



March 29, 2017

Prospective Bidders

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Re: Addendum #1

**RFP: W 2017-57-A
DEPOSITORY SERVICES**

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Questions:

Q) Does the City received daily reports for controlled disbursements?

A) The City currently has on-line access to run reports at any time.

Q) Clarification on credit card processing.

A) The City's credit card payments are currently split between point of sale transactions and on-line transactions, and this RFP covers only point of sale. The figures listed in the proposal documents are for January 2017. The City's anticipates that the number of point-of-sale transactions to continue to decline.

Q) Which financial and credit card processing software does the City use?

A) Financial System is Tyler Technologies – Incode; the on-line credit card processor is ETS.

Q) Clarification on Bulk Services (p. 43: 187 “credits posted” and p 44 – first item was truncated)

A) P. 43 - 187 credits posted is the number of deposits/month. These deposits are picked up and transported by armored car. While each department is a separate deposit; all deposits are consolidated in Utility Billing for bank deposit.

P. 44 - see attached corrected bid form page.

Q) Do you know how many checks are coming in daily? And from which departments?

A) Checks are coming primarily from Utility Billing, Courts, Building Inspections, Library, Police Department, Recreation Center and Animal Shelter. While each department is a separate deposit; all deposits are consolidated in Utility Billing for bank deposit.

Q) Is the City currently using remote deposit capture?

A) Not at this time, but may be interested in the future.

Q) Who is the incumbent?

A) JP Morgan Chase

Q) What would be the amount that would be collateralized with the bank?

A) The amount varies, dependent upon the amount of property taxes or large collections. October 2016 – March 2017, requirements ranged between \$20,500,000 and \$44,000,000. With the rise in property values, the City would anticipate an increase in those figures.

- Q) Would the City accept Letters of Credit by the Federal Home Loan Bank of Dallas?
A) The City currently does not, but may review in the future.
- Q) Does the City utilize Positive Pay?
A) Yes. The City currently matches the check number, payee name, and dollar amount.
- Q) How is the cash deposit delivered to the bank?
A) See above; armored service.
- Q) Is the City currently utilizing an automated overnight sweep?
A) Yes.
- Q) Credit Card Merchant Services - is the City looking at having the credit card sales go through our processor or will the City use their current processor and redirect these deposits to the respected financial institution that wins the bid?
A) Point of sale transactions will be processed under this RFP. On-line transactions are processed by ETS. See information above.

Vendors who may have already submitted a response and feel this addendum may change their response may pick up their proposal and return it **prior to April 6, 2017 prior to 3:00 PM.** If picking up the proposal is not feasible, any new proposal submitted by your firm will supersede one previously submitted.

If you have any questions regarding this addendum, please contact the City of Wylie Purchasing Department, (972) 516-6140.

Acknowledge receipt of this addendum by initialing in the appropriate space on the Vendor Acknowledgment Page..

NAME OF INSTITUTION: _____

**FEE SCHEDULE - FORM D
OPERATING ACCOUNT**

Product Line and Description	City's Previous Volumes		Bank's Proposed Fees	
	Monthly Units	Estimated Annual # of Units	Monthly Flat Fee	Unit Price (if applicable or mark as included in flat fee)

ACCOUNT SERVICES

Includes monthly maintenance for DDA account, sub account maintenance to transfer account balances within a cash concentration relationship, electronic debit and credits and charge per statement

ACCOUNT MAINTENANCE	1	12		
STATEMENT CYCLES	1	12		
		-		
CREDIT POSTED- ELECTRONIC	224	2,688		
DEBIT POSTED - ELECTRONIC	104	1,248		
CASH CONCENTRATION MAINTMASTER	1	12		

AUTOMATED CLEARING HOUSE

Monthly maintenance fee, per debit/credit transaction orginated online

REMOTE DEPOSIT ACH MAINT	1	12		
ACH DELAYED REDEPOSIT(PER DAY)	1	12		
ACH MAINTENANCE	2	24		
CREDIT RECEIVED	142	1,704		
DEBIT RECEIVED	55	660		
RETURN ITEM	11	132		
NOTIFICATION OF CHANGE	2	24		
RETURN NOTIFICATION - ONLINE	11	132		
NOTIF OF CHANGE - ONLINE	2	24		
ELOCKBOX FILE PROCESSING	21	252		
CREDIT ORIGINATED - ONLINE	-	-		
DEBIT ORIGINATED - ONLINE	1,784	21,408		
ONLINE ACH MAINTENANCE	1	12		
ADDENDA RECORD ORIGINATED	16	192		
NOTIF OF CHANGE - EMAIL	2	24		
RETURN NOTIFICATION - EMAIL	11	132		
DEBIT BLOCK MAINTENANCE	3	36		
ACH ADA AUTHORIZED ID	14	168		
ELOCKBOX MAINTENANCE	1	12		
ELOCKBOX TRANSACTION RECEIVED	3,566	42,792		
ELOCKBOX TRANSACTION REFORMAT	3,566	42,792		

**FEE SCHEDULE - FORM D
OPERATING ACCOUNT**

Product Line and Description	City's Previous Volumes		Bank's Proposed Fees	
	Monthly Units	Estimated Annual # of Units	Monthly Flat Fee	Unit Price (if applicable or mark as included in flat fee)
ACH UNAUTHORIZED ENTRY FEE	1	12		

BALANCE BASED CHARGES

Monthly administrative fee to address various regulatory and other charges

BALANCE BASED CHARGES	12	1	BALANCE BASED	
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BANKING CENTER SERVICES

Charge for transaction made at a Banking Center

BRANCH CREDITS POSTED	1	12		
BRANCH DEPOSIT-IMMEDIATE VERIF	3,066	36,792		
BRANCH ORDER - COIN ROLL	5	60		
BRANCH ORDER CURRENCY STRAP	7	84		
BRANCH DEPOSIT ADJUSTMENT	1	12		
BRANCH ORDER PROCESSED	3	36		

DEPOSITORY SERVICES

Charge per credit including deposits, interest, adjustments, transfers or other credits

CHECK DEPOSITED-ON US	716	8,592		
CHECK DEPOSITED-TRANSIT	2,050	24,600		
DEPOSIT CORRECTION	1	12		
CREDITS POSTED	187	2,244		
RETURN ITEM	7	84		
RETURN ALTERNATE ADDRESS	7	84		
RETURN ITEM REDEPOSIT	10	120		
RETURN MAKER NAME	16	192		

DISBURSEMENT SERVICES

Monthly acct fee for receiving email notification of Positive Pay or ACH exception items and charge per check for image storage

CHECK CASHING NON-ACCT HOLDER	1	12		
CHECK INQUIRY MAINTENANCE	1	12		
RECON REPORT / STATEMENT MAINT	1	12		
EXCEPTION NOTIFICATION - ACCT	1	12		
RPP EXCEPTION REVIEW MAINT	1	12		

BANK ONLINE ACCESS

Charge for online access and per transaction loading online

**FEE SCHEDULE - FORM D
OPERATING ACCOUNT**

Product Line and Description	City's Previous Volumes		Bank's Proposed Fees	
	Monthly Units	Estimated Annual # of Units	Monthly Flat Fee	Unit Price (if applicable or mark as included in flat fee)
MONTHLY SERVICE	1	12		
ACCOUNTS REPORTED	4	48		
TRANSACTIONS REPORTED - 45 DAY	648	7,776		
TRANSACTIONS REPORTED - 1 YEAR	498	5,976		
EXTENDED TRANSACTION DETAIL	2,854	34,248		

WHOLESALE LOCKBOX				
LOCKBOX - MAINT	2	24		
WHOLESALE ITEM	64	768		
UNPROCESSABLE ITEM	1	12		
NO CHECK ITEM	3	36		
CHECK CLEARING	2,103	25,236		
CHECK MICR CAPTURE	2,103	25,236		
DATA CAPTURE	1,138	13,656		
PAPER DELIVERY PREP	3	36		
OUTGOING PACKAGE PREP	2	24		
POSTAGE	3	36		
DEPOSIT PREPARATION	33	396		
SCANNABLE LOCKBOX ITEM	2,038	24,456		
SCANNABLE LOCKBOX OCR DOCUMENT	2,146	25,752		
SCANNABLE LOCKBOX BALANCING	2,088	25,056		
LONG TERM STORAGE - CHECKS	2,103	25,236		
LONG TERM STORAGE - B&W DOCUMENTS	2,206	26,472		

ONLINE LOCKBOX ACCESS				
Monthly maintenance charge per lockbox for web access to document images				
DOCUMENT IMAGE CAPTURE	60	720		
OCR DOC IMAGE CAPTURE	2,128	25,536		
MAINTENANCE PER LOCKBOX-CHK/DOC	2	24		
LONG TERM STORAGE-CHECK	2,103	25,236		
LONG TERM STORAGE-B&W DOC	2,206	26,472		
DATA TRANS MAINTENANCE	1	12		
DATA TRANSMISSION ITEM	4,289	51,468		

VAULT SERVICES

**FEE SCHEDULE - FORM D
OPERATING ACCOUNT**

Product Line and Description	City's Previous Volumes		Bank's Proposed Fees	
	Monthly Units	Estimated Annual # of Units	Monthly Flat Fee	Unit Price (if applicable or mark as included in flat fee)
Charge per deposit processed through the vault and charge per note for bills deposited no meeting the Fed standard of 100 same denomination notes per strap				
VAULT DEPOSIT	187	2,244		
VAULT DEP NON STD STRAP - NOTE	3,522	42,264		
VAULT DEPOSIT ADJUSTMENT	1	12		

WIRE - U.S.				
ELECTRONIC DEBIT STRAIGHT THROUGH WITHIN BANK	3	36		
ELECTRONIC FED DEBIT STRAIGHT THROUGH	8	96		
REPETITIVE INSTRUCTION STORAGE	1	12		
FED TRANSFER FEE	26	312		
WITHIN BANK CREDIT	1	12		
FED CREDIT STRAIGHT THROUGH	18	216		
ADVICE - NOT CHARGE	29	348		

OTHER SERVICES OR IMPLEMENTATION FEES:	Bank to indicate any other fees to implement			

Operating Account Fee Subtotal:

(sub-totals should be based on estimated monthly volumes provided and any flat fees)