

**ADDENDUM #2**  
**Bid #876**

**BANKING DEPOSITORY AND INVESTMENT SERVICES**

**QUESTIONS:**

1. What type of volume is anticipated for the currency and coin wrappers and currency bags?
  - During the summer season (May – September) the city has a two facilities that take cash only and both make daily deposits. Wrapped coins are on average 1 – 2 days a week with a couple of rolls per deposit. During the rest of the year wrapped coin is basically once a month for the vending machine in City Hall. The vending machine deposit tend to have on average about \$200.00 in rolled coin.
  - We will require 6 locked bank bags total so that they may be switched between locations and the finance department for making deposits.
2. How many accounts use positive pay / ach?
  - Two accounts use positive pay the pooled general fund account and court revenue.
  - All account should be set up to receive ach payments but the city currently only sends ach from the pooled general fund account
3. How much coin counting / volume per month?
  - Most of the coin will be wrapped before it reaches the bank and any loose change in a deposit is placed in an envelope and marked for that deposit.
  - The City makes deposit each weekday (Monday – Friday)
  - See question one for more detail.
4. What is the average balance in each account?

|                                      |             |
|--------------------------------------|-------------|
| • Municipal Court Account (old bond) | \$30,000    |
| • LLEBG                              | \$60,000    |
| • Municipal Band Account (New Bond)  | \$40,000    |
| • Municipal Revenue Account          | \$70,000    |
| • Public Safety                      | \$300,000   |
| • Road & Bridge                      | \$280,000   |
| • General Fund Pooled                | \$5,220,000 |
| • Investments average                | \$6,200,000 |

**NOTE: Amount rounded to the nearest ten thousand.**
5. Is the City using any Repurchase Agreements today or are all your investment accounts through ICS? Are you open to using a Repurchase Agreement?
  - Currently everything is under ICS.
  - The city will consider all option presented.
6. Volume each month for checks deposited through the remote deposit scanner?
  - Currently the city is not using this option for deposit but would like to have the option.

7. What is the monthly incoming and outgoing wire volume?
  - The city has seen a need for wires more recently but the city does not use the option on a monthly bases for outgoing wires.
  - Wires are not received every month but may get them several time a year.
8. What is the current collateralization for the city?
  - The current collateralization for the city is \$12,000,000.
9. Monthly chargebacks, ACH returns, NOCs?
  - Over all of the city accounts historically there are only about 8 to 10 returned items per year.
10. Can you provide the current interest rate on interest bearing accounts?
  - The interest rate applied to the current deposit accounts is 0.50%.
11. Can you provide the current interest rate on the investment accounts?
  - The interest rate applied to the current ICS investment accounts is 0.20% the rate is change annually.
12. Can you provide the current ECR rate the accounts are earning (if any) on the non-interest bearing accounts?
  - The city has an earning credit rate of 0.50%.
13. Are there any forms required that were not provided in Bid 876?

Yes, there is Attachment 1 and 2 which will be released at the same time as this addendum.
14. Will there be a Bid security required in the amount of 10%?
  - As this is a service contract there will be no Bid Security required.
15. The deadline for question submission was December 16, 2018?
  - Yes the deadline for question submission was December 16, 2018. Date of the Bid deadline was change to January 24, 2019 therefore the response to all summited questions will be published on December 24, 2018. This will give each entity time to review the information and prepare the Bid.
16. Effective date of service begins the day the pooled general fund account is opened. Approximately how soon after final approval of the RFP does the City anticipate opening their accounts?
  - There will be a transition team to insure that there is no laps in payments to the city's venders or employees. The schedule will be determined based on the banking institution and the finance team's calibration.
17. After the bid opening how long does the City anticipate it will take to select the winning bidder and obtain the necessary approval to transition to the winning bank? ?
  - The approval process to not have a set time limit but the review process will be handled and processed in the time do a decision of this nature.
18. Will the addendum contain a consolidated list of all of the bidding banks questions and the City's replies to each question?
  - Yes, this a consolidated list of all of the questions received.
19. Is the imported DD payroll file that is submitted to the bank 2 days before the settlement date completed through the Bank's online portal or does the City submit the file via Secure FTP?
  - The City does not directly submit file. It is submitted through the City's payroll vendor as an ACH file through the banks portal.

20. Bid Proposal Form... As mentioned in the General comments section above, can the Bid Proposal Form be revised to include all services and volumes already filled in? In addition, can the revised form include a section for the banks to bid the interest rate on the Operating accounts? A revised Bid Form would require the banks to bid uniformly and allow the City to have an objective measure of the various banks proposals.
- As all bank do not have the same services available the city has listed many common services in the general comments section. It is up to each bank to make sure that all services that are offered are well represented at the best rate possible. There are some services that the City is not currently using but might utilize in the future based on cost and availability. Volume for each difference service offered is not available at this time.
21. Will the City provide copies of Merchant Services statements so we can provide a Merchant Services proposal to process the City's credit card payments?
- Appointment to review these documents at Berkeley City Hall can be made between January 2, 2019 and January 9, 2019.
22. Will the City provide a copy of the current bank statement and analysis statement?
- Appointment to review these documents at Berkeley City Hall can be made between January 2, 2019 and January 9, 2019.
23. Attachment A... Numerous specifically required or implied services are listed elsewhere in the RFP that are not listed on Attachment A. These services include but are not limited to Online Portal, Reporting requirements, ACH module, W/T Module, EDI Detail, CD for permanent record, Stop Payments, Zero balance and/or sweep accounts, # of checks deposited/month, # of returned deposited items/month, Special Handling of returns, Full ARP, Positive Pay, ACH Positive Pay, ACH payments originated beyond the bi-weekly payroll files, volume and frequency of coin/currency deposits, etc. Can the City list all of these services on a revised Bid Proposal Form? This would require the banks to bid uniformly and allow the City to have an objective measure of the various banks proposals.
- As all bank do not have the same services available the city has listed many common services in the general comments section. It is up to each bank to make sure that all services that are offered are well represented at the best rate possible. There are some services that the City is not currently using but might utilize in the future based on cost and availability. Volume for each difference service offered is not available at this time.
  - The City will consider all options available.