



# PROCUREMENT SERVICES

## ADDENDUM TO CONTRACT DOCUMENTS

ADDENDUM NO.: 3

PROJECT NAME: ITN No. N237429DG – Banking and Financial Services

DATE OF ISSUE: March 16, 2023

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The following information shall be included in the ITN documents and is hereby made part of the contract documents in the form of clarification, addition, deletion or revision to the contract specifications.

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For **Question 23** under the **Government Banking heading** of the **Questionnaire**, use the excess balance of \$15,000,000.00 and the interest rate for March 2023 to calculate the interest rather than October 2022 as requested in the Questionnaire.

### Proposers' questions/issues and District answers (District answers are italicized):

Q1. Specifications, Item 3. Merchant Processing Services, Page 27 - In order to provide a fee proposal, please provide a projected annual credit card dollar volume and an average payment amount.

**A1. *The District's main Service Account receives average annual credit sales of \$141,000.***

Q2. Commercial Card - Please provide a copy of your current rebate agreement.

**A2.**

School District of Lee County- Commercial Card Rebate		
NET SPEND		LARGE TICKET
Amount	Monthly	Monthly
\$1,000,000.00	0.0115	0.005
\$5,000,000.00	0.0145	0.005
\$10,000,000.00	0.016	0.005
\$15,000,000.00	0.017	0.005

Q3. Treasury Management – Analysis Statement: Please provide further detail on Check Fees-Deposits on the Service Analysis Statement.

**A3. *See EXHIBIT 10 (Truist Account Analysis Glossary).***

Q4. Treasury Management – Please provide further detail on Check PC View or Print- NC on the Service Analysis Statement.

**A4. *See EXHIBIT 10 (Truist Account Analysis Glossary).***



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- Q5. Treasury Management – Please provide further detail on Wire Transfer Corporate Call Maintenance on the Service Analysis Statement.
- A5. *The ability to call in wire transfers.***
- Q6. Treasury Management – Please provide further detail on UPIC Monthly Maintenance on the Service Analysis Statement.
- A6. *See EXHIBIT 10 (Trust Account Analysis Glossary).***
- Q7. Treasury Management – Please provide further detail on ACH Activity Report on the Service Analysis Statement.
- A7. *Summary of ACH activity.***
- Q8. Receivable/Depository Services - What payment channels does the School District offer? detail on ACH Authorization Report on the Service Analysis Statement. Cash, Checks, some credit cards and ACH from other governmental agencies. We would like to offer on-line credit card payments.
- A8. *ACH Authorization record is a one-time fee for the bank or client to set up or modify a filter authorization record in order for an account to receive an incoming ACH transaction.***
- Q9. Treasury Management Please provide further detail on ACH Authorization Report on the Service Analysis Statement.
- A9. *See Q8.***
- Q10. The following relates to the District's Card programs. Please break out program metrics;
- A10. *See answers in bold italics.***
- a. Card in Hand program
- Number of cards: ***504***
  - Average transaction size ***\$383.00***
  - Annual spend \$3,500,000 - \$4,500,000 (is this correct?) ***For Fiscal Year 22, the annual spend was \$4.5 million.***
  - What are the current terms (cycle/grace period)? ***Cycle is 30 days/ Grace period is 18 days.***
  - What is the current rebate grid? ***See Q2.***
  - Is receipt imaging utilized? ***No but the District is interested in this feature.***
- b. ePayables
- Average transaction size ***\$9,700.00.***
  - Annual spend ***\$34.725 million.***
  - When was the last time your vendor file was reviewed looking for additional spend? ***2021.***
- Q11. Commercial Card - Please provide a breakdown of the number of transactions and spend per month for the past 12 months.
- A11. *See Q10.***



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Q12. Merchant Services - Please provide the model of the current equipment that is being piloted at the three locations.

**A12. The current equipment includes:**

- **Clover DUO terminal/Drawer- 1**
- **Clover Flex-10**
- **Clover Flex2- 13**
- **Clover Flex3-3**
- **Clover Mini2-2**
- **FD100 TI- 10**
- **FD130 – 29**
- **FD150-7**
- **FD35 Pinpad- 9**
- **FD400-8**
- **FD410-2**
- **Hypercom P1300-1 (obsolete)**
- **Hypercom T7Plus- 1 (obsolete)**
- **Hypercom T4210-1 (obsolete)**

Q13. How many merchant accounts does the school currently use and for what purposes? What volumes run through each merchant account?

**A13. The District has one account used for insurance payments. The District's main Service Account receives an average annual credit sales of \$141,000. The District has 97 credit card machines throughout the District.**

Q14. Are service definitions available for the analysis statements?

**A14. See EXHIBIT 10 (Truist Account Analysis Glossary).**

Q15. How many Merchant IDs does the District have?

**A15. The District has one ID. We would like to have IDs at 75-100 locations.**

Q16. Please describe how you are currently processing card payments today. (Name & Version of the City's Terminals, Software, Gateways, Web, etc.).

**A16. See #61 for type of machines used by the District. We would like to have all locations on one platform.**

Q17. Is the District EMV compliant?

**A17. The District plans to be EMV compliant with the new system.**

Q18. Is the District PCI compliant?

b. If no, what steps are being made by the District to become compliant?

**A18. The District plans to be PCI compliant with the new system.**



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**REMINDER: Proposals and Client References are due by 2:00 PM, Monday, March 20, 2023.**

There are no other changes at this time. Please acknowledge this addendum via Attachment D, Addenda Acknowledgement Form, in your submittal.

*Thank you for your interest in The School District of Lee County.*

A handwritten signature in black ink that reads "Doug Gupton".

**Doug Gupton**  
**Procurement Agent**