



PORT SAN LUIS HARBOR DISTRICT  
REQUEST FOR PROPOSALS  
FOR  
Banking Services

**Addendum**

**Posted: October 24, 2019**

The following questions have been received.

1. What are your average balances per account and total?  
*See Analysis Report.*
2. How many DDA accounts are you currently/will be using?  
*26 Regular DD employees  
16 Seasonal DD employees - Total 42*
3. What is the breakdown for Checks paid? Paper, ACH, Bill Pay, etc.  
*See Analysis Report.*
4. What type of deposits and breakdown? Cash, coin, check, ACH, Remote Deposit, etc.  
*See Analysis Report.*
5. May we have copies of your analysis statements? This will give us an opportunity to dissect your transactions. *See Analysis Report*
6. May we have 3 months' worth of Merchant statements?  
*Two months provided*
7. What type of Point of Sale terminal are you using? To be able to confirm compatibility  
*Currently using Verifone for onsite processing.*
8. What gateway are you using to process credit cards?  
*Payeeze, First Data*
9. Some of our banking products integrate with certain accounting software. What is the name of the software the District is using?  
*CYMA*
10. Is payroll processing completed in house or by a third party?  
*In house payroll processing*

11. Under section 4, A.in the RFP, it mentions payroll processing by “ADH”? What does “ADH” stand for?

*Typo - should read ACH.*

12. Does the District utilize a third party Cash Vault Vendor for cash needs and deposits?

*No Cash Vault Vendor, however, we do use a Courier once a week for cash and check deposits.*

13. Do customers pay via credit card on the District’s website?

*Access through District website then redirected to Bonfire, a third-party website for RV Reservations processed through gateway Payeeze.*

14. Pacific Premier Bank has several branches near Avila Beach. Which branch location would you likely use to do your banking?

- Arroyo Grande
- San Luis Obispo- Downtown
- San Luis Obispo- Irish Hills (Near Costco)
- Santa Maria
- Other

*San Luis Obispo – Irish Hills (Near Costco); Not confirmed, will check with Courier company.*

15. Is it possible to get copies of your last two banking and Merchant Statements? This way we can build a Proforma to include in the Banking Proposal.

*Please see attached information per your request.*

16. What are the average balances in each account (Main, Payroll, New account expected)?

*Please see two months bank statements attached.*

17. Are you currently being charged an analysis fee? If so, can we get a copy of your Account Analysis Statement for comparison? We are confident in our pricing and extremely competitive so we would like to ensure that we come in with a competitive proposal for you.

*No Charge – provided Analysis report*

18. How many signers? Anyone with limited access?

*(9) Bank signers*

19. Online access?

*Port Treasurer, (2) Managers, and (2) Accounting Department employees*

20. Will any accounts be interest bearing?

*No Interest.*

21. What credit card company is currently being used? Could we get a sample of the statements for a few months or seasonal months? We would be happy to include a quote for merchant services and potentially save the Port money.

*Please see attached merchant statements.*

22. When you state that the reconciliation is completed manually, does that mean that there is no software being utilized for record keeping?

*Our accounting system is CYMA.*

23. When a copy of Appendix B is requested, does the format need to be documented on that actual page or can we format our own Appendix B with the pertinent information requested, ensuring all information is provided and clearly stated?

*Please provide requested Appendix B.*

24. Appendix A, Item #5 states the Section 8 General Requirements – It appears that Section 7 is headed as General Requirements – was that a typo or is there an additional Section 8 with General Requirements that we did not receive?

*Typo - General requirements are in Section 3.*

25. Will there be any cash deposits? If so, how much and often?

*One weekly drop off by courier – ranges from 1-7 deposits in total.*

26. Will there be any change order needs?

*Rare change orders but we do deposit up to \$500.00 loose quarters per week depending on season.*