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GENERAL BANKING SERVICES

RFP 22-14

ADDENDUM NO. 1

August 22, 2022

Request for Proposal No.: RFP 22-14
Opening Date and Time: 2:00 PM, September 9, 2022

The City of Fairbanks (City) is responding to questions regarding RFP #22-14 General Banking Services as follows:

1. Can the City please provide a current account analysis billing statement?

City cannot provide an analysis statement as they are considered proprietary.

2. Are you looking for sweep investment information or just Zero Balance Account information?

Proposers should consider both. The city has a sweep account and multiple zero balance accounts.

3. Can the overnight investment requested by the City be held in Government Money Market Funds?

The successful proposer can invest overnight in a Government Money Market Fund; however, funds may be needed immediately for operations.

4. For the electronic transfers mentioned on page 11; can you give dollar amounts for the files for employees and vendors?

In 2021, the city had 3,930 transactions for a total of \$10 million for employees and 1,229 transactions for a total of \$13 million for vendors.

5. What is the volume of ACHs per month and how often is an ACH run is made?

The city makes at least 2 ACHs for payroll [Average 315 per month] and 4 ACHs for accounts payable per month [Average 60 per month].

6. How many checks are deposited in a month?

In 2021, the city had 1,641 in the highest month (January) and 298 in the lowest month (September).

7. For lockbox, what is the average volume of checks planning to go to the lockbox per month.

In 2021, the average volume of checks for garbage was 300 and the average volume for ambulance payments was 35.

8. May we include a cover letter or executive summary with our response that is outside the page limit restrictions?

The cover letter or executive summary will be considered within the page limit restrictions.

9. What is the average monthly balance held by the City (both investable balance and balances used to offset service fees)? What was the highest collective monthly balance for the City over the past 5 years? What was the lowest collective monthly balance for the City over the past 5 years?

In 2021, the average monthly balance was \$6,405,578; the highest collective monthly balance was \$16.5 million in 2020 and the lowest collective monthly balance was \$3.5 million in 2019 over the past 5 years.

10. Section 2, Item 8 – would the City be acceptable to receiving the Account Analysis Statement within 10 business days of the last day of each month?

The city would find this acceptable.

11. Can the City provide a copy of the most recent month's account analysis statement?

See response to question 1.

12. Section 2, Item 9 – are transfers from the City's customers and to the City's vendors processed via ACH?

Yes, see response to question 5 for more information.

- 13. Can the City provide details on their commercial purchase card program (# of cards issued; average annual spend; average transaction size)**

The city uses a commercial credit card for purchases less than \$5,000 except for utility payments. The city issues seven cards. In 2021, the city spent \$1.3 million using the credit card of which \$1 million was for utilities. The average transaction was \$675.

- 14. Section 2, Item 9 - can the City provide a detailed description of what the process of recording payments in their financial system/remote access/training will look like?**

Garbage Lockbox Services involve processing payment through the City's financial system through VPN. Training and setup will be provided by the City. The payments are usually accompanied by a coupon with account information. The coupon is scanned for the account number and the amount is keyed by bank staff. A deposit slip and coupons are delivered to the City.

- 15. Once Questions are submitted will the City provide Answers individually, or will all proposing Financial Institutions have access to all answered questions?**

All questions received by the city are included in this document for all proposers.

- 16. RFP Page 9, Item 5, Account Statistical Information.**

- a. Please provide the City's annual amount of deposited currency. \$10,001,635
- b. Please provide annual number of deposits made by the City. 249
- c. ACH Debits (Paid) – Are these ACH payments originated by the City? Yes
- d. ACH Credits (Received) – Are these ACH credits originated by the City? Yes
- e. What is the non-originated annual volume of ACH Incoming Received? 468
- f. What is the non-originated annual volume of ACH Incoming Paid? 0
- g. Please provide the annual volume of ACH Originated Returned items. 23
- h. Please provide the annual volume of ACH Originated Notices of Correction 0

- 17. Will the City provide a copy of your recent analysis statement for better visibility of the current services and activities?**

See response to question 1.

18. **RFP Page 11, Item 8, Monthly Account Analysis. Would the City hold us non-responsive if we did not pay any remaining earnings credit balance, upon termination of the Contract, in hard dollars to the City?**

No, the city would not consider this response non-responsive.

19. **RFP Page 12, Item 9, Other Banking Services/Conditions. In reference to Lockbox Services, would the City hold us non-responsive if we provide a data file to the City for the garbage lockbox instead of the City providing remote access to the Bank to record payments in the City's financial system?**

No, the city would not consider this action non-responsive.

20. **Do you have a procurement card program today? If so, what was your 2021 annual spend?**

See response to question 13.

21. **Does the City currently utilize check positive pay? If so on how many accounts?**

Yes, the city is using positive pay for the general fund and payroll accounts.

22. **Does the City currently utilize ACH blocks and filters? If so on how many accounts?**

No, the city does not utilize ACH blocks and filters.

23. **Does the City currently utilize Remote Deposit Capture?**

No, the city does not utilize remote deposit capture but would be interested in this service.

24. **Merchant Services was not listed as a part of the RFP. Is the City considering this a part of the proposal?**

The city is not considering this service as part of the proposal.

25. **RFP Page 14, Item 14 Insurance Requirements. The Insurance Requirements were reviewed by our Insurance Broker and requested changes. Will you accept the following language added and/or changed to the Insurance Requirements?**

The city would not accept changes to this requirement.

26. **RFP Page 15, Item 14 c. Comprehensive Automobile Liability Insurance. Is this applicable to this solicitation?**

This item is not applicable to this solicitation.

27. RFP Page 15, Item 14 d. Property Insurance. Is this applicable to this solicitation?

This item is not applicable to this solicitation.

28. RFP Page 17, Item 2 Submittal Requirements. There is only room for 5 service fees, and to give the most accurate cost analysis, room is needed for additional service price points as well as including the fees for the Optional Services and Other Information. Will the City increase the maximum pages allowed for the Fee and Compensation Balance Schedule from one to two pages?

No, the city will not increase the maximum pages allowed for the Fee and Compensation Balance Schedule.

NOTE: The account statistical information did not include the sweep account information. Please note that this account had a balance of \$1,133,577 on December 31, 2021. The average balance is \$1,528,539.

This amendment must be acknowledged by manually signing this amendment sheet and submitting it with the sealed bid documents.

All other terms, conditions, and specifications of the original Request for Proposal remain unchanged.

CITY OF FAIRBANKS



Christina Rowlett
Risk Manager/Purchasing Agent

ACKNOWLEDGEMENT

Signature

Date