

Addendum #2
Banking and Depository Services
RFP # FY18-SCTO-02

1. The directions on the reference questionnaire state that it needs to be returned by the submission date which is 3/26/2018. The form indicates a return date of 3/21/2018. Please confirm the return date deadline.

I would follow the directions on the form. Of course, we want the Offerors to stress to their references that the form they are asking them to fill out gets to use in plenty of time. Some may choose to mail it to the Procurement Office and we want to make sure that we receive it in plenty of time. The references are due on the 21st. The 26th date is the response to the proposal.

2. Please confirm required contents for Binder 2 – Cost Proposal.
According to the RFP, a Cost Response Form and the Cost Fee Schedule are required. Attachment A is referenced as the Monthly Compensation Schedule. Are all 3 forms required?

What is required is your responses to the Monthly Compensation Schedule for Unit Cost and Total Cost which should be an example of analysis billing according to the Scenario Units.

Attachment B and C are for the offeror's informational purposes. We are also expecting a Cost Response Form/Cost Fee Schedule.

If so, will a Cost Response Form be provided?

No. The Cost Response Form/Cost Fee Schedule should be a listing of all your fees and charges associated with your bank. (See Example – Attachment #1)

What is to be included in the Cost Fee Schedule?

A breakdown of all the costs/fees for services provided by your bank.

3. Attachment A – Monthly Compensation Schedule
Local/Other Deposited Items – please confirm that the item count of 29,000 is a correct figure for one month

29,000 is a correct figure to represent one of our high volume months.

4. Attachment A – Monthly Compensation Schedule
Section 8, Supplies – please confirm units noted are monthly units
Supplies listed are not monthly. We would order that quantity twice a year. We chose to add it in this month because that is when we ordered it and we want to know the entire cost for this service.

Please note, this a snap shot of supplies that may be ordered in a single month and we are trying to have fair and equitable comparisons for any and all items we purchase throughout the year.

5. Attachment A – Monthly Compensation Schedule
Section 7 Lockbox – please confirm units of Image CDs, as lockbox services are provided for a 7 week period (1st half) CD's are a copy of images of the checks and coupons that we image for lockbox. We expect to receive a CD/CD's comprising of a full week's activity for each of the seven weeks of lockbox services. The purpose of this section is to know what the cost would be in total for us to have a weekly reporting of the lockbox activity for up to 7 weeks. If you are able to provide this with a fewer number of CD's, please indicate the number with unit and total cost.

6. VII. Evaluation, A. Evaluation Point Summary – please confirm that proof of insurance is required and if so, the type of insurance coverage confirmation to be provided.
1. What type of liability insurance does the Bank have?
 2. What type of insurance does the Bank have to cover any loss of theft from the courier?
 3. Are there any other type of insurances to cover losses or is it just FDIC?
7. Can we get a full account analysis statement to review? **Yes, See Attachments # 2 & 3.**
8. What armored courier does the county currently have contracted for their services?
The county does not have courier services directly contracted. This service is provided by our current fiscal bank.
9. Where is the courier currently picking up deposits from?
The courier is currently picking up deposits from the Sandoval County Treasurer’s office between 3:30 and 4:30 pm daily. We are expecting this service to possibly expand to retrieve from county locations in Bernalillo Senior Center and Placitas Senior Center. I’d like to see what the cost is for a current daily pick up at the Treasurer’s office and a separate cost analysis for any expansions.
10. Please clarify that the County is not looking for the offer to provide the online tax payment service.
That is correct. We already have a service provider for online and IVR services.
11. In item 14 (page 16) – are you requesting that the bank provide the Tax Schedule Maintenance Report or similar report?
No. This Tax Maintenance Report should not have been included in the RFP. The report comes out of the Treasurer’s office. Disregard.
12. Attachment A shows “Account Maintenance” with a volume of 10 and “Internet Banking Account Maintenance” with a volume of 16. Will you please provide a full listing of all accounts?
(See Attachment #6) “Account Maintenance” is the number of accounts under analysis billing and “Internet Banking Account Maintenance” are accounts with internet access. The county maintains nominal accounts that are not included in analysis but that include internet access. (Ex. These type of accounts do not have a lot of deposits going into or costs associated with analysis billing. They do not have volume or activity that requires analysis billing)
13. Does the County currently use Zero Balance Account Sweeps?
Yes. The accounts payable and payroll accounts sweep against the General Fund operating account on a nightly basis.
14. Attachment A has a volume of 2 Repo/Investment Sweeps. Please confirm the target balance for each of these sweeps?
General Fund and Tax Payment Account
15. Can the Submission of Proposal Due Date be extended?
No

16. Document requests:

- Recent Analysis Statement-- **See Attachments # 2 & 3.**
- Recent Merchant Statement – **Not necessary for this RFP. We are not currently seeking point of sale or credit card services from this RFP.**
- Lockbox file format required—**See Attachment #4.**
- Lockbox coupon— **See Attachment #5.**

17. Page 15, Item 5

Offeror shall support activities provided by the County's on-line property tax payment at: <http://www.sandovalcountynm.gov> and acceptance and also processing of ACH and other payment transfers from outside resources.

Is the County looking to replace link2gov service already in place OR capability and services to accept files of already processed payments? Please provide more details about the County's needs. If it is to explore replacing link2gov, please provide volume information including separation of ACH and credit/debit card transactions or acceptance.

We are not looking to replace any service provides. We are asking the offeror to be able to accept the ACH payments.

18. Page 16, Item 14

This RFP also requires the maintenance of the Tax Payment account which receives all property tax payments for Sandoval County. The current tax maintenance report (Attachment D) of the ten-years charged for the Treasurer to collect is +\$1.2 billion. Please explain. Are these additional deposits to what is listed on Attachment B?

No, they are not additional deposits. They are included in the attachment.

19. Page 17, Item 3 – Please define “un-received checks” – **“unreceived checks” are checks that are not accepted by the bank due to an error such as no signature, the legal amount incomplete, a foreign check without an ABA number or similar defect.**

20. Is the County currently imaging deposited items prior to being sent to bank for processing? If so, please provide equipment/scanner utilized to accomplish this.

We do not currently do desktop deposit.

21. Is it possible to get copies of Account Analysis statements for the highest volume month of 2017 and the month with the lowest volume? This should be provided monthly from the existing Banking Services provider. **See Attachments # 2 and 3.**

22. It would be greatly appreciated for the Treasurer or staff to share any issues with the existing Banking Services provider or identify specific products or services that are lacking. Is it possible to get a list of these items?

We are open to discussing our expectations at the appropriate juncture.

ATTACHMENT # 1



COMMERCIAL FEE SCHEDULE

Effective 12/05/2017

Fees and Minimum Balances are subject to change by the Bank.

Business Accounts

Entrepreneur Checking

Service Fee: \$10.00 Per Month
Minimum Balance to Avoid Service Fee: \$1,000.00

Commercial Checking**

Service Fees: \$10.00 Per Month, Per ACH Withdrawal:
\$0.15, Per Check: \$0.20, Per Item Deposited: \$0.10, Per
Deposit: \$0.70

Non-Profit Checking (Incorporated)**

Service Fees: \$5.00 Per Month, Per ACH Withdrawal:
\$0.07, Per Check: \$0.10, Per Item Deposited: \$0.05, Per
Deposit: \$0.35

Non-Profit Checking (Non-Incorporated)

Service Fee: \$10.00 Per Month
Minimum Balance to Avoid Service Fee: \$1,000.00

IOLTA Checking

Service Fees: None

Commercial Money Market

Service Fee: \$10.00 Per Month
Minimum Balance to Avoid Service Fee: \$1,000.00

Municipal Money Market

Service Fee: \$10.00 Per Month
Minimum Balance to Avoid Service Fee: \$1,000.00

* Transactions include deposits, deposited items and checks written.

** Fees can be offset with earnings credit.

Business Services

Account Research: Per Hour, 1 Hour Minimum	\$ 25.00
American Express Gift Cheques	2.50
Check Collection Fee	25.00
Deposited / Cashed Item Returned	10.00
Document Replacement	10.00
(Passbooks, Duplicate Statements, etc)	
Duplicate Mortgage Discharge/Title Release	25.00
Early Account Closing – Within 6 Months of Opening	20.00
(Checking, Savings & Money Markets)	
Failure to Provide Correct TIN or EIN	50.00
Foreign Check Collection Fee	15.00
Plus Exchange & Correspondent Bank Fees	
Garnishments / Levies	125.00
Insufficient Funds Fee	35.00
Loan Payment Same Day Convenience Fee	20.00
Money Order	4.00
Notary Service	FREE
Photocopy / Check Copy	2.00
Special Mail Handling (Excluding Postage)	2.00
Stop Payment Fee	35.00
Sustained Overdraft Fee	\$10 / day after 5 th day overdrawn
(Fees and service charges causing overdrawn status can trigger the Sustained Overdraft Fee)	
Temporary Checks (per page of 3)	3.00
Travelers Cheques	1% of face value
Travelers Cheques for Two	2% of face value
Treasurer's Check	6.00
Unavailable Funds Fee	35.00
Undeliverable Statement	5.00
Wire Transfer – Domestic (Outgoing)	25.00
International (Outgoing)	50.00

Retirement Accounts

IRA/Roth/Education/SEP Transfer Fee (Per Plan)	\$ 50.00
SEP Annual Fee (Per Plan)	\$ 50.00

Overdraft Protection Services

Overdraft Protection Transfer Fee (Daily) ¹	\$10.00
Minuteman Business Cash Reserve Annual Fee ¹	\$25.00
Occasional Overdraft Privilege Service ²	\$35.00 each

¹ Requires Service Agreement

² Please refer to our OOPS Disclosure for eligibility & more information

Safe Deposit Boxes

Annual Box Rentals:

2x5	\$35.00	3x5	\$40.00	5x5	\$ 45.00
3x10	\$60.00	5x10	\$90.00	10x10	\$155.00

Late Fee (Per Month)	\$ 10.00
Key Replacement	10.00
Drilling of Box	\$25.00 Plus Locksmith & Notary Cost

Business Online Banking Services

Expedited Payments – Electronic Same Day	\$ 15.00
Overnight Paper Check	25.00
PopMoney – 3-Day Service Fee (Outgoing)	0.75
Next Day Service (Outgoing)	1.50
Remote Deposit Capture (Per Month)	75.00
Cash Management (Per Month)	25.00
• Additional fees may apply for remote deposit and cash management services. Please contact your account officer for more information.	

Locations and Contact Information

Commercial Department Telephone	(508) 890-9050
Commercial Department Facsimile	(508) 751-6454
28 Franklin Street, Worcester (Loan Center)	(508) 890-8900
378 Burncoat Street, Worcester *	(508) 890-8920
275 Mill Street, Worcester *+	(508) 890-8940
799 Grafton Street, Worcester *	(508) 890-9620
2 Eastern Avenue, Worcester*	(508) 890-9600
628 Main Street, Holden *+	(508) 890-8960
123 Auburn Street, Auburn *+	(508) 890-8980
99 Auburn Street, Auburn High School	(508) 890-8995
(Not open to the public)	

*Full Service Location With ATM + Safe Deposit Boxes Available

Please visit our website for additional information & details on our services or contact one of our branch locations.

Main Toll Free Number: (800) 244-8161
Main Local Number: (508) 890-9000
Toll Free Telephone Banking: (888) 533-6696
Toll Free Bay State Online®: (844) 620-1283
Bay State Online: www.baystatesavingsbank.com

ATTACHMENT # 2



County of Sandoval Analysis

High Month

November:

Average Ledger Balance	\$ 3,407,335.22
Average Float	\$ (1,461,230.27)
Average Collected Balance	\$ 1,946,104.95
Average Negative Bank Collected Balance	\$ 17.47
Average Positive Collected Balance	\$ 1,946,122.43
Reserve Requirement	\$ -
Investable Balance	\$ 351,162.24

<u>Service Description</u>	<u>Volume</u>	<u>Unit Price</u>	<u>Service Charge</u>
Borrowed Funds Fee	17.47	0.75	\$ 0.10
Cash Processing	3070	0.05	\$ 153.50
Returned Deposit Item	41	0	\$ 410.00
Statements- Special Cut	2	10	\$ 20.00
Statement- CD Checks	1	25	\$ 25.00
ACH EDI Addenda Svc	1	10	\$ 10.00
ACH Filter/Block per acct	4	10	\$ 40.00
Sweep-Investment Dynamic	2	0	\$ 150.00
Target Balance Acct	1	20	\$ 20.00

InBusiess Wire Transfer Base	1	0	\$	25.00
InBusiness Sto Pay Base	1	10	\$	-
In Business Positive Pay Base	2	0	\$	60.00
InBusiness Pos Pay Addtl Acct	3	0	\$	45.00
InBus Domestic-Rep Wire Out	3	12	\$	36.00
InBusiness Stop Payment Fee	1	20	\$	20.00
InBusiness Commercial	1	100	\$	100.00
Monthly Maintanance Fee	9	10	\$	90.00
Deposit/Credit Fee	582	0.29	\$	168.78
Check/Debit Fee	1052	0.19	\$	199.88
ACH Credit/Debit Fee	372	0.1	\$	37.20
On-Us Deposited Items	531	0.08	\$	42.48
Local/Other Deposited Items	29040	0.11	\$	3,194.40
ACH Origination Per Item-FTP	1025	0.1	\$	102.50
InBusiness Pos Pay per Item	101	0	\$	-
Deposit Protection Assessment	1946105	0.07	\$	136.10
		Total Corrected Service charge:	\$	5,085.94
		Total Waived*	\$	123.69
		Total offset by Earnings Credit	\$	72.31
		Total	\$	886.00
		Total Charge will be Assessed	\$	4,199.94

*may reflect other items not shown on this statement

ATTACHMENT # 3

NEW MEXICO BANK & TRUST
 PO BOX 1048
 ALBUQUERQUE NM



COUNTY OF SANDOVAL
 GENERAL FUND ACCOUNT
 GENERAL FUND ACCOUNT
 ATTN LARRY POLANIS
 PO BOX 40
 BERNALILLO NM 87004

Officer: STEPHEN R MONTOYA
 (505)830-8100

From: 9-01-17 To: 9-30-17

Days Analyzed: 30

Account: [REDACTED]

Summary of Accounts:

Lead Account:
 Combined Accounts:

PAGE 1

Balance Information

Description		
Average Ledger Balance		1,943,248.39
Average Float	(30,471.26)
Average Collected Balance		1,912,777.13
Average Positive Collected Balance		1,912,777.13
Reserve Requirement	(.00)
Investable Balance		476,031.34
Balance Required to Offset One Dollar		12,166,666.66

Settlement Summary

Description		
Earnings Credit		93.14
Total Charge		981.73 ✓
Total Amount Deferred		981.73
Charge will be Assessed		

Service Information

Service Description	Volume	Unit Price	Service Charge	Balance Equivalent/ Payment Method
Cash Processing				
896.00	.100		89.60	637,684,196.66
Statements-Special Cut	2	10.000	20.00	81,111.10
Statement-CD Checks	1	25.000	25.00	304,166,660.00
ACH EDI Addenda Service	1	12.000	12.00	146,000,000.00
ACH Filter/Block Per Account	4	10.000	40.00	121,788,326.65
Sweep-Investment Dynamic	2	75.000	150.00	W
Target Balance Account	1	25.000	25.00	101,388.88
InBusiness Wire Transfer Base	1	25.000	25.00	W
InBusiness Stop Payment Base	1		.00	F
InBusiness Positive Pay Base	2	30.000	60.00	W
InBusiness Pos Pay Addtl Acct	3	15.000	45.00	W
InBusiness Stop Payment Fee	1	20.000	20.00	81,111.11
InBusiness Commercial	1	100.000	100.00	1216,666,660.00
Monthly Maintenance Fee	9	10.000	90.00	121,970,826.63
Deposit/Credit Fee	325	.290	94.25	779,883,975.55
Check/Debit Fee	871	.190	165.49	2,984,354.97
ACH Credit/Debit Fee	303	.100	30.30	204,454,749.98

NEW MEXICO BANK & TRUST
 PO BOX 1048
 ALBUQUERQUE NM



Officer: STEPHEN R. MONTOYA
 (505)830-8100

From: 9-01-17 To: 9-30-17

Days Analyzed: 30

Account: _____

PAGE 2

Service Information

Service Description	Volume	Unit Price	Service Charge	Balance Equivalent/ Payment Method
On-Us Deposited Items	79	.080	6.32	68,136,249.99
Local/Other Deposited Items	1469	.110	161.59	1246,228,337.77
InBusiness Pos Pay per Item	122	.060	7.32	29,686.66
ACH Origination Per Item-FTP	1604	.100	160.40	650,511.11
Deposit Protection Assessment	1912777.13	.070	133.70	51,099.98
InBus Domestic-Rep Wire Out	1	15.000	15.00	N

Total Service Charges	1,475.97
Balance Compensable Service Charges	1,059.87
Balance Equivalent-Total Service Charges	4,850,959,247.04
Service Charges-Line Item Waived	401.10

Trend Analysis

Date	Average Book Balance	Investable Balance	Earnings Rate
09/17	1,943,248	476,031	.0001
08/17	1,806,294	468,579	.0001
07/17	1,706,979	517,841	.0001
06/17	795,941	354,614	.0001
05/17	2,157,019	371,690	.0001
04/17	2,116,238	475,808	.0001

Date	Excess Inv Bal/ Deficit Inv Bal	Total Services	Excess Earnings Service Charge
09/17	4,850,483,215-	1,074.87	981.73-
08/17	5,479,240,934-	1,129.79	1,035.02-
07/17	5,307,081,481-	1,212.74	1,107.89-
06/17	5,863,549,147-	1,453.03	1,379.13-
05/17	5,995,346,769-	1,938.71	1,861.26-
04/17	4,782,234,616-	1,386.40	1,295.64-

Waived Summary

Total Waived	401.10
Total Offset by Earnings Credit	93.14
Total	494.24

ATTACHMENT # 4

Template ID Sandoval County Lockbox File Layout
Name Easy File Payment Specification - May be used with the Batch Payment or Lockbox utilities within Eagle Treasurer
Column Delimiter Space, or Pipe, or Tab
Row Delimiter New Line
Description Imports parcel payments
Note The 3.12 software release will support a valid account number or parcel number.
Example Data R1234567 99.99 0

Field #	Excel column	Column Name	Width	Start	End	Description
1	A	Account Number	Variable	NA	NA	Account Number (i.e. Alpha prefix followed by 6 to 8 numeric characters)
2	B	Payment Amount	Variable	NA	NA	Payment Amount (2 decimal places e.g. 1.75, .20, 5.05)
3	C	Payment Type	Variable	NA	NA	Optional Payment Type Identifier(e.g. 0 or f (First),1 or s (Second), or 2 or w (Whole))
4	D	Note	Variable	NA	NA	Optional field used for information purposes only. This information will not be uploaded into the application.
5	E	Payor	Variable	NA	NA	Optional field used to specify the payor of the receipt when using a pipe-delimited or tab-delimited file. This may be the text of the payor's name or can be the an ID from the mortgage company table.

Lockbox File Sample:

R134195	166.51	0
R130826	316.84	2
M089926	194.56	2
R024568	192.15	0
P135834	279.76	2
R036748	348.76	2
R063774	124.84	2
R094904	1418.18	2
R140725	1543.02	2
R094919	1409.44	2
R112553	195.58	2
R029540	853.22	0
P156390	914.22	2
R048000	252.75	2
R150010	108.27	0
R000774	159.04	2
R183375	232.96	2
R039058	210.83	0
R052159	652.62	2
R052204	615.51	2
R140557	1709.7	2
R021075	1095.52	0
R052318	127.89	0
R002035	105.24	0
R111529	1820.62	0
R008695	1509.11	0
R149937	1724.96	2
R134806	139.38	2
R056186	1004.32	2
R001428	1076.08	0
R033113	441.52	2
R033114	1475.22	2
R047002	215.86	2
R046974	242.98	2
R028040	890.32	2
R133802	651.01	0
R001951	131.87	2
R112348	1316.66	2
R107409	592.58	2
R050577	245.73	2
R050576	173.46	2
R112037	393.14	0
R141723	1004.71	0
R023087	1442.86	0
R130700	2559.54	2

ATTACHMENT # 5

FULL YEAR PAYMENT COUPON

Your canceled check is your receipt.

THIS BILL IS DUE BY **NOVEMBER 10, 2017**. TO AVOID PENALTY AND INTEREST CHARGES,
DETACH THIS COUPON AND REMIT WITH PAYMENT BY: **DECEMBER 11, 2017**.

PARCEL #: 1009074347132

PLEASE MAKE CHECKS PAYABLE TO:
SANDOVAL COUNTY TREASURER

P.O. Box 27139

Albuquerque, NM 87125-7139

PRINT THIS
ACCOUNT NUMBER
ON YOUR CHECK

R103490

2017 FULL
PAYMENT

11.46

- Property taxes are the personal obligation of the person owning the property... 7-38-47 NMSA 1978
- If property taxes are not paid for any reason within thirty (30) days after the date they are due, interest on the unpaid taxes shall accrue... 7-38-49 NMSA 1978

DO NOT FOLD OR STAPLE THIS COUPON.

DO NOT WRITE BELOW THIS LINE _____

82010349000000000000114637

NOTICE: TAXES LESS THAN \$10.00 MUST BE PAID IN A
SINGLE PAYMENT.

SECOND HALF PAYMENT COUPON

Your canceled check is your receipt.

THIS BILL IS DUE BY **APRIL 10, 2018**. TO AVOID PENALTY AND INTEREST CHARGES,
DETACH THIS COUPON AND REMIT WITH PAYMENT BY: **MAY 10, 2018**.

PARCEL #: 1009074347132

PLEASE MAKE CHECKS PAYABLE TO:
SANDOVAL COUNTY TREASURER

P.O. Box 27139

Albuquerque, NM 87125-7139

PRINT THIS
ACCOUNT NUMBER
ON YOUR CHECK

R103490

2017
SECOND HALF

5.73

- Property taxes are the personal obligation of the person owning the property... 7-38-47 NMSA 1978
- If property taxes are not paid for any reason within thirty (30) days after the date they are due, interest on the unpaid taxes shall accrue... 7-38-49 NMSA 1978

DO NOT FOLD OR STAPLE THIS COUPON.

DO NOT WRITE BELOW THIS LINE _____

82010349000000000000057323

FIRST HALF PAYMENT COUPON

Your canceled check is your receipt.

THIS BILL IS DUE BY **NOVEMBER 10, 2017**. TO AVOID PENALTY AND INTEREST CHARGES,
DETACH THIS COUPON AND REMIT WITH PAYMENT BY: **DECEMBER 11, 2017**.

PARCEL #: 1009074347132

PLEASE MAKE CHECKS PAYABLE TO:
SANDOVAL COUNTY TREASURER

P.O. Box 27139

Albuquerque, NM 87125-7139

PRINT THIS
ACCOUNT NUMBER
ON YOUR CHECK

R103490

2017
FIRST HALF

5.73

- Property taxes are the personal obligation of the person owning the property... 7-38-47 NMSA 1978
- If property taxes are not paid for any reason within thirty (30) days after the date they are due, interest on the unpaid taxes shall accrue... 7-38-49 NMSA 1978

DO NOT FOLD OR STAPLE THIS COUPON.

DO NOT WRITE BELOW THIS LINE _____

82010349000000000000057315

ATTACHMENT # 6

Operating Accounts

General Fund Account	General Fund Operating Account
Accts/Payable Warrants	General Fund Accounts Payable - zero balance account
Payroll Warrants	General Fund Payroll Account - zero balance account
Jemez Valley Account	General Fund Operating Sub-Account for Jemez, NM
Cuba Account	General Fund Operating Sub-Account Cuba,NM
Landfill Closure Account	EPA Required Holding Account for Landfill Operations / Closure Reserve
Econ Dev. Incentive Acct - NM LGIP	General Funds allocated to economic project per County Resolution
Economic Development	General Fund Economic Development Account

Debt Service Accounts

Debt Service	Debt Service Operational Account for Revenue Bonds
GO Debt Service	Debt Service Operational Account for General Obligation Bonds
Placitas Debt Service	Debt Service Operational Account for Placitas Assessment Bonds
Incentive Bond Debt Service Fund	Debt Service Operational Account for Intel Incentive Bonds

Bond / Project Accounts

2005 Incentive Revenue Bond	Project Bond Account
2007 PILT Revenue Bond	Project Bond Account
2010 GRT Refund & Equip.	Project Bond Account
2013 Landfill Project Account	Project Bond Account
2015 Library Bond Account	Project Bond Account

Detention Center Accounts

Inmate Account	Custodial - Inmate deposits for holding, commissary purchases
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Other Accounts

Tax Payment Account	For Receipt & Distribution of Property Taxes
Flexible Spending Account	Custodial - Employee contributions for flex spending medical acct.