



# COUNTY of ROCKINGHAM

## Finance Department

Date: March 1, 2019

To: Potential Bidders

Re: RFP 19-0116-01 Banking Services

Below are questions from potential bidders and the County's response.

1. Question: What is the average monthly balance for the last 12 months in the Concentration and Zero Balance Accounts?

**Concentration Account**

Jan-18 \$ 8,331,257.88  
Feb-18 \$ 7,289,133.93  
Mar-18 \$ 7,951,112.90  
Apr-18 \$ 6,180,780.04  
May-18 \$ 8,763,335.17  
Jun-18 \$ 8,718,606.33  
Jul-18 \$ 7,084,664.23  
Aug-18 \$ 9,508,767.83  
Sep-18 \$ 6,668,828.19  
Oct-18 \$ 6,007,799.37  
Nov-18 \$ 10,496,295.85  
Dec-18 \$ 13,504,531.52

**Zero Balance – \$0.00 each month**

2. Question: Please clarify the volume of coin deposited for the last 12 months.

**The total amount of cash and coin that we deposited in 2018 at the local branch was \$1,757,660**

3. Question: Would the County please provide a remittance coupon sample that accompanies the County's seasonal tax payments?

**See sample attached.**

4. Question: Does the courier service bill the County directly for the lockbox transportation? Which courier service is the County currently utilizing?

**Currently the courier service bills us directly. We would prefer that this become part of the banking fees. We were piggybacking off of SunTrust's courier but they only come to Harrisonburg once a week now, which has presented an issue. Current courier is Jet Transportation and Logistics.**

5. Question: What is the County's current daily limits for ACH payments?

We are not aware of any limits for ACH payments.

6. Question: Is Purchasing Card and Merchant Services considered part of the scope of this RFP?

Neither are part of the scope of the RFP. The Finance Department plans to continue using the current Purchasing Card Program but will look at the program offered by the awarded bank. We use several different Merchant Service vendors and do not plan to switch at this time.

7. Question: How many bills does the County distribute annually for their total receivables?

Real Estate Bills total 89,000 yearly (46,500 1<sup>st</sup> half taxes and 42,500 2<sup>nd</sup> half taxes)  
Personal Property total 64,000 once a year.

8. Will all questions and answers be posted for each bank's review?

All questions and answers will be posted on the Rockingham County web site.

9. The annual volume for RLBX - Is the seasonal volume twice a year?

This is the yearly total. Typically, about 40% is in May-June and 60% in November-December.

10. OTM/OLC Special Report Monthly - What information does this report provide?

This provides ACH Customer Activity Report, ACH Returns and Deposit Returns that are made available through SunView and On-Line Courier. We are not charged for this report.

11. EDI TRANSL REPORT OTM & COURIER – Is this report for payables or receivables?

Receivables. We are not charged for this report.

12. How many employees currently have direct deposit?

3,631 have direct deposit. This includes County and Schools.

13. Does Rockingham County currently use an overnight investment sweep? If so, what are the average investable balances? What months does Rockingham County typically have investable balances? What rate of return is Rockingham County currently receiving? If Rockingham County is not currently investing into an overnight investment sweep, what other investment vehicle do you use?

Currently Rockingham County monitors the account and manually sweeps funds when needed. We currently transfer funds back and forth with the Virginia LGIP.

14. What is the current interest rate for investable funds?

Average monthly yield for January 2019 was 2.560%.

15. What is the highest amount of investable balances at any given point in a twelve month rolling period?

\$52 million.

16. Does Rockingham County currently use a compensating balance arrangement or unit cost method for their monthly service charges? How much has Rockingham County paid in analysis fees over the past twelve months?

Currently we use Compensating Balance. Total fees in 2018 were \$68,360.23.

17. Can you provide twelve months of account analysis statements?

The County does not feel comfortable providing the account analysis statements at this time. This information would have to be provided to all potential bidders on our website and we do not feel this is appropriate. These statements can be provided during individual interviews with potential bidders.

18. Can you provide at least one bank statement?

The County does not feel comfortable providing a bank statement at this time. This information would have to be provided to all potential bidders on our website and we do not feel this is appropriate. Bank Statements can be provided during individual interviews with potential bidders.

19. Items Paid Not Enclosed - Are these items Demand Deposit Services or Retail Lockbox Services?

Demand Deposit Services.

20. Retail Lockbox Low Speed Match Items- Are these items check only or check and list? Please provide more detail.

Check only.

21. Retail Lockbox Items Scanned - Is this line item for full payments (single check, single coupon)? Please provide more detail.

All items are scanned. Single check and single coupon, multiple checks with single coupon, multiple checks with multiple coupons and single check with multiple coupons. Could also be if a partial payment was made.

Sincerely,

Justin Moyers

Detach and enclose this coupon with your payment. Please write your bill number on your check or money order. Do not send cash.

## 2018 REAL ESTATE TAX BILL

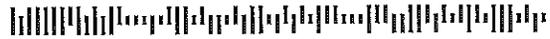
Property Owner:

Tax Year: 2018  
Bill Number:  
Due Date: 12/05/2018  
Account Number:  
1<sup>st</sup> Half Tax Amount Due:  
2<sup>nd</sup> Half Tax Amount Due: 623.45

Make checks payable to Rockingham County

ROCKINGHAM COUNTY TREASURER'S OFFICE  
P.O. BOX 1818  
HARRISONBURG VA 22803

**Total Tax Due: \$ 623.45**



0120180021900000623450

Detach and enclose this coupon with your payment. Please write your bill number on your check or money order. Do not send cash.

## 2018 PERSONAL PROPERTY TAX AND VEHICLE LICENSE FEE

Property Owner:

Tax Year: 2018  
Bill Number:  
Account Number:  
Due Date: 12/05/2018

Make checks payable to Rockingham County

ROCKINGHAM COUNTY TREASURER'S OFFICE  
P.O. BOX 1818  
HARRISONBURG VA 22803



**Total Tax Due: \$320.32**

I certify that by paying this bill, Personal Property tax relief is given only to personal use vehicle(s).

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