

**Finance**

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ADDENDUM NUMBER 3

***CITY OF WILMINGTON, NC
CORE BANKING SERVICES
RFP S4-0725
January 27, 2025***

To all holders of Bid Documents, please be advised of the following:

This addendum forms part of the proposal documents and modifies the original proposal document. Deletions, corrections, and changes shall be as binding as if incorporated in the original documents. All General Overview, Terms and Conditions, basic requirements, etc., as specified initially, shall apply to these items. Acknowledging receipt of this addendum will be required as part of the contract agreement.

- 1) Please describe how the City handles ordering Coin and Currency, if applicable. Are change orders called into a local branch, or ordered via Loomis – or another process? Other than events described in RFP (Other Services, 31), what are average currency/coin needs, if any?

RESPONSE: The need for change at Legion Stadium referred to in #31 of the RFP is for small bills, \$1's and \$5's primarily, a couple times a year. The typical need is \$300 to \$400 of small bills but is never expected to exceed \$1,000 in a single event. This need is typically filled by exchanging larger bills for smaller bills at a local branch. Outside of Legion Stadium, there are approximately ten petty cash drawers across City operations that periodically need to be replenished (but not at the same time) in amounts ranging from \$100 to \$500. These cash drawers require a typical spread of coin and bill denominations and are funded by City checks made out for CASH and brought to a local branch.

- 2) Is the Operating account the only account for which checks are issued?

RESPONSE: In addition to the operating account, the City also issues checks from other accounts #1 and #2; however, the volume is low and amounts to less than one check per month on average. These checks are made out for CASH and brought to a local branch and typically requested in \$100's and \$20's.

- 3) Would the City be open to an option where deposits are picked up from the Collections Department 5 days per week by Loomis and delivered to a Wilmington bank branch, instead of Loomis Raleigh vault?

RESPONSE: The City would be open to this option.

4) Please provide a sample of the BAI file required by the City for account reconciliation.

RESPONSE:

Record Descriptions and Layout Record Type	Description	Location	Use Cases
01	File Header	Begins File	Identifies the sender and receiver of the transmission and describes the structure of the file
02	Group Header	Begins Group	Identifies a group of accounts that are from the same routing number or Bank ID and includes the same as-of-date and as-of time
03	Account Identifier and Summary Status	Begins Account	Identifies the account number and reports activity summary and account status information. Summary information may be accompanied by an item count
16	Transaction Detail	Within Account	Used for transmission of detail transaction information. Transaction detail may include float distribution, bank and customer reference numbers.
88	Additional Transaction Data	Follows 03, 16, or 88 record	Used when data exceeds the maximum physical record length, or whenever it is desirable to continue data into an additional record. It may follow any record type, including another “continuation” (88) record.
49	Account Trailer	Ends Account	Provides account control totals.
98	Group Trailer	Ends Group	Provides group control totals.
99	File Trailer	Ends File	Provides file control totals

Example:

01,ABCBANK,ABCCORP,121101,0700,1,80,1,2/
02,ABCCORP,071000039,1,121031,2359,,2/
03,1111111111,USD/
88,040,100000000,,Z/
88,045,100000000,,Z/
88,100,10000,1,S,10000,0,0/
88,400,10000,2,Z/
16,115,10000,S,0,70300,0,00052018732,0055555000/
16,455,5000,Z,902520004989190,000000000000/
88,ABC CORP DES:LINE PYMT ID:111100000222222
88,INDN:ACME COMPANY CO ID:9500000000 CCD
16,475,5000,Z,09892554076,0000142149/
49,200040000,11/
98,200040000,1,13/
99,200040000,1,15/

5) Please provide average # of deposit slips used per month, broken down by City deposit site.

RESPONSE: Collections - 60

Municipal Golf Course - 28

Maides Park - 8

MLK Community Center - 8

Legion Stadium - 4

Olsen Park - 4

Fit For Fun - 21

Sherriedale Morgan Fitness Center - 17

Empie Park - 15

Halyburton Park - 8

Inland Greens - 28

Parks Administration - 10

Park Wilmington - 128

WPD Cases - 1

- 6) Describe how the City's current account validation service works verifying the status and account ownership of new accounts payable vendor accounts or existing vendor accounts wherein the bank information has changed. Is it through an automated system or via written correspondence to vendors?

RESPONSE: The City submits a file to the bank through a B2Bi portal containing information about the account number and owner as has been provided to the City by the vendor. The information in the file is evaluated against the National Shared Database and response date is returned by the bank to the City. The response data includes whether the account is open or closed and if it matches the customer information provided.

- 7) How often does the city need to go back more than 5 months to view a cleared check?

RESPONSE: The majority of requests to view cleared checks are less than 5 months; however, we do have need from time to time to access stored images cleared in excess of that timeframe. We do not have specific quantities available but need this ability for various reasons including audits by grantors and other regulatory entities.

- 8) The City utilizes Loomis for their armored car and cash vault needs. Is the contract between Loomis & the City? Does the City pay the invoice for Armored Car service directly to Loomis?

RESPONSE: The contract with Loomis is between Loomis and the bank and the bank pays the invoice.

- 9) Please further explain the line item on the Cost Sheet: Curr-Coin Dep-\$100-QPD-ND. Is this a Night Drop fee? Is this for provisional credit?

RESPONSE: Once per year, the City has involvement in an event that collects cash after business hours off site. Arrangements are made for that cash to be placed in a bank night drop. The is a per \$100 fee for counting the cash portion of a night drop deposit but it is not for provisional credit.

- 10) Question 28...Forward bank generated debit or credit items to a minimum of three email contacts in the Finance department by the next business day with detail support regarding the nature of the transaction. What type of entries is the City referring to?

RESPONSE: This refers to deposit corrections and returned checks.

- 11) Can you provide the average number of purchase orders per month?

RESPONSE: 303

- 12) Can you provide the average number of invoices paid per month?

RESPONSE: 1,877

13) Can you provide the average number of payments (broken down by ACH, Checks, Wires) per month?

RESPONSE: ACH – 231 / Checks – 482 / Wires - 25

14) Can you provide the AP yearly B2B spend (estimate)?

RESPONSE: \$106,782,000

15) Account #3 – Is there anything preventing this account from earning interest?

RESPONSE: There are source restrictions preventing interest earnings on this account.

16) Operating Account – Is this account currently earning interest or is it analyzed and receiving earnings credit?

RESPONSE: The operating account is analyzed for fees which are debited from the account monthly. The account also earns an interest rate which is credited to the account monthly.

17) Where can I find a space provided in the Proposal to acknowledge receipt of the addendum?

RESPONSE: Attachment #3 will be used to acknowledge receipt of addendums for this proposal.

Acknowledge receipt of this Addendum in the space provided in the Proposal. Failure to do so may disqualify the Proposer.

**Christine R. Karem, Sr. Contract Specialist
Purchasing Division
END OF ADDENDUM THREE**

Attachment #3 – Addendum Acknowledgement

The undersigned acknowledges receipt of any Addendums issued to this Proposal by recording the Addendum number and date acknowledged below:

Addendum #1:	_____	Dated:	_____
Addendum #2:	_____	Dated:	_____
Addendum #3:	_____	Dated:	_____
Addendum #4:	_____	Dated:	_____