



City of Pawtucket, RI

***** Addendum *****

Bid # 16-011A2
Pawtucket Water Supply Board
Lockbox Services

April 6, 2016

The following issues/questions were received.

Attached to this Addendum is a new Pricing Proposal, Which replaces the original Pricing Proposal in the RFP, specifically page 18. The new pricing proposal replaces that page only.

Q: If you receive an account analysis statement from your current bank could we possibly review it?

A: Attached is an excel spreadsheet, Monthly Transaction Activity, that is prepared from the account analysis statement.
Each line item is worded exactly as it appears on the account analysis and I have listed twelve months of activity for each line item.

Q: What is your monthly average balance in your lockbox account?

A: The last month's average balance is approximately \$1.7 million dollars.
We are using the last 4 months because the PUC approved new water rates which first billed in November 2015 and due December 6, 2015.

Q: The RFP notes "messenger service to the PWSB Office's located at 85 Branch Street, Pawtucket, RI." Please elaborate on the nature of this requirement (i.e. from/to locations, frequency per day or per month, etc.)

A: This messenger service is performed daily, once a day, by the Bank courier as part of the daily trip to the Providence USPS to pick up the payments mailed to the PO Box. The bank courier delivers the prior day's lockbox processing work

to our office at 85 Branch Street, Pawtucket, RI. Our office hours are 7:30 am until 4:00pm. The courier (messenger) stops at our office around 7:30 am daily and then continues on to the Providence USPS office.

Q: What is the earliest time the daily pickup from the USPS in Providence can be done?

A: 8:00 am.

Q: Requirement 2 in 4.0 Scope of Work includes “including same day deposit of the items received at the post office.” Does this refer to physical deposit of checks to a bank or are deposits exclusively electronic?

A: This refers to the items for deposit collected each day from the PO Box.

Q: Check scanning is a required service. Will the scanning of other items received in envelopes be required? Is correspondence required to be scanned? If so, what are the expected volumes?

A: Correspondence is NOT to be scanned but returned to PWSB the next day by courier, messenger, or for example FedEx overnight delivery.

Q: What is the disposition of payment documents after processing?

A: The payment documents are returned to PWSB by the messenger the next day.

Q: Appendix C shows data entry volume for “data entry (manual processing)”. Can you please provide more detail as to what this is and what the requirement would be for these 243 items?

A: These are customer payments that require manual data entry by the lockbox processor due to missing information required for the payment output file. Must be processed with the days activity.

Q: Given that bills get mailed out on the 10th of every month, can you provide the volume of payments received on the days following the 10th?

A: Yes. See the attached excel spreadsheet, Daily Activity, with the daily activity trend for the past nine months.



David Clemente

Purchasing Agent

Pricing Proposal

16-011

Having examined RFP # 16-011, we propose to enter into a contract to perform services per the bid specifications for the costs listed below:

The costs for the Lockbox Processing Services are:

Transaction Type	Fee Schedule
<u>Banking Services</u>	
Account Maintenance Fee	
Debits	
Credits	
On-us Items Deposited	
<u>Transit Items #1</u>	
Stop Payment	
Return Deposited Item	
Re-deposited item	
ACH Filter Monthly Fee	
Wires- repetitive transfer	
Wires - outgoing domestic	
Wires - incoming	
<u>ACH Services</u>	
ACH Credit Trans-Receiving chg	
ACH Debit Trans-Receiving chg	
EDI	
<u>Lockbox Services</u>	
Lockbox- monthly maintenance	

Lockbox- item processing	
Lockbox Electronic Payments	
Lockbox- messenger service (courier)	
Lockbox- CD-ROM per CD Fee	
Lockbox- CD-ROM Per Item Fee	
Lockbox- Web Inquiry Service	
Lockbox- Data Transmission	
Lockbox- Unprocessable returns	
Lockbox-programming fees	
Lockbox- data entry (manual processing)	

Bid Form Signature

(Bidder Name – Please Print)

By: _____

(Signature)

Title: _____

******* BID FORM MUST BE SIGNED *******

Monthly Transaction Activity Transaction Type	Transaction Activity per Monthly Analysis												ANNUAL TRANSACTIONS
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Based upon FY15
Banking Services													
Account Maintenance Fee	1	1	1	1	1	1	1	1	1	1	1	1	12
Debits	1			1			1			2	1		6
Credits	22	21	20	22	18	22	19	18	22	23	20	23	250
On-us Items Deposited	1	1	3	1	1		2	1				1	11
Transit Items #1	9,131	8,545	8,783	8,767	8,328	9,612	7,340	7,666	10,558	8,636	7,982	8,245	103,593
Stop Payment													0
Return Deposited Item	3	8	4	6	2	2	3	7	7	6	3	3	54
Re-deposited item													0
ACH Filter Monthly Fee	1	1	1					1	1		1	1	7
Wires- repetitive transfer		2		2	2	2	2	1	1	1	1	1	15
Wires - outgoing domestic		2		2				1	1	1	1	1	9
Wires - incoming													0
ACH Services													
ACH Credit Trans-Receiving chg	45	44	44	48	39	45	40	40	46	46	44	47	528
ACH Debit Trans-Receiving chg					1	2	2	1		1	2	1	10
EDI	1	1	1	1	1	1	1	1	1	1	1	1	12
Lockbox Services													
Lockbox- monthly maintenance													0
Lockbox- item processing	10,090	9,506	10,082	9,714	9,272	10,698	8,134	8,466	11,772	9,527	8,826	9,229	115,316
Lockbox Electronic Payments	4,042	3,802	4,018	4,280	3,947	4,234	3,872	3,628	4,512	4,253	3,988	4,092	48,668
Lockbox- messenger service (courier)	22	21	21	22	18	22	19	18	22	22	20	22	249
Lockbox- CD-ROM per CD Fee	1	2	2	2	2	2	2	1	1	1	1	1	18
Lockbox- CD-ROM Per Item Fee	27,411	27,435	25,777	27,255	27,170	25,602	28,906	23,334	46,829	31,484	26,799	24,900	342,902
Lockbox- Web Inquiry Service	1	1	1	1	1	1	1	1	1	1	1	1	12
Lockbox- Data Transmission	1	1	1	1	1	1	1	1	1	1	1	1	12
Lockbox- Unprocessable returns	244	216	226	246	248	274	181	251	373	200	244	318	3,021
Lockbox-programming fees													0
Lockbox- data entry (manual processing)	226	250	220	265	224	240	164	257	346	250	175	294	2,911

Daily Activity for 2015									
Day	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
1	937		585	468		1,036		728	795
2	601		814	945	929	917		1,005	910
3	737	1,347	715		1,079	843		667	725
4		462	889		847	1,012	1,200	336	948
5		1,131		1,240	998		1,070	1,176	
6	1,235	730		1,142	445		1,078		
7	612	389		445		1,137	290		1,132
8	649		1,248	366		742	297	271	564
9	319		684	258	260	432		364	374
10	260	567	313		419	205		212	154
11		128	279			231	222	153	179
12		200			243		233	146	
13	263	60		217	216		175		
14	267	216	262	145		277	108		145
15	119		223	207		166	183		189
16	69		138	269	179	159		120	144
17	176	189	106		183	274		217	353
18		88	322		97	316		77	1,120
19		156		127	70		364	207	
20	1,903	211		290	124		2,186		
21	196	1,004	1,637	1,070		2,704	1,269		941
22	1,308		1,250	910		779	579	1,895	1,501
23	721		847	885	1,140	857		1,449	340
24	596	1,538	615		1,390	124		851	1,004
25		1,031	621		1,264		731	564	709
26		1,067		1,209			950	651	
27	1,380	597		1,014	830		633		
28	113	532	737	793		1,216	200		856
29	800		1,146	584		256	808	1,107	676
30	563		622	631	977	1,066			472
31	505	965				705			550
Monthly Total	14,329	12,608	14,053	13,215	11,690	15,454	12,576	12,196	14,781