead?*  
**For acceptable rating agencies, please see question # 33.**
9. *Please provide most recent 3 months account analysis and bank statements.*  
**Please see Addendum 1, response to question number 1 which was issued on 10/29/2018.**
10. *What method does the City use to send ACH Files to the bank? (File Transmission through Secure FTP, or File Upload)?*  
**The City uses File Upload to send the ACH Files to the bank.**
11. *What is the frequency of the ACH Files?*  
**The frequency of the ACH Files is bi-weekly for payroll.**
12. *Does the City use ACH Origination to make vendor payments as well as to collect payments?*  
**The City processes its own vendor payments as we collect payments as well.**
13. *What are the amounts for the Debit files?*  
**Zero dollars as the City does not use Debit files.**
14. *What are the amounts for the Credit files?*  
**The amounts for the credit files are approximately \$200,000.**
15. *Does the City use an effective date or Prefund Settlement method?*  
**No, the City does not use either method.**

16. *Does the City currently receive Account Reconciliation reports? If so, by what method?*  
**Yes. The City receives Account Reconciliation reports by paper.**
17. *How does the City send Positive Pay issues files to the bank? (File Transmission through Secure FTP, or File Upload)*  
**Currently the City does not utilize Positive Pay.**
18. *Does the City utilize check scanners? If so, are there multiple locations?*  
**No. The City does not utilize check scanners.**
19. *How much cash does the City deposit on a weekly basis?*  
**It varies greatly depending on the time of the year. It may vary from approximately \$2,500 to \$12,000.**
20. *Does the City have a contract with an Armored Car provider?*  
**No. The City does not have a contract with an Armored Car provider.**
21. *Does the Armored Car Company pick up from multiple locations?*  
**N/A**
22. *Are there special arrangements for this service?*  
**N/A**
23. *Does the Armored Car Company pick up checks and cash?*  
**N/A**
24. *Does the City order Coin and Currency? If yes, how frequently are orders placed? What is a typical order size? Are orders placed online or through an IVR system?*  
**No. The City does not order Coin and Currency.**
25. *Has the City ever required emergency cash? If so, how much as the City ordered in the past?*  
**Yes, the City ordered \$20,000.00 emergency cash during Hurricane Irma.**
26. *Are there special reports that the Armored Car Company provides for the City relative to coin and currency deposits/orders?*  
**N/A**
27. *Is there ever a need to utilize a local bank branch for deposits?*  
**Yes, please refer to the RFP Document: Section 5.2 Proposal Instructions, Part IV. Exceptions, Paragraph 5.2.2.**
28. *Does the City utilize any type of Credit Card program for T&E and or procurement?*  
**Yes, the City utilizes procurement cards with approximately 29 cards.**
29. *Please provide the most recent three (3) months of Credit Card Statements.*  
**This RFP does not apply to credit card services.**

30. *How often do you settle payment for the current Card program (weekly, bi-weekly, monthly)?*  
**The City settles payment on a monthly basis.**

31. *Does the City currently receive a cash rebate or points from the current Card provider?*  
**Yes, the City receives a cash rebate with the current card provider.**

32. *Can the city please provide three months of BOTH regular bank statements and analysis statements for each account?*  
**Please see Addendum #1, Q&A #1, regarding providing bank statements.**

33. *The RFP requests ratings from S&P or Moody's. Will the City accept ratings from other agencies? If so, which ones will be acceptable?*  
**The City will also accept ratings from Fitch. This should cover ample rating service providers.**

34. *Does the City currently have an Armored Car Service in place? If so, with who and does the City plan to maintain this relationship?*  
**The City does not have an Armored Car Service in place.**

NAME OF COMPANY: \_\_\_\_\_