

Fayette
COUNTY

"WHERE QUALITY
IS A LIFESTYLE"

PURCHASING DEPARTMENT
140 STONEWALL AVENUE WEST, STE 204
FAYETTEVILLE, GEORGIA 30214
PHONE: 770-305-5420
www.fayettecountyga.gov

October 20, 2016

Subject: RFP #1201-P: Banking and Merchant Services – Addendum #3

Gentlemen/Ladies:

Included herein is additional information and clarification for the above referenced request for proposals. Please consider all of this information when preparing your proposal.

1. **Must we have a physical presence in Paducah, Kentucky, or can we use remote deposit?** A remote deposit can be used.
2. **Does the Kentucky bank process checks only, or also cash?** Checks only.
3. **The RFP says you are looking to expand merchant services. Can you explain this a little more?** The County is interested in giving customers the ability to use debit/credit cards in person at various locations.
4. **Will you consider separate services (banking vs. merchant services)?** Yes.
5. **Must our systems be compatible with Munis?** Yes, Munis (Tyler) is a major government vendor and is compatible with many banks and government entities.
6. **Do you take credit cards at the office window now (Water System)?** No.
7. **Is the lock box with your bank currently (Water System)?** Yes.
8. **What is your annual volume (Water System)?** 12,000.
9. **Attachment A makes several references to E-box. What is this?** Water System e-box and lock box are the same.
10. **Regarding Attachment A, will you need all accounts to be available online, or just five accounts?** The following accounts must be available on-line, County Operating Account (Concentration), Payroll, Accounts Payable, Water System, Operating Account, and Juvenile Court Regular Account.

11. Regarding pricing, does the county want everything on Attachment A to be listed on the Pricing Sheet? Yes.

12. Which departments take cash to the bank? Finance and Water System.

13. Does the county use an armored car service? No.

14. The RFP mentions an average balance of \$15 million to be collateralized by the Bank (Attachment A). Can you provide a breakdown?

Water System CIP	\$6,403,553	County Operating Account	\$5,386,883
Advantage Cash MM	\$1,521,452	Water Operating Account	\$633,374
EMS Account	\$875,631	Superior Court Jury	\$86,844
Juvenile Court Accounts	\$11,242		
Total -	\$14,918,979		

Water System CIP	\$2,322,633	County Operating Account	\$14,677,944
Advantage Cash MM	\$ 521,701	Water Operating Account	\$2,040,012
EMS Account	\$398,631	Superior Court Jury	\$114,444
Juvenile Court Accounts	\$ 8,873		
September 2016 Total -	\$20,084,238		

Account balances will fluctuate during the year and will be higher when property tax revenues are received – November through January.

15. Who pays the convenience fee for on-line payments? Customer.

16. Which departments are planning on expanding use of debit/credit cards?

At this time, Finance, Water System, Recreation, Animal Control, Permits and Inspections, and Library with a possibility of expanding the service to other departments.

17. Which accounts provide positive pay, full recon, and together? Can you give us volumes? Accounts Payable and Payroll both require positive pay and full recon.

8,948 A/P checks issued in fiscal year
19,220 Payroll Direct Deposits
350 Payroll checks (Poll workers)
Primary & General Elections – Not including runoffs or special elections.

18. What is the monthly payroll? \$1,751,600 bi-weekly (2) and monthly (1) with 1,485 direct deposits.

- 19. Does the county pay any vendors electronically?** No, however we are very interested in this feature and updating our processes.
- 20. What is the monthly amount spent on Purchase Cards?** Approximately \$59,000.
- 21. What is the county's volume of rolled coins?** 2 rolls daily from Library, coins from copy machines.
- 22. Section 2.1.17 of the RFP says "Provide the following reports and information about your institution: c. Reports for Account of Similar Size and Account Structure." Can you explain this?**
 Staff explained during the meeting our desire for samples of actual reports from their on-line banking service, bank statements and analysis statement (charges for services and earnings) that are similar to Fayette County's size and needs.
- 23. Under Minimum Requirements, Section 3.1.3 says "must be a federally chartered bank qualified to do business and accept public deposits in the State of Georgia. Will you consider a state-chartered bank? Yes.**
- 24. What is the deadline for questions?**
 The Fayette County Purchasing Department must receive all questions in writing no later than 10:00am, Wednesday, November 9, 2016. The county will post answers to questions and/or other information concerning the Request for Proposal in the form of an addendum on the county's website at http://www.fayettecountyga.gov/purchasing/bids_and_proposals.asp. It is the responsibility of the prospective proposer to check the website for any addenda issued for this request for proposal.
- 25. What are the volumes checks deposited by other departments?**
- | | | |
|---|-------------------------------|--------|
| Annual estimates: | Permits & Inspections | 1,340 |
| | Recreation | 1,216 |
| | Library | 324 |
| | Animal Control | 92 |
| Other volumes to assist your proposals: | | |
| Annual | Finance checks issued | 8,950 |
| | Utility Drafts to our account | 17,192 |
| | Purchase card transactions | 3,256 |
- 26. What service is CEO ACH HYP ITM DET INQ - PER ITEM in Attachment A?**
 Retrieval of detailed ACH information via hyperlink in information reporting.

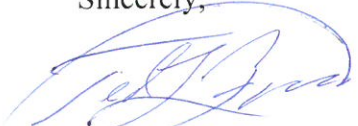
Received by _____ Company _____

Note: If this addendum is not returned to the Fayette County Purchasing Department or if it is returned not signed, all responders shall still be responsible for the requirements of this addendum and the specifications or changes herein.

The opening date for this request for proposal has not changed. **The opening date is: 3:00pm, Tuesday, November 15, 2016.** Bids must be received in the Purchasing Department at the address above in Suite 204 on or before the opening date and time.

Thank you for your attention to this matter.

Sincerely,



Ted L. Burgess
Director of Purchasing

TLB/tcb

Attachment