



# City of Niagara Falls, New York

745 Main Street, Niagara Falls, NY 14301

November 15, 2023

## **RFP# 2023-32 Banking Services for the City of Niagara falls, New York Addendum 1 (5 Pages)**

To Whom it may concern:

On October 30, 2023, the City of Niagara Falls released and distributed documents for RFP# 2023-32, Banking Services for the City of Niagara Falls, New York.

Section 1 of the above referenced solicitation allowed for the submission of written clarification questions by November 13, 2023. The City received a total of twenty-two (22) questions. This addendum is a complete list of those questions, listed in the order they were received, and followed by the City's response to each. In cases where the same/similar question is asked multiple times, vendors may be referred to earlier questions/answers to avoid duplication.

The City of Niagara Falls hereby issues this Addendum 1 to the above referenced Request for Proposals.

Sincerely,

Leeann K. Huey  
Purchasing Agent  
City of Niagara Falls, New York  
[leeann.huey@niagarafallsny.gov](mailto:leeann.huey@niagarafallsny.gov)

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**1. Q. Section 2 #1 requests a branch location in the City of Niagara Falls. Our closest branch is 19.3 miles, is this a hard stop for the City of Niagara Falls?**

*A. This is not a hard stop as the RFP does identify the ability for the respondent to provide a solution for how to make deposits and conduct other banking activities.*



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**7. Q. Scope 1, Page 5 - What is the current volume and frequency of cash deposits?**

*A. Daily deposits are completed. The frequency varies based on the time of year; however, on average it is between 150-200 deposits per month. The General Fund Checking, the Cities Rise Checking, and City Market Checking account are the main accounts where deposits are completed.*

**8. Q. Scope 4, Page 5 - How many scanners would be needed?**

*A. A minimum of three (3) remote deposit scanners would be needed.*

**9. Q. Scope 7, Page 5 - How many collection periods does the City collect? How many parcels per collection?**

*A. Two (2) City Tax Installments with first installment due 1/31 and second installment due 5/31. Two (2) School Tax Installments with first installment due 8/31 and second installment due 11/30. An estimated 22,000 parcels receive a tax bill.*

**10. Q. Scope 7, Page 5 - Would the City provide a sample of a tax bill/coupon? Who prints the bills?**

*A. The City prints the related tax bills. Attached is a copy of a tax bill. Reference Template – Property Tax Bill.*

**11. Q. Scope 9, Page 5 - Does the City currently have a purchasing card program? If yes: What is the current annual spend? How many cards are issued? Would the City be willing to share one fiscal year of vendor spend information?**

*A. Yes, the City currently has one. We have a \$15,000 monthly limit across all credit card accounts issued to twenty-two (22) employees. Annual spend is in the range of \$80,000 to \$100,000 on the City issued employee credit cards.*



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**12. Q. Scope 10, Page 6 - What is the City's stale dated check policy?**

*A. See response to question # 3*

**13. Q. Contract Award, Page 11 - What is the contract term that the City is seeking?**

*A. The City is seeking a minimum three (3) year contract, with the potential to negotiate a longer-term contract and/or additional extensions.*

**14. Q. Exhibit A, Page 13 - Would the City provide a current account analysis so that we may obtain transaction volumes?**

*A. See attached account analysis. Reference Analysis Statement 1, Analysis Statement 2, and Analysis Statement 3.*

**15. Q. Exhibit A, Page 14 - Would the City provide average account balances?**

*A. Monthly average account balances fluctuate based on the time of year, due in part to the property tax collection and refuse user fee collection.*

**16. Q. What internal ERP / Accounting software systems are currently used by the City?**

*A. AS400 system from Tyler Technologies.*

**17. Q. How many Scanners will be required for remote deposit of checks?**

*A. See response to question # 8*

**18. Q. How many accounts will utilize positive pay?**

*A. Two (2) accounts will utilize positive pay.*



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**19. Q. Are any accounts/funds not able to be commingled with the General Fund?**

*A. The City does not commingle accounts/funds.*

**20. Q. What is the City's estimated Purchase Card Spend on an annual basis?**

*A. See response to question #11 for the employee issued credit card. In relation to the credit card payment service for City approved vendors, there is an estimated annual spend of \$4.5 million.*

**21. Q. What is the City's stale date check policy?**

*A. See response to question #3*

**22. Q. The RFP requires a USB drive as part of the proposal presentation. Is this required, or can an email copy be sent in place of the USB drive?**

*A. Submission by USB/thumb drive of one electronic copy of vendor proposal is required. Currently, the City does not accept proposal submissions via email.*

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All other terms, conditions and specifications of the above referenced Request for Proposals remain the same. Please sign where indicated below and attach this addendum to your submission.

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Date)