

**COUNTY OF LEXINGTON**

**Procurement Services  
212 South Lake Drive, Suite 503  
Lexington, SC 29072  
(803)785-8166 Fax (803)785-2240**

***AMENDMENT OF PROPOSAL***

**AMENDMENT NO. : TWO**

**ISSUE DATE: AUGUST 19, 2014**

**SOLICITATION NO. : P15001-08/28/14H**

**DATED: JULY 28, 2014**

**PROJECT: Banking Services**

**MODIFICATIONS & CLARIFICATIONS:**

- 1. Incorporate Q&A {5 pages (2-6)} into solicitation document.**
- 2. Include the Tax Coupon Sample(pdf), File Translations pages (pdf), and the Cost Proposal (Excel)**
- 3. The proposal due date remains the same: August 28, 2014 - 4:00pm EST**

Offerors must acknowledge receipt of this amendment by one of the following methods: (a) By signing and returning one copy of this amendment with your bid; (b) By acknowledging receipt of this amendment on each copy of the bid submitted; or separate letter which includes a reference to the solicitation and amendment numbers. Failure of your acknowledgment to be received at the Purchasing Office prior to the hour and date of the opening may result in rejection of your offer. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter, provided such letter makes reference to the solicitation and this amendment and is received prior to the opening hour and date specified.

CONTRACTOR: \_\_\_\_\_

NAME & TITLE OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

\_\_\_\_\_  
Jeffrey A. Hyde, CPPB  
Procurement Manager

1. Which bank(s) do you currently utilize for your general banking services?

**The County is currently utilizing BB&T for all banking services.**

2. Are you willing to provide a copy of your current analysis statement with your current banking provider(s)?

**See Amendment #1.**

3. Based on the tight timeline stated in the RFP, will the County consider an extension of time to provide our response to the RFP to ensure the most competitive and thorough responses are submitted?

**The current proposal due date remains unchanged and no extension is planned at this time.**

4. Are the interest bearing accounts that the County currently utilizes required to earn interest or is that an option banks should provide alternate solutions that could be a better fit?

**The interest bearing accounts as indicated in the RFP are legally required to earn interest.**

5. On all of the estimated Annual Activity, can the County elaborate on the following:

- a. Deposits and other Credits – Can this be broken out in volumes to better understand these figures?

**Information provided directly from the analysis statements.**

- b. Change orders – Are those currently done through a banking center or cash vault?

**Orders are placed at the bank branch usually when daily deposits are made.**

- How many change orders are made on average?

**See Amendment #1.**

- c. Checks Paid and other Debits - Can this be broken out in volumes to better understand these figures?

**Information provided directly from the analysis statements.**

- d. What is your current Online Image Retention?

**We can access one (1) year of images from our online banking portal.**

6. Under the Clerk of Court, there is mention of debit card service for Child Care Support. Does this fall under this RFP? If so, would you please provide the following: number of cards issued, number of new cards issued each month, total amount of money loaded on the cards each month? Are there any requirements for this program that we should be aware of?

**Yes, the debit card service does fall under this RFP. The Debit cards must be issued to credit worthy and non-credit worthy individuals. They must be able to access their account via internet and the ATM. Free and unlimited transactions are required at point of sale, banking inquiries, and sale purchases.**

**Additional information was provided in Amendment #1.**

7. Can you elaborate on the issues (out-of-balance transactions) you are currently experiencing with lockbox as laid out on page 22 on your RFP? We want to gain a better prospective on this issue.

**The out-of-balance transactions take place when an online bill pay check is received by the lockbox without a coupon.**

8. Currently, the Treasurer utilizes 2 Remote Deposit Scanners. Can you provide the scanner type/model number/serial number?

**Model: Panini My Vision X, Model #: E172976, Serial Number's: 5507597, 5899549.**

9. Purchasing Card – Will the County provide an AP Vendor File?

**No.**

10. Are there any particular reasons why the County is not utilizing a purchasing card program in a more robust capacity?

**The County's purchasing card program is not included in the scope of this RFP.**

11. Will the County join the state of South Carolina Pooled Collateral Agreement administered by the office of the State Treasurer?

**The County may consider in the future.**

12. Page 29 references costs shall be firm for 3 years. Is this in reference to the line item pricing and/or the ECR/Interest?

**This is in reference to both. Costs shall be firm for the initial term of three (3) years unless the terms are adjusted by mutual agreement.**

13. Does the County have the capacity and resources to utilize remote deposit services at a higher rate to reduce lockbox volumes?

**No.**

14. How does the County currently receive the property tax payments that are paid monthly (i.e., lockbox, over the counter, mailed in to the County)?

**The Treasurer's Office receives tax payments by lockbox, over the counter, mailed in to the Treasurer's Office and Internet.**

15. What method of payment are the monthly property tax payments made (i.e., check, credit card, etc.)?

**The Treasurer's Office accepts cash, checks, and credit cards over the counter. Cards and e-checks are accepted online. The lockbox and mailed in payments are checks only.**

## **Lockbox Questions:**

16. Where is the lockbox being processed today and by whom?

**By BB&T in Charlotte, NC.**

17. Is today's lockbox mail received at a single PO Box or multiple PO Boxes?

**Currently two (2) P.O. boxes.**

18. Will the County provide samples of each document that is within the scope of processing services (for each lockbox).

**See attached PDF file for samples of coupons.**

19. For each document within each lockbox, can the County please provide details on the coupon / document format, layout and specifications?

**See attached PDF file for file translations.**

20. For the lockboxes, is a return window envelope utilized by the County of Lexington for the submission of transactions? Please provide a sample of the return envelope (or samples if more than one format) for each lockbox and provide details around the window envelope format / size / specifications.

**No, a return window envelope is not utilized. The Treasurer's office utilizes non-window return envelopes.**

21. Does the County of Lexington accept credit card payments for the lockbox?

**No.**

22. Are any stop files utilized within the lockboxes?

**We are not familiar with "stop file" terminology as it relates to lockboxes.**

23. What are the field capture requirements / layouts / format for each lockbox?

**See attached PDF file for file translations.**

24. How are check only payments handled if there is no account number written on the check?

**Reject – online decisioning functionality currently.**

25. For exception handling, does the County of Lexington currently use online decisioning functionality to review exception work for the lockboxes or are all identified exceptions sent back to the client unprocessed?

**Online decisioning.**

26. Regarding daily processed lockbox work, are the paper documents returned to the County of Lexington?

**No.**

27. Does the County provide a Billing File to match to?

**Not currently - Reference Section 5.2.03 of the RFP for further information.**

28. Would the County please send an Excel spreadsheet for the Cost Proposal (pg 44-46 of the PDF file)?

**See attached Excel spreadsheet**

29. The RFP mentions two lockboxes for Real Estate and Vehicle Tax, however, the price point for Retail Lockbox Maintenance shows a volume of 36. Are there additional lockboxes? Can you please clarify this volume?

**There are two (2) lockboxes. Each lockbox may have multiple sub-boxes that can run simultaneously for different penalty dates.**

30. Five of the Retail Lockbox Services price points have a volume of 18. Based upon the descriptions, they appear to be monthly charges. Are these due to the fact that the real estate lockbox is only open for six months?

**Yes.**

31. The price point Retail Lockbox Package Prep has a volume of 30 - Is this a monthly charge? What is causing the difference in volume between the other monthly price points?

**Each lockbox may have multiple sub-boxes that can run simultaneously for different penalty dates. We are charged for each of the sub-boxes for the months when they are active.**

32. Would the County please provide a unit of measure for the price points? For example, the price point Retail Lockbox OCR Repair has a volume of 171,394. Is this items or keystrokes?

**Price points vary by line item. These price points could be monthly, by transaction, by dollar amount, or charged temporarily when services are provided. Analysis statements have been provided in Amendment #1.**

### **Additional Questions:**

33. Has a decision been made about the annual re-pricing pertaining to the contract term of 3 years?

**The RFP states: Costs shall be firm for the initial term of 3 years unless terms are adjusted by mutual agreement.**

34. Is the County requiring the financial institutions issuing a response bid on all 3 components (lockbox only, complete banking relationship and banking relationship without lockbox) or are we able to choose what we bid on?

**The RFP proposal response is not required on all three (3) components.**

35. Is it permissible to include links for financial information rather than hard copies which can be lengthy?

**Yes, we will accept links to the financial information.**

36. Please confirm the following proposal requirements:

9 hard copies of the technical report  
1 CD of the technical report  
1 redacted CD of the technical report

9 hard copies of the services cost proposal  
9 hard copies of the lockbox cost proposal  
9 hard copies of combined services and lockbox cost proposal

No CDs for cost proposals?

**Yes – no CD is required for the cost proposal sheets.**

COUNTY OF LEXINGTON, SOUTH CAROLINA

Bill Number 2013-082682-107

\*\*\*OFFICIAL RECEIPT UPON VALIDATION\*\*\*

Pay This Amount

TMS #: 008501-01-004
Type: Real Estate
Tax Year: 2013
District: School District One
Description: BUENA VISTA ACRES LOT 4
Land: 1,730
Improvement: 0
Total Assessment: 1,730
L/R: No H/S: No

Table with 2 columns: Due Date for Payment and Amount. Rows include 3% Penalty, 10% Penalty, 15% Penalty & Cost, and Additional Execution Cost.

Return this portion with payment and make checks payable to: County of Lexington



GRAHAM FRANCIS S & SARAH S
8 CANDLEWOOD LN
COLUMBIA SC 29209

See reverse side for address change instructions

Handwritten note: UNDER APPEAL ESTIMATED TAX \$1333.00

1308268210700000736891401150000075900140203000008105814031700000867425

COUNTY OF LEXINGTON, SOUTH CAROLINA
VEHICLE TAX & REGISTRATION NOTICE

BILL NUMBER 2013-240182-007 DIST 4 VALUE 360

VEHICLE INFORMATION
TAG # JMU663 VIN # 1GKDS13S952246592
MAKE GMC VCS 074162516
YEAR 2005 FEE .00



TAXES 176.68
CREDITS -27.43
TOTAL TAX 149.25
REGISTRATION FEES .00
TOTAL DUE 149.25

120 DAY TAX NOTICE

Due By January 30, 2014.
When Paid, Taxes Current Thru 10/2014

Resident Address
JONES MARSHA HARLEY
1641 HIGHWAY 6
GASTON SC 29053-9780

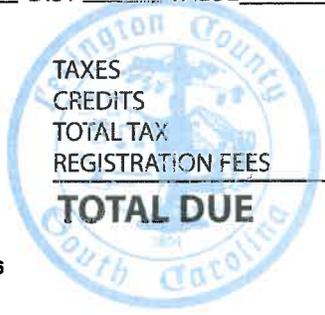
T18 \*\*AUTO 5-DIGIT 29053 PL2 S296
JONES MARSHA HARLEY
1641 HIGHWAY 6
GASTON SC 29053-9780

0120132401820072014013000014925000149250808

COUNTY OF LEXINGTON, SOUTH CAROLINA
VEHICLE TAX & REGISTRATION NOTICE

BILL NUMBER 2014-054509-002 DIST 4 VALUE 190

VEHICLE INFORMATION
TAG # FZN787 VIN # 1GCCS19W128123718
MAKE CHEV VCS 070523522
YEAR 2002 FEE 30.00



TAXES 93.56
CREDITS -14.45
TOTAL TAX 79.11
REGISTRATION FEES 31.00
TOTAL DUE 110.11

Insurance Certification
Name of Insurance Company
Signature of Owner

Due By March 31, 2014.
When Paid, Taxes Current Thru 03/2015

Resident Address
SMITH STEVEN WAYNE
430 MACK EDISTO RD
SWANSEA SC 29160-8979

T8 \*\*AUTO SCH 5-DIGIT 29135 PL2 S296
SMITH STEVEN WAYNE
430 MACK EDISTO RD
SWANSEA SC 29160-8979

1020140545090022014033100011011000079110803

120 Autos only differ from all other auto bills in that with the 120's, we set the 2<sup>nd</sup> position to a "1" and the due date is not the last day of the month.

**Auto OCR Scan Line (Numeric):**

Position	Length	Reason	Format
1	1	Insurance Required	0 = No; 1 = Yes
2	1	120 Auto	0 = No; 1 = Yes
3	13	Bill Number	
16	8	Due Date	YYYYMMDD
24	8	Amount Due + Fees	99999999
32	8	Amount Due - Fees	99999999
40	4	BBT Scan Line Check Digit	9999

**Non-Auto OCR Scan Line (Numeric):**

Position	Length	Reason	Format
1	11	Bill Number	
12	10	Amount Due	9999999999
22	6	Last Day No Penalty	YYMMDD
28	10	Amount Due + 3% Penalty	9999999999
38	6	Last Day 3% Penalty	YYMMDD
44	10	Amount Due + 10% Penalty	9999999999
54	6	Last Day 10% Penalty	YYMMDD
60	10	Amount Due + 15% + Cost	9999999999
70	4	BB&T Scan Line Check Digit	9999

**Auto Transmission File:**

1Lex580080040513  
6020130550370020000022178040513  
6020130562210060000007840040513  
6020130374940010000005006040513  
6020130395730030000004445040513  
6020130363990080000009905040513  
6020130398020080000002445040513  
6020130420530060000003991040513  
6020130528580020000004006040513  
6020130535030060000012940040513  
6020130459350040000004072040513  
900000003200000076828

**Translation:**

Position	Length	Reason	Format
1	1	Field Recognition	1 = Batch Start 6 = Payment 9 = Grand Total
2	1	120 Auto	0 = No; 1 = Yes
3	13	Bill Number	
16	10	Amount Paid	9999999999
26	6	Processing Date	999999

**Non-Auto Transmission File:**

01022714022714 (Header – Includes Postmark Dates – Irrelevant)  
06130671581040000296966864001  
06130735121090000183890419001  
06131043761000000756108419005  
06131375791030000231319864003  
06131439911020000748939419003  
06131477841060000038479864006  
06131477871070000116372864005  
09000007000002372073 (Footer – Includes Grand Total for all Batches)

**Translation:**

Position	Length	Reason	Format
1	1	Misc Field	0
2	1	Field Recognition	1 = Batch Start 6 = Payment 9 = Grand Total
3	11	Bill Number	
14	10	Amount Paid	9999999999
24	6	Bank Processing Sequence	999999