

ADDENDUM No. 3

TO: ALL BIDDERS
FROM: CITY OF HIALEAH
RFP NO. 2010/11-4200-36-001
RE: Banking Services
DATE: August 16, 2010

The original contract documents for the entitled: **Banking Services** need to be amended as noted in this Addendum No. 3.

This Addendum No. 3 consists of 7 typed pages. All other items and conditions of the original Contract Documents shall remain unchanged. This Addendum shall become a part of the Contract Documents.

Approved for issue:  Date: August 16 2010
Michael Flores – Purchasing Director

ACKNOWLEDGMENT

Receipt of this Addendum No. 3 shall be acknowledged in the space provided on the ADDENDUM RECEIPT form – ARF (Copy attached) now a part of the Contract Documents to be faxed immediately to the City of Hialeah Purchasing Division (305) 883-5871 and submitted with sealed bids.

Please revise "ADVERTISEMENT REQUEST FOR PROPOSALS" form as follows:

REQUEST FOR PROPOSALS WILL BE RECEIVED BY THE OFFICE OF THE CITY CLERK, CITY OF HIALEAH, FLORIDA, 501 PALM AVENUE, HIALEAH, FL. 33010, **UNTIL 11:00 A.M., TUESDAY AUGUST 31ST, 2010**, AT WHICH TIME ALL PROPOSALS WILL BE PUBLICLY OPENED, AND REFERRED TO A SELECTION COMMITTEE FOR EVALUATION. NO FAX PROPOSALS WILL BE ACCEPTED. EACH BIDDER IS TO SUBMIT SIX COPIES OF THEIR PROPOSAL IN ADDITION TO THE ORIGINAL.

BANKING SERVICES
PROPOSAL No. 2010/11-4200-36-001

Questions from Citibank:

Lockbox-

- Q1. The RFP says that the City maintains lockbox services for licensing and fire. The pricing sheet, Exhibit I shows that there are 3 lockboxes and a mix of retail (OCR scannable) and Wholesale. Please elaborate on the lockboxes and what type of payments is received.
- A1. Licenses, Fire Prevention Fees and Rescue Transportation Fees. Three lockboxes same PO Box number different account numbers.
- Q2. Are these monthly re-occurring payments or a one time payment?
- A2. These are one time payments.
- Q3. What document is sent in addition to the check?
- A3. Payment coupon.

- Q4. The pricing shows that there are 20,000 keystrokes monthly. What data is the bank keying for you?
A4. Yes, additional customized information is capture by keying the data and it is charged by keystroke.
- Q5. What do the following abbreviations stand for? RLBX Auto D/T to CLINT/TRAN and RLBX Auto D/T to CLINT/RCRD
A5. Lockbox Automated Transmission to Client per Transmission and Lockbox Automated Transmission to Client per Record

Currency-

- Q6. Citi prices all currency services, those that take place at the branch or money room, per \$100.00. The City's current provider prices currency deposited at the vault by strap and loose bills. In order to price Vault Deposits correctly, I would need to ask the total of cash deposited at the vault to arrive at our price for this service.
A6. No way to give you a specific amount, deposits vary in amount greatly.
- Q7. Lastly, it would be helpful if the City could kindly provide a copy of the RFP in Microsoft Word format or PDF so we have clean copies to sign and notarize.
A7. The City has posted a pdf version of this rfp on our website. (<http://www.hialeahfl.gov>)

Questions from Wachovia/Wells Fargo:

- Q1. Please provide copies of the City's previous three months bank account analysis statements.
A1. See attached list of bank accounts, this listing represents are bank accounts being considered. Also see attached account analysis statement.
- Q2. What is the City's overnight investment rate? How is the rate determined? Is the rate based on the fed funds rate index?
A2. N/A
- Q3. Does the City accept credit cards as payment for services? Is credit card process/acceptance being considered in this RFP for banking services?
A3. Not being considered.
- Q4. Does the City have a PCard program? Are PCard services being considered in this RFP for Banking services?
A4. The City is in the process of implementing a PCard program with Suntrust. Yes, we are considering PCard services in the RFP.
- Q5. Please provide a sample of the City's lockbox payment coupon.
A5. No such coupon is available at this time.

Questions from BB&T:

- Q1. Please provide a chart of accounts for the 23 needed to include Bank Account Descriptions and Type of Account such as zba, DDA, Interest Bearing, etc.
A1. See attached list of bank accounts.
- Q2. Section D - Coin Deposits - The bank will be expected to provide such mechanical sorting and/or counting equipment that may be required. Please describe what type of equipment is needed and acceptable for the City.
A2. N/A

- Q3. Section O - Lockbox Services. Where is the post office box located and what type of security will be required?
Also, what is an acceptable pickup time for deposits?
- A3. The boxes are owned by Suntrust and are located in Orlando. The addresses are:

Fire Rescue: City of Hialeah
P.O. Box 918660
Orlando, FL 32891-9000

Fire Prevention: City of Hialeah
P.O. Box 919000
Orlando, FL 32891-9000

License: City of Hialeah
P.O. Box 918661
Orlando, FL 32891-9000

- Q4. Will the City accept a lockbox site outside the City boundaries?
- A4. Yes.

- Q5. Can the City provide the RFP in Word format to use for our response?
- A5. The City has posted a doc version of this rfp on our website. (<http://www.hialeahfl.gov>)

- Q6. For investments and safe keeping: Provide a copy of the City's Investment policy statement. Recent statement listing current assets, balances, and tickers/CUSIPS How many accounts will be required? Will there be any subaccount requirements? An estimate of how many transactions a month? Are there any additional requirements not listed?

A6. N/A

Questions from TD Bank:

General Questions-

- Q1. Please provide a copy of the most recent Account Analysis statement representing accounts that are part of this RFP. If statements do not disclose balances, services utilized, current pricing, earnings credit rate, and interest rate please provide this information.
- A1. Bank Balance at 9/30/09 for all accounts was \$57.4 million (beginning of year).
Bank Balance at 7/30/10 for all accounts was \$39.2 million (most current monthly statement).
See attached account analysis statement.
- Q2. If there are accounts that are part of this RFP but not represented on the Account Analysis statement, please provide a copy of the most recent bank account and/or investment statement(s).
- A2. See attached account analysis statement.

Operating Account-

- Q3. Page 5, B Third paragraph – Will Night Depository services satisfy 24 hour deposit capability?
- A3. N/A
- Q4. Page 5, B Fourth paragraph - Is the \$20 million figure listed here cash flow or average collected balances? If Cash Flow, please provide average monthly ledger and collected balances.
- A4. Bank Balance at 9/30/09 for all accounts was \$57.4 million (beginning of year).
Bank Balance at 7/30/10 for all accounts was \$39.2 million (most current monthly statement).
Cash inflows and outflows average \$12-14 million per month.

Payroll Account-

- Q5. Page 5, C - In addition to Payroll, does the City require additional ACH needs (i.e. Vendor Payments, Collection Services, etc.)? If yes, please provide additional dollar figure.
- A5. We sent out wire transfers as for some large payments, particularly loan payments, no additional services required
- Q6. Page 6, D. Please clarify average daily cash deposits. RFP lists \$200-\$300 per day here; however, Exhibit I on Pg. 17, Cash OTC deposits list \$150,000. On page 18 Vault Currency Dep. Loose Bill lists 7500 in volume.
- A6. Deposits vary significantly.

Coin Deposits-

- Q7. Page 6, D Third paragraph - Please indicate average denominations per coin order.
- A7. N/A

Investments-

- Q8. What is the size of the portfolio?
- A8. No investments considered in this RFP.
- Q9. How many securities are in the portfolio?
- A9. No investments considered in this RFP.
- Q10. What types of securities are held in the account? (Can include stocks, bonds, money market funds, DTC and Fed items).
- A10. No investments considered in this RFP.
- Q11. How many accounts are required?
- A11. No investments considered in this RFP.
- Q12. What is the current market value for each account?
- A12. No investments considered in this RFP.
- Q13. How many securities transactions occur each month?
- A13. No investments considered in this RFP.
- Q14. Is there an external investment advisor?
- A14. No investments considered in this RFP.
- Q15. Is there more than one investment advisor? If so, how many?
- A15. No investments considered in this RFP.
- Q16. Is a separate account required to be maintained per investment advisor?
- A16. No investments considered in this RFP.
- Q17. Does the investment advisor rebalance the account periodically? If so, on what cycle?
- A17. No investments considered in this RFP.
- Q18. Who will provide investment confirmations?
- A18. No investments considered in this RFP.
- Q19. Are any special reporting requirements needed for this custody account?
- A19. No investments considered in this RFP.

Q20. Is there any Securities Lending on any of the securities held in the custody account?

A20. No investments considered in this RFP.

Q21. Will you provide a copy of the current custody statement?

A21. No investments considered in this RFP.

Lockbox-

Q22. Does the City maintain/need 1 P.O. Box with 2 different Bank Accounts (License Division & Fire Department), or 2 P.O. Boxes for each account?

A22. There are three lockboxes each with their own PO number.

Fire Rescue: City of Hialeah
P.O. Box 918660
Orlando, FL 32891-9000

Fire Prevention: City of Hialeah
P.O. Box 919000
Orlando, FI 32891-9000

License: City of Hialeah
P.O. Box 918661
Orlando, FI 32891-9000

Q23. Please provide volume breakdown for each specific account/Div./Dept.

A23. For Licenses there are approximately 17,500 payments received in the year. The bulk of the payments are received in the months of August and September. For the remaining two lockboxes receive a volume of approximately 3,500 and 2,500 annual payments.

Q24. No. 3 states that Bank is to provide deposit information by 11:30 AM. Is the City flexible with this deadline to extend no later than 2:30 PM?

A24. The City is flexible with the time schedule.

Q25. No. 4 requests delivery of all lockbox back-up to be delivered to the City. Is this requirement specific to Transmission of Images for On-line retrieval, or physical items?

A25. Physical items.

Check sort maintenance-

Q26. Is the City currently getting original Paid Items back, or images? If original items are being received, would the City consider monthly CD ROM's of all paid items, instead of original checks?

A26. CD ROM's and online access to view.

Armored car services-

Q27. Current Armored Car provider?

A27. Loomis

Q28. Are you being invoiced independently, or is this an Analysis pass-thru fee via your current bank?

A28. Independently of the Bank Services.

Q29. Current frequency of use (i.e. Daily, Weekly, Every Tuesday, Weekends, etc.)?

A29. Twice a week by armored car.

Q30. Please provide all locations that will require service Pick-up & Drop-off?

A30. A total of 5 locations for pickups all located within the City of Hialeah limits. Further addresses can be provided upon request.

Questions from Regions:

- Q1. The RFP mentions \$20 million passing through the account, what is the total average balance with all of the accounts combined?
- A1. Bank Balance at 9/30/09 for all accounts was \$57.4 million (beginning of year).
Bank Balance at 7/30/10 for all accounts was \$39.2 million (most current monthly statement).
See attached listing of all bank accounts and Account Analysis Statement.
- Q2. Do you currently own your own P.O. Box, that has the lockbox service?
- A2. Yes, we currently use three boxes but the boxes are owned by Suntrust in their Orlando operations center.

END OF ADDENUM No. 3

CITY OF HIALEAH

Banking Services

2010/11-4200-36-001

ADDENDUM No. 3

CONTRACTOR'S NAME _____

ADDRESS _____

PHONE NO. _____

CONTACT NAME _____ SIGNATURE _____

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDUM BY SIGNING AND DATING BELOW:
(Copy of this form must be faxed immediately to the City of Hialeah at (305) 883-5871).

ADDENDUM

SIGNATURE

DATE

3

ARF