



**ADDENDUM NUMBER ONE
RFP Banking**

DATE: August 2, 2022
TO: ALL PROPOSERS OF RECORD
FROM: Lyn Majeski, Purchasing Manager
BID FOR: **FY2023 Request for Proposal Depository and Banking Services**

This addendum forms a part of and modifies the bidding specifications for the above item for the City of Oak Ridge, Tennessee.

ITEM 1 – Comments/Questions Received from Potential Proposers

1. "In order to provide accurate and complete pricing for this RFP, please provide a detailed list of current Treasury Services performed and current or typical volumes on a monthly or annual basis. To further clarify, these would be the services performed as listed on a recent analysis statement for each of the three City of Oak Ridge accounts (ACH, Deposit, and Disbursement accounts)."

See attached transactional information for each of these accounts. The City's transactional volume is primarily from utility and property tax payments. Property taxes are primarily collected in July and August. In July of 2020, the City began using a contracted service for electronic utility and property tax payment options. The total of the payments collected come in by ACH daily to the ACH account. The makeup of the City's transaction items is expected to change somewhat over time to more ACH processing.

2. It would be helpful to know the approximate amount of dollars for all accounts, or an average. It helps us price out what we need to have in Collateral Pool and also offer other options. Could we get that information?

See attached information for each major operating account. This information regarding the miscellaneous account is on page 9 of the RFP under Current Account Structure.

3. Page 3, Section 2, Proposal Response: Would the City consider an electronic submission of the RFP response vs. paper response?

No.

4. Page 5 - #11 What is the context of this project(s) for taking payments (Example: Tax Payments) – and how does the account currently get reconciled?

This item number should have been deleted in the RFP document.

5. Page 5- #20 We have other Muni's that we give a CD to on a monthly basis with all monthly statements on it. They use this for their permanent storage, is this what this line is referring to? Or is it referring to something else?

This is referring to the retention of bank processed transactional items - deposit tickets, copies of checks deposited that month, copies of returned items, copies of City checks that have cleared, deposit adjustments, etc. We need a mechanism to be able to store these items in a searchable data base.

6. Page 5 - #24 This is one is a little vague, as we cannot predict what new technology and or services that the City may require or may be invented. Could you possible give me an example of what is meant by this line?

This is for more of an opportunity for the proposing entity to highlight no additional cost services that are of benefit to the City that are not outlined elsewhere.

7. Page 5, Section C - Will you be providing a proposed fee schedule form? If not, please advise how you would like the proposed service charge line items and price per item presented.

No, the overview of each account is on page 10 of the RFP document. The fees should be listed by service type and how those services are charged out along with any base account charges. Refer to the attached transactional information for each of the operating accounts.

8. Page 5, Section C, #21 - "Availability of credit card receipt merchant services". Please provide an explanation of this service and what is required for the bank to meet expectations.

This is referring to City employee purchasing cards. Currently 107 employees have credit cards used primarily for City travel and purchase of small materials. For the City fiscal 2022, purchases on these cards totaled \$1,061,033. This was up from the fiscal 2021 amount of \$867,147.

9. Page 12, H, Monthly Service Charge Calculations: "The City will also accept a combination of cost earnings proposals." Does this statement mean that the City would be amenable to a structure whereby earnings allowance could be used to offset fees, rather than a strict requirement that bank accounts must be interest-bearing (meaning earn hard dollar interest)?

Yes – however we would also need them broken down separately for comparative purposes.

10. Page 14, #12, Item R – Conversion of files into Excel. Please explain what files you are requesting be converted to Excel.

An example would be bank statements. If provided in a pdf that file must be able to be converted into excel.

11. Page 16, Proposal submission document: Requests that the proposal contain all the information requested, including 13 exhibits. A number of these exhibits are part of the requested information in the RFP, including positive pay information, ACH, etc. Question: For each exhibit that is answered in the RFP response, is it permissible to reference the section of the RFP response that addresses the exhibit?

Yes, reference needs to be clearly identifiable.

12. Page 16, Item 4: Bank's financial statements – is it permissible to provide a link to the Bank's annual audit? The audits are voluminous and will not meet the requested "E: Economy of Preparation".

Yes.

13. Exhibit A, Interest earnings. Please confirm that the total dollar amount that should be used to calculate interest earnings is \$3,130,948.

That is the average daily balance for the three operating accounts. We are looking for how the interest rate is determined and what account base is used for the calculation.

****Acknowledge receipt of this addendum when you submit your Proposal****

Deposit Account

Primary Function: Daily Cash and Check Deposits - Transported by Loomis

Services Include: Depository Services, Cash Vault, ACH Account Block, Image Services

Month/Year	Number of Deposits	Deposit/ Adj /Credits	Item/Chargeback /Transfers/Adj		Beginning Balance	Ending Balance	Deposits & Credits	Withdrawals & Debits	Average Ledger Balance
			Debits						
Jun-22	193	2	10		\$ 575,890.33	\$ 49,506.81	\$ 3,115,529.90	\$ 3,641,913.42	\$ 715,240.71
May-22	177	1	9		\$ 2,515,357.01	\$ 575,890.33	\$ 3,060,255.52	\$ 4,999,722.20	\$ 880,889.94
Apr-22	160	-	6		\$ 2,115,528.14	\$ 2,515,357.01	\$ 3,104,959.32	\$ 2,705,130.45	\$ 686,136.26
Mar-22	191	1	14		\$ 806,054.05	\$ 2,115,528.14	\$ 3,456,611.51	\$ 2,147,137.42	\$ 700,772.65
Feb-22	173	-	13		\$ 985,699.12	\$ 806,054.05	\$ 3,480,546.43	\$ 3,660,191.50	\$ 542,491.39
Jan-22	150	-	9		\$ 59,444.04	\$ 985,699.12	\$ 2,642,459.93	\$ 1,716,204.85	\$ 501,387.47
Dec-21	175	-	15		\$ 78,148.75	\$ 59,444.04	\$ 3,403,331.63	\$ 3,422,036.34	\$ 623,599.90
Nov-21	183	-	7		\$ 3,017,049.36	\$ 78,148.75	\$ 3,351,367.72	\$ 6,290,268.33	\$ 498,198.53
Oct-21	177	1	11		\$ 3,342,746.61	\$ 3,017,049.36	\$ 3,958,872.87	\$ 4,284,570.12	\$ 1,316,143.68
Sep-21	178	1	11		\$ 5,198,537.39	\$ 3,342,746.61	\$ 5,920,952.23	\$ 7,776,743.01	\$ 3,380,107.32
Aug-21	206	2	13		\$ 240,017.70	\$ 5,198,537.39	\$ 14,739,383.86	\$ 9,780,864.17	\$ 2,900,306.46
Jul-21	194	-	13		\$ 1,419,562.35	\$ 240,017.70	\$ 5,398,794.01	\$ 6,578,338.66	\$ 1,039,293.98

Disbursement Account

Primary Function: Processing Of City issued Checks

Services Include: City Check Clearing, Positive Pay Services, ACH Account Block, Image Services

Month/Year	Number of Checks	Wire Transfer In	Transfers From Other Accounts	Beginning Balance	Ending Balance	Deposits & Credits	Checks	Average Ledger Balance
Jun-22	540	-	5	\$ 1,050,886.20	\$ 1,768,377.07	\$ 4,632,282.84	\$ 3,914,791.97	\$ 1,811,180.44
May-22	540	-	5	\$ 1,061,707.30	\$ 1,050,886.20	\$ 4,420,182.52	\$ 4,431,003.62	\$ 1,131,109.62
Apr-22	548	-	7	\$ 1,010,472.84	\$ 1,061,707.30	\$ 3,905,152.99	\$ 3,853,918.53	\$ 979,691.53
Mar-22	606	1	11	\$ 1,455,768.69	\$ 1,010,472.84	\$ 3,287,167.02	\$ 3,732,462.87	\$ 1,035,028.01
Feb-22	423	1	5	\$ 1,093,311.41	\$ 1,455,768.69	\$ 4,275,236.85	\$ 3,912,779.57	\$ 1,625,042.67
Jan-22	427	-	6	\$ 980,956.27	\$ 1,093,311.41	\$ 5,235,216.59	\$ 5,122,861.45	\$ 1,344,083.98
Dec-21	512	1	3	\$ 1,549,680.22	\$ 980,956.27	\$ 3,390,240.97	\$ 3,958,964.92	\$ 1,493,280.45
Nov-21	500	-	10	\$ 1,351,430.65	\$ 1,549,680.22	\$ 5,730,250.99	\$ 5,532,001.42	\$ 1,607,238.66
Oct-21	557	-	5	\$ 1,061,990.79	\$ 1,351,430.65	\$ 4,275,197.37	\$ 3,985,757.51	\$ 1,223,127.61
Sep-21	491	-	3	\$ 1,686,154.95	\$ 1,061,990.79	\$ 3,650,250.75	\$ 4,274,414.91	\$ 1,061,990.79
Aug-21	554	-	9	\$ 921,067.27	\$ 1,686,154.95	\$ 8,845,306.36	\$ 8,080,218.68	\$ 1,895,356.92
Jul-21	538	-	7	\$ 1,142,900.56	\$ 921,067.27	\$ 3,750,692.55	\$ 3,972,525.84	\$ 921,067.27

ACH Account

Primary Function: Processing Incoming and Outgoing ACH and Wired Transactions

Services Include: Processing City Generated Bi-Weekly Payroll ACH Payments to Employees, Maintains City Initiated Online Outgoing Wire System including City Wiring Templates, ACH Filters

Month/Year	Incoming Deposits & Credits	Withdrawals/ Transfers & Debits	Wires In	Wires Out	Beginning Balance	Ending Balance	Deposits & Credits	Withdrawals & Debits	Average Ledger Balance
Jun-22	374	24	3	6	\$ 207,548.75	\$ 1,679,658.02	\$ 16,366,589.97	\$ 14,894,480.70	\$ 585,673.41
May-22	343	23	2	7	\$ 714,046.23	\$ 207,548.75	\$ 19,539,057.26	\$ 20,045,554.74	\$ 460,137.52
Apr-22	350	21	2	4	\$ 197,784.57	\$ 714,046.23	\$ 9,861,473.97	\$ 9,345,212.31	\$ 718,758.65
Mar-22	339	28	2	5	\$ 139,551.76	\$ 197,784.57	\$ 10,526,832.60	\$ 10,468,599.79	\$ 689,694.60
Feb-22	297	22	3	7	\$ 772,778.92	\$ 139,551.76	\$ 10,203,459.86	\$ 10,836,687.02	\$ 388,404.46
Jan-22	288	20	2	4	\$ 2,937,926.27	\$ 772,778.92	\$ 6,698,001.47	\$ 8,863,148.82	\$ 480,647.50
Dec-21	311	22	3	7	\$ 10,475.15	\$ 2,937,926.27	\$ 13,274,718.18	\$ 10,347,267.06	\$ 577,773.19
Nov-21	324	25	3	6	\$ 193,774.36	\$ 10,475.15	\$ 12,594,691.45	\$ 12,777,990.66	\$ 420,856.52
Oct-21	309	22	2	5	\$ 577,276.29	\$ 193,774.36	\$ 9,956,500.78	\$ 10,340,002.71	\$ 794,280.76
Sep-21	325	18	2	8	\$ 2,643.63	\$ 577,276.29	\$ 11,258,728.88	\$ 10,684,096.22	\$ 528,852.49
Aug-21	329	23	4	9	\$ 3,476,448.99	\$ 2,643.63	\$ 16,662,457.07	\$ 20,136,262.43	\$ 983,181.64
Jul-21	329	28	2	9	\$ 687,555.32	\$ 3,476,448.99	\$ 14,227,753.57	\$ 11,438,859.90	\$ 1,030,358.76