

**TREASURY MANAGEMENT AND BANKING SERVICES RFP 12-04-01  
ADDENDUM #2**

**The following questions have been submitted from various potential proposers and have been combined with duplicates deleted.**

1. Part 1.B – Page 3, “The town has established nine recurring payments.....”  
Q: Is the town referring to Bill Payment of ACH?  
  
R: No, these payments are currently processed as wire transactions but we are open to processing these payments via ACH. Additionally, these payments are all domestic USD transactions so there's no reason that I'm aware of why they can't be done as ACHs in the future.
  
2. Part 1.B – Page 3, “Payroll processing is outsourced to ADP.....”  
Q: Is the file that ADP transmits processed through your current bank or through ADP's channels?  
  
R. It's processed through ADP's channels.  
  
Q. How does ADP settle the payroll file, via Wire Drawdown/Reverse Wire or via ACH debit?  
  
R. ACH debit.
  
3. Part 1.B – Page 3, “Parking fees are a significant.....”
  - a. Q. What is the daily volume of cash (bills) that are delivered to the branch?  
  
R. Parking deposits typically occur twice per week. For the fiscal year-to-date these deposits have averaged approximately \$5,140. Other cash deposits (e.g., parking tickets) are not significant (less than \$100 per day).
  
  - b. Q. How is the coin deposits prepared?  
  
R. Coins are picked up by Brinks twice per week and Brinks prepares the deposit.
  
  - c. Q. Are the coins separated and counted prior to the pick up by Brinks?  
  
R. No.
  
  - d. Q. Are you currently under contract with Brinks?  
  
R. Yes.
  
  - e. Q. When does the contract expire?  
  
R. June 30, 2012.
  
4. Part C. Scope of Services, Page 3.2  
Q. Is the expectation that the bank accept Verbal Wire transfer requests as a normal course of business or only on an exception basis?  
  
R. Verbal wire requests would only be done on an exception basis (e.g., in the aftermath of a hurricane or other natural disaster).
  
5. Page 4.9  
Q. Does the Town intend to expand purchasing card usage to other members of the Town staff?

R. There are no intentions to issue purchasing cards to any additional members of staff. However, depending on the incentives, the Town may consider increasing the volume of purchasing activity that is done via the cards.

6. RFP Form D, Page 9.8

Q. Is it the intent of the Town to receipt Quarterly Analysis statements in addition to the Monthly Analysis Statements provided by the Bank?

R. No. Monthly Analysis statements are sufficient.

7. Q. Please provide the last 3 CAFRs for the Town?

R. The CAFRs are available at <http://www.lauderdalebythesea-fl.gov/finance/finance-doc.htm>