

City of Raton RFP No. 2023-02-09
Banking Services
RFP Questions and Answers

The City of Raton Procurement Manager has received the following questions in response to its Request for Proposals (RFP) for Banking Services. Responses to these questions are being provided publicly to all possible offerors.

Question #1: Could you please let us know the approximate aggregate monthly volumes for the City for the below services:

Response:

Checks issued/written:
City - Average 275 checks written per month, majority from General Fund
RPS - Average 100 checks written per month, majority through O&M (General Fund)
RWW – Average 100 checks written per month, majority through operating fund

Deposited Checks:
City - Average less than 100 checks deposited per month
RPS – Average 1,500 checks deposited per month
RWW – Average 1,000 checks deposited per month

\$ of Cash Deposited:
City - Average \$ 2,000 monthly
RWW – Average \$7,500 monthly
RPS – Average \$107,000 monthly through Gross Income and \$2,000 monthly through meter Account.

Incoming wires: City receives approx 6 wires per year from various grant agencies.
Outgoing Wires: RPS initiates 1 domestic wire monthly for Purchase Power

Number of debits per month for each account:
City – averages 3 other debits per month
RWW – averages 5 other debits per month
RPS – averages about 11 ACH debits monthly primarily through Gross Income and internet transfers (debit from Gross Income going to General & Payroll)

Question #2: - Does the City currently utilize a purchasing card? If so, what is the monthly dollar spend on the cards?

Response: The City of Raton, Raton Water Works and Raton Public Service all have WEX fleet cards for fuel purchases. Total charges average about \$16,125 per month or \$193,500 annually. RWW uses a credit card for occasional and one-time purchases, approx. \$500/month.

Question #3 : Does the City currently utilize an integrated payables platform? If so, what is the monthly dollar volume of virtual card spend?

Response: No. The City of Raton , RWW and RPS do not currently utilize integrated payables.

Question #4: Would the city be open to providing merchant statements for the Water Works merchant processing? This would enable the bank to provide an accurate pricing proposal.

Response: Raton Water Works is not sure that they would change merchant providers, as Open Edge works with INCODE accounting software to post online payments to customers accounts. Currently paying 2.8% on credit card payments.

Question #5: Would the City of Raton and Raton Public Service want to look at setting up merchant services, or would this only be utilized for Water Works ?

Response: RPS does not currently utilize a credit card machine to accept payments. RPS would only establish merchant services if Water Works was to change since the 2 utility departments would need to be on the same system. The City of Raton is interested in setting up merchant services utilizing the same set up as Water Works with Open Edge to interface with our INCODE accounting software, however the City has several offsite locations such as the Aquatic Center, Solid Waste Convenience Center and the Arthur Johnson Memorial Library that we would be interested in setting up merchant services.

Question #6: Does the City want the ability to push and pull ACH transactions? (Payments & collections?)

Response: Yes. Currently use individual vendor sites to initiate payments. The City of Raton currently has an annual USDA loan payment set up as an ACH Debit (pull). RPS also generates a monthly NACHA file that is uploaded for utility collections (apprx 700 customers).

Question #7: The City kindly mentioned requesting the ability to make domestic wire transfers. Does the City foresee a need for International wire payments (in foreign currency or US dollars?)

Response: No. The City does not foresee a need for International wires.

Question #8: Does the City currently upload a NACHA file to process ACH payments?

Response: RPS currently uploads a NACHA file from INCODE to online banking for utility collections (Apprx 700 customers). In addition, the City (bi-weekly) and RPS (bi-monthly) also separately upload NACHA files to online banking for payroll direct deposits. (City apprx. 106 employees and RPS apprx 19 employees)