

The Bay County Tax Collector appreciates the questions regarding our banking services RFP. Please see the response to all questions and requests that were submitted to our office.

Page 5 of 29, Web Based Banking, 2.10e

Please explain what the Tax Collector is needing in reference to the initial request for incoming wire returns?

We are requesting the ability to initiate a wire reversal by the bank to reject the transaction.

Page 6 of 29, Image Cash Letter, 2.15

Please confirm the type of file the Tax Collector is currently sending? Qualified or Unqualified.

We reached out to the vendor for verification and the vendor ensured they are able to work with the bank to create the file needed. They weren't sure of the terminology of qualified or unqualified. They did state that you may reach out to them for any questions or clarification. Contact info is Bobby Dow, bdow@publicsoftinc.com.

Page 10 of 29, Proposal Format, e. Financial Information

Can a link be provided for the financial statements?

Yes, we will accept a link to the financial statements.

Page 11 of 29, h. Cost Proposal (Exhibit D) Additional Service Fees

Do additional service fees need to be added under Other Services?

Yes, please list them out individually if there are multiple.

Page 12 of 29-Prospective Services-Bank service charges included in Exhibit O

No, it is O, this exhibit would be included by the bank if there are prospective services that the bank feels the BCTC would be interested in that was not requested. It can be in any format and must include the cost for the service if any.

The RFP indicates that Loomis provides courier service from your offices to your current financial institution. Since you are currently utilizing remote capture for check deposits, can you tell us how often Loomis picks up cash deposits and the approximate amount?

Loomis picks up once a week from each branch location and takes the deposit to the bank. We pulled the average daily deposit for each branch for a slow month and a busy month:

December: Panama City \$9,950.21, Callaway \$5,126.20, Panama City Beach \$5,679.55, Lynn Haven \$5,422.73

July: Panama City \$6,165.94, Callaway \$3,641.19, Panama City Beach \$3,780.78, Lynn Haven \$4,352.99



The RFP shows that your office requires change orders with no entries running through your account. How are these currently handled? Does Loomis fill the change order by exchanging for larger denomination currency, or is it handled in some other manner?

Currently the Branch Manager submits a change order request to the bank and the bank debits our account and sends the order through Loomis. The Manager prepares a deposit for the amount of the change order and Loomis will take that back to the bank. We are open to other ideas on how this can be handled, specifically by not having the transactions flow through our account for automated balancing purposes.

Page 17 of 29, Section 22.1

Request clarification on wording:

This section is referring to Piggybacking, one government agency uses another government agencies contract. For example, if we were to choose the same bank the county uses we could fall under their contract instead of a request for proposals.

Section 5.5 Proposal Format, part h. Cost Proposal (Exhibit D)

Is there an Excel attachment for Exhibit D that is missing?

We have added an Excel file formatted for your use. It is attached to the email response to questions.

Request for monthly statements and/or annual activity.

We have attached our 2022 annual bank activity to assist you in preparing your responses.

Please provide three months of analysis statements showing all services and activity on accounts.

We have attached our 2022 annual bank activity to assist you in preparing your responses.

Is it acceptable for all three copies of the proposal to have scanned signature versus the original having a wet signature?

Yes, that is acceptable.

We understand the cash deposits are currently delivered by the armored courier to a local processing location.

- a. Please confirm whether this refers to a branch or a cash vault?**
- b. Please provide estimated size of daily cash deposits in dollars.**

a-Loomis delivers our deposits to the bank branch.

b- Looms picks up once a week from each branch location and takes the deposit to the bank. We pulled the average daily deposit for each branch for a slow month and a busy month:

December: Panama City \$9,950.21, Callaway \$5,126.20, Panama City Beach \$5,679.55, Lynn Haven \$5,422.73



July: Panama City \$6,165.94, Callaway \$3,641.19, Panama City Beach \$3,780.78, Lynn Haven \$4,352.99

If further clarification is needed on any of the responses to your questions please reach out to Tracy Scott, Finance Director @ tscott@baytaxcollector.com .

