

CHATHAM COUNTY PURCHASING DEPARTMENT

ADDENDUM NO. 5 TO RFP 21-0026-7

**FOR: Annual Contract for Banking Services for Chatham County**

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**PLEASE SEE THE FOLLOWING ADDITIONS, CLARIFICATIONS AND/OR CHANGES:**

1. **Question:** Would the County consider accepting RFP responses electronically due to COVID 19?  
**Response:** No, we are open for business Monday – Friday and are accepting deliveries.
2. **Question:** Will the County accept links for information on Community Reinvestment Act(CRA) and Call Reports for the last four quarters?  
**Response:** No, please include in mailed copies.
3. **Question:** Ref. Section 5.3 Banking Accounts – Please provide the average monthly balances (total \$30MM) for the four “A” accounts – please provide the breakdown of the 11 “B” accounts.  
**Response:** Typically, the collection account will maintain a balance of \$5 – 10 million.
4. **Question:** Are the 11 “B” accounts required to be interest bearing?  
**Response:** No, if considered as part of compensation balance against fees.
5. **Question:** Ref. Section 5.6 Collection and Deposit Services – How many night drop bags are dropped on average each month? Are these locked or tamper-evident bags?  
**Response:** There are apx. 10 individual taper evident bags deposited daily for each workday in the month – total of about 200 per month.
6. **Question:** Ref. Section 5.10 Please describe volumes (monthly) of needed supplies: coin bags, tamper evident bags, duplicate deposit slips, triplicate deposit slips for all twelve accounts.  
**Response:** Most deposits are to the Collection account. Occasionally we will have deposits to the sales tax accounts. Therefore, roughly 200 deposits to the Collection account in triplicate and only 2 or 3 deposits to the other accounts per month.
7. **Question:** Does the County upload payroll files via an online banking platform or through FTP?  
**Response:** ACH Payment files are produced in Munis ERP system and then uploaded onto the bank for transmission.
8. **Question:** What are the average and maximum dollar amounts of payroll and vendor files?  
**Response:** This can vary significantly. On occasions we may pay out large sales tax payments of \$10-\$15 million. However, average AP is around \$5 million and bi-weekly payroll is roughly \$2.5 million.
9. **Question:** What is the annual AP dollar amount excluding payroll?  
**Response:** \$600 million
10. **Question:** Describe daily reporting needs and how the reporting is shared/transmitted currently by the bank to the County.  
**Response:** Daily balance inquiries, wire confirmation reports, bank statements,

exceptions reporting/inquiries. Excel transaction data exports. End of month cleared check-importing files. Monthly deposit reports by department location number. Check images, returned items report.

11. **Question:** How many employees are administrators of the online banking platform?  
**Response:** Two (2) – three (3)
12. **Question:** How many of the County employees approve funds leaving the bank (ACH, wires, positive pay)?  
**Response:** Six (6)
13. **Question:** How many scanners does the County anticipate utilizing (number of departments and number of users)? Please describe current scanners on hand or will you require new equipment?  
**Response:** 1-Teller Scan TS240
14. **Question:** What is the County's current Earnings Credit Rate with your current Financial Institution?  
**Response:** Unknown at this time

**Purchasing Card Program (not included in current solicitation, but in order to completely answer questions in RFP:**

15. **Question:** What is the average monthly spend on the current card program and current credit limit on the program?  
**Response:** Between \$120,000 - \$150,000
16. **Question:** Are transactions limited to travel and entertainment charges? Is there a single transaction limit restriction for cardholders?  
**Response:** No. Managers have a \$2,500 per transaction limit and \$10,000 monthly limit. All other card holders are limited to \$1,000 transaction limit and a monthly limit of \$10,000. Occasionally, there will be transactions allowed with permission to exceed these limits.
17. **Question:** How are cardholders currently coding and submitting their transaction/statements? How are receipts provided?  
**Response:** A monthly P-card transaction file is imported into our ERP system from P-card provider. Cardholders are notified through the ERP dashboard of pending P-card transactions. The cardholder attaches the receipts, codes the charge to GL, and releases the transaction for approval through the designated workflow approver.
18. **Question:** Do you currently pay any vendors (one-time or reoccurring) with a card? If so, are they paid with a static (same) card # each time or is a single-use virtual card account used?  
**Response:** Vendors are not paid through p-cards.
19. **Question:** Are reward points or a cash rebate/statement credit associated with the account?  
**Response:** Yes
20. **Question:** What is the current rebate structure?  
**Response:** It is tiered depending on the transaction amounts.
21. **Question:** What is your settlement frequency (monthly, bi-weekly, weekly) and grace period?  
**Response:** Monthly
22. **Question:** Is the County's logo on the cards?

**Response:** No

23. **Question:** Does the County receive any data transmissions or file extracts related to the current program?

**Response:** Yes, a monthly import transaction file.

**Merchant Processing (not included in current solicitation, but in order to completely answer questions in RFP):**

24. **Question:** Please provide 3 months of merchant statements

**Response:** Merchant statements are with various different processors and different departments and elected officials within the County and are not easily available to assemble. Merchant services are excluded from RFP requirements, but we would like to know about your merchant service program and capabilities.

25. **Question:** What type of equipment does the County utilize today?

**Response:** Various point of sale PCI compliant terminals depending on the software utilized.

26. **Question:** How many terminals and stations are required?

**Response:** Estimated 15

27. **Question:** How many locations utilize card processing and how does each location process?

**Response:** Nine (9)

28. **Question:** Who is your current Merchant Services processor?

**Response:** Fifth Third Bank & Payment Tech

29. **Question:** How does the County process online payments?

**Response:** The County currently does not have any on line payments but are pursuing for the bank accounts under this RFP. However, we are pursuing this option for the near future.

30. **Question:** What solutions are in place? Does the County utilize any software in conjunction with merchant processing?

**Response:** Tyler Odyssey, Foreup

31. **Question:** Can you explain the “EDI Payment Services” section of the fee schedule? Are you utilizing Integrated Payables & Integrated Receivables? If so, which types of transactions (check, ACH, wire, etc.) are utilized? How many accounts utilize the integrated solution?

**Response:** The County currently pays AP vendors through Wells Fargo payment manager. Vendor’s are paid using a credit card and through ACH. The vendor information is housed at the bank. Typically, 1 to 2 files are sent to the bank with payment information in order for the bank to initiate ACH payments and a remittance e – mail is sent to the vendors. For credit card payments, a remittance e-mail is sent to the vendor with information on how to pull the credit card payment

onto their merchant account. We do not have integrated Receivables.

32. **Question:** Can you explain the below codes?

Service Code	AFP Code	Service Description	Monthly Volume
22019	151353	WELLSIMAGE PAID CHECK DELUXE-ITEM	2,697
22015	151353	WELLSIMAGE PAID CHECK PER CD	1
32040	010000	WELLSTAX ACCESS CODE BASE MONTHLY	1
32053	010000	WELLSTAX PAYMENT	2
32052	010000	WELLSTAX RECEIPT	2

**Response:**

**WF AFP**

**Code Code Description**

**22019 151353 WELLSIMAGE PAID CHECK DELUXE-ITEM**

Charge to provide additional data including issue date and ARP miscellaneous information in addition to the standard index information for each item. Deluxe service is a premium service that provides additional information to the standard service.

**22015 151353 WELLSIMAGE PAID CHECK PER CD**

Charge for each CD ROM produced per CD

**32040 010000 WELLSTAX ACCESS CODE BASE MONTHLY**

Per month charge per access code for providing the WellsTAX® service. WellsTAX® is a service available to pay all federal, most state, and some local taxes electronically from the convenience of your office.

**32053 010000 WELLSTAX PAYMENT**

Per payment fee for initiating a WellsTAX payment using touch-tone phone or PC software. Payment debited on call/initiation date.

**32052 010000 WELLSTAX RECEIPT**

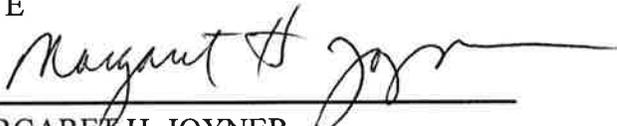
Per transaction charge for confirmation of a tax payment.

**\*\*THE PROPOSAL DUE DATE REMAINS 5:00PM, JUNE 4, 2021.\*\***

**PROPOSER IS RESPONSIBLE FOR MAKING THE NECESSARY CHANGES.**

May 27, 2021

DATE

  
MARGARET H. JOYNER  
PURCHASING DIRECTOR  
CHATHAM COUNTY