



Purchasing Department | Tel (860) 584-6195

Request For Proposals 2P23-066

Banking Services

Addendum 03

June 27, 2023

Please note the following questions and subsequent responses:

Q16. Regarding lock box services, does the City use an online decisioning service for exceptions?

A16. No.

Q17. Does the City send courtesy reply envelopes for its lock box service? If yes, are they windowed envelopes?

A17. Yes; they are not windowed envelopes.

Q18. What is the City expecting to receive from the lockbox via mail?

A18. Nothing; the City uses a courier, and receives electronic payment files.

Q19. The City mentions the handling of payments received outside the lockbox processing system, as part of its lock box services. Is the City referring to using a virtual lockbox service, remote deposit, or would checks be mailed from the City office to the lockbox for processing?

A19. In January and July, a courier brings mail from the PO Box to the lockbox processing center.

Q20. Will the City require the lockbox to key any information?

A20. No.

Q21. Can you provide the current mail pickup location (city, state) for your lockbox?

A21. United States Post Office, 151 North Main Street, Bristol CT

Q22. Are you open to having a lockbox address in Boston MA?

A22. No.

Q23. Although we have full Lockbox Services available, we do not accept payments in our branches to limit customer liability. Would that disqualify us from bidding?

A23. Absence of this service does not disqualify any vendor. This is an option that is strongly encouraged by the Office of the Tax Collector.

Q24. What is the current processing location of your lockboxes (city and state)?

A24. Bridgeport CT.

- Q25. What is the monthly volume received at the lockbox? What is the monthly volume received at the branch? Can the City provide 12 months of detail?
- A25. Tax payments are collected via the lockbox and via branch for two months a year (July and January), and the payment file combines lockbox with branch payments. July 2022 was 20,064 bills for \$23,746,886.21; January 2023 was 4,300 bills for \$9,466,905.45. The payment file combines lockbox with branch payments; the City does not have branch-only information.
- Q26. Do you have a required number of mail pickups per day, in both peak and non-peak processing? If so, please provide the number for each scenario.
- A26. Mail pickups are once per day during both collection months (January and July).
- Q27. How many mail pickups per day does your current provider perform?
- A27. One.
- Q28. What time are your daily lockbox transmission(s) sent to you for posting?
- A28. Transmission is received after close of business.
- Q29. Are photocopies of checks processed through the lockbox a requirement of the City? Is the City interested in utilizing a lockbox online system to view images of processed checks and coupons on a daily basis vs. receiving photocopies of checks from the lockbox?
- A29. Provision of scanned images are required for processed items. Reference to photocopies of checks, as cited in the original RFP, is removed.
- Q30. Please provide clarification on Lockbox Branch Tax Payment File Transmission.
- A30. A payment file is downloaded daily that is compatible with software used by the Tax Collector's Office.
- Q31. Please provide more information on the Lockbox Extract File. Is this a transmission you are receiving from the lockbox?
- A31. Yes; the file format is as used within the QDS tax collection software, attached for reference.
- Q32. Does the City receive a file today that includes both branch and lockbox deposit information?
- A32. Yes, a single file containing both types of payments.
- Q33. Is the City looking to replace the existing online payment system?
- A33. Services related to credit card processing (i.e. merchant services) is removed as noted in Addendum 01.
- Q34. Can you please provide further detail around the line item on the pricing sheet for electronic chk issue input- per item? Are you using check outsourcing to issue your checks?
- A34. The City is not using check outsourcing to issue checks.
- Q35. What is currently included in the daily package sent to the City from the lockbox? E.g. coupons, correspondence, unprocessable transactions, etc.
- A35. Items include daily file with totals information, non-payment items such as correspondence, check issues, checks with stubs, etc.

- Q36. Under Lockbox Services, pg 5, please further describe the requirement for "handling of payments received outside the lockbox processing system".
- A36. Payments received outside of the PO box during collections are handled directly by the Tax Collector.
- Q37. Please provide clarification on the following terms shown in the Volume Analysis Example provided.
- A37. Definitions are as provided by the current service provider as follows:
- ARP Priority Service*
Additional fee for reconciliation to be completed quicker at month-end
 - CASH Position reporting*
Intraday reporting
 - Lockbox Web Exceptions.*
Online access to images of lockbox checks and remittance documents; Charge for maintaining a lockbox that has a decisioning service.
 - Lockbox Branch Tax Payment File Transmission*
Monthly maintenance fee. Required branch tax payment file transmission.
 - Lockbox Extract File*
Charge for providing lockbox information delivery services via an electronic mode. This is a fixed charge by current provider.
 - Remote Check Deposit Service Remote Deposit Transmission*
Number of times per month that a batch of checks is deposited via Remote Deposit
- Q38. Are you currently utilizing a teller line lockbox?
- A38. Assuming that this relates to branch tax collections via bank tellers, yes.
- Q39. Can the City provide a copy of their current lockbox instructions?
- A39. Current lockbox instructions are not available at this time.
- Q40. Can the City provide a breakdown of their OCR scanline?
- A40. Not at this time.
- Q41. Regarding vendor payments made by the City, what is the total amount of vendor payments on an annual basis?
- A41. Approximately \$160,000,000.00 annually.

All other terms and conditions remain unchanged.



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Attachments: QDS Payment File format

RETURN THIS FORM IMMEDIATELY!

City of Bristol, Connecticut
Acknowledgment: Receipt of RFP Documents

RFP: 2P23-066
Title: Banking Services
Addendum 03

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Addendum 03 was issued June 27, 2023
Date Addendum 03 was received ____/____/____
Do you plan to submit a proposal? Yes____ No____

Print or type the following information:

Company name: _____
Address: _____
City or Town/Zip code: _____
Phone: _____
Email: _____
Received by: _____

Note: Acknowledgments are requested!
purchasing@bristolct.gov

Quality Data Service
Record Layout Description

File Name	LOCK BOX LAYOUT		Description	BATCH HEADER
From	To	Number of Characters	Description	Type
1	1	1	Always "B"	Alpha
2	4	3	Town Code	Alpha
5	12	8	Posting Date (mmddccyy)	Numeric
13	16	4	Batch Number	Numeric
17	80	64	Always BLANK	Alpha

DATA SHOULD BE SENT DIRECTLY TO THE TAX COLLECTOR

FILE NAME CAN BE TO YOUR POLICY. MOST NAMES ARE DAY OF TRANSACTION MMDDYYYY

ALL RECORDS SHOULD END WITH A CARRIAGE RETURN AND LINE FEED (HEX 0D 0A).

Quality Data Service
Record Layout Description

File Name	LOCK BOX LAYOUT		Description	TRANSACTIONS
From	To	Number of Characters	Description	Type
1	1	1	Always "P"	Alpha
2	5	4	Batch Number	Numeric
6	9	4	Bill Year	Numeric
10	10	1	Bill Type	Numeric
11	17	7	Bill Number	Numeric
18	29	12	Amount Paid (2 decimals)	Numeric
30	37	8	Posting Date (mmddccyy)	Numeric
38	40	3	Always BLANK	Alpha
41	79	39	Short Description	Alpha
80	80	1	Always BLANK	Alpha

Quality Data Service
Record Layout Description
CODE "C" ONLY TO BE USED IF PROCESSING FEES ARE REPORTED TO TOWN/CITY

File Name	LOCK BOX LAYOUT		Description	TRANSACTIONS FOR FEES
From	To	Number of Characters	Description	Type
1	1	1	Always "C"	Alpha
2	5	4	Batch Number	Numeric
6	9	4	Bill Year	Numeric
10	10	1	Bill Type	Numeric
11	17	7	Bill Number	Numeric
18	29	12	Fees Paid (2 decimals)	Numeric
30	37	8	Posting Date (mmddccyy)	Numeric
38	40	3	Always BLANK	Alpha
41	79	39	Short Description	Alpha
80	80	1	Always BLANK	Alpha

Quality Data Service
Record Layout Description

File Name	LOCK BOX LAYOUT		Description	BATCH TOTAL
From	To	Number of Characters	Description	Type
1	1	1	Always "T"	Alpha
2	5	4	Batch Number	Numeric
6	15	10	Always BLANK	Alpha
16	27	12	Batch Payment Total (2 dec)	Numeric
28	35	8	Posting Date (mmddccyy)	Numeric
36	80	45	Always BLANK	Alpha

Quality Data Service
Record Layout Description

File Name	LOCK BOX LAYOUT		Description	GRAND TOTAL
From	To	Number of Characters	Description	Type
1	1	1	Always "G"	Alpha
2	15	14	Always BLANK	Alpha
16	27	12	Total Paid All Batches (2 dec)	Numeric
28	35	8	Posting Date (mmddccyy)	Numeric
36	80	45	Always BLANK	Alpha