



**Clarence-Rockland  
CORPORATION  
de la Cité de/ of the City of  
CLARENCE-ROCKLAND**

**ADDENDUM #3**

17/05/2017 11:41

**Banking Services**

**Tender Number**

**F18-FIN-2017-002A**

Request for Proposals Issued On:

28-Apr

Proposal Submission Deadline: 2:00:00pm Local Time in Clarence-Rockland Ontario, Canada on

24-May-17

**THE INFORMATION CONTAINED IN THIS DOCUMENT IS TIME SENSITIVE**

Please note: This addendum is to be considered part of the above noted Request for Proposal as though included with the original version. This addendum does not affect the closing date/time: Bidders should acknowledge receipt of all Addendum / Addenda by inserting in the space provided on the Bid Submission Form, the numbers of all Addendum / Addenda received during the bidding period.

**QUESTION REQUESTING CLARIFICATION**

The following questions were received:

<b>1</b>	<b>Question:</b>	Section 1.1 of the RFP: refers to a 'Corporate Purchasing Card Program;' however, there is no other reference to this program in the rest of the RFP. If this is a request, please provide total annual estimated spend, and how many cards are required. What type of overall/global credit limit is the City seeking?
	<b>Reply:</b>	We currently have a total of 7 credit cards. We have a global credit of approx.. \$50k. Each credit card has its own limit.
<b>2</b>	<b>Question:</b>	The Bid Irregularities chart is incomplete. Row 9 and 10 have incomplete sentences. Please complete the information.
	<b>Reply:</b>	Row 9: Failure to attend a mandatory meeting. (Rejection) Row 10: Bids containing errors in extensions, additions, or computations. (The City has the right to correct mathematical errors)
<b>3</b>	<b>Question:</b>	Section 1.15: An incomplete sentence is found in the second paragraph.
	<b>Reply:</b>	<a href="http://accessforward.ca/">http://accessforward.ca/</a>
<b>4</b>	<b>Question:</b>	Section 1.16 & 1.17: Please clarify specifically to the banking industry (normally self-insured).
	<b>Reply:</b>	The City will advise.
<b>5</b>	<b>Question:</b>	Section 1.18: Please clarify as WSIB does not apply to Banks.
	<b>Reply:</b>	Omit this section
<b>6</b>	<b>Question:</b>	Page 18, payroll: Please confirm if the City is handling all administration related to payroll and only a direct deposit service (EFT) is required, or alternatively a full service payroll service is required.
	<b>Reply:</b>	The payroll is managed internally. Only EFTs are required.
<b>7</b>	<b>Question:</b>	Page 19, Section 3: Should Global Payments remain the supplier of POS. If not, is the City interested in accepting credit cards payment going forward?

	<b>Reply:</b>	The City is not interested in accepting credit cards payment going forward.
<b>8</b>	<b>Question:</b>	Page 23, Debt Issues: Please clarify debtors. Who else than taxpayers/ How many payments per year?
	<b>Reply:</b>	We currently have debt with NBC, RBC, TD and Infrastructure Ontario. WE have a total of 9 loans. Payments vary from monthly to annual.
<b>9</b>	<b>Question:</b>	Page 25, question 6: Please provide copy of existing deposits/investments policy or guideline or by-law.
	<b>Reply:</b>	No policy currently exists. We do not use investments.
<b>10</b>	<b>Question:</b>	Page 26 – provide a breakdown of cheques vs. EFTs in a month. An estimated percentage is sufficient.
	<b>Reply:</b>	We don't currently use EFTs except for payroll. All payments are made by cheque. On average 420 cheques a month are written.
<b>11</b>	<b>Question:</b>	2013 & 2014 annual financial statements are available on the City's website. 2015?
	<b>Reply:</b>	See attachment "FS 2015"
<b>12</b>	<b>Question:</b>	Operating loan: What type of flexibility is the City looking for? \$500,000 limit?
	<b>Reply:</b>	Right now we have \$500k. I'm assuming the higher the better. We currently don't use the line of credit. It's just in case we need it.
<b>13</b>	<b>Question:</b>	Please provide a readable format of the RFP available (i.e. Word format). This will allow us to respond to, and save the forms included in the RFP in the requested format. The City web page only allows documents which are PDF's, please e-mail Glalonde@clarence-rockland.com if you require in word format. Word format will be placed on MERX.
	<b>Reply:</b>	See attachment
<b>14</b>	<b>Question:</b>	Debt Issues - Please clarify your requirement under Debt Issues. What exact service do you require from the operating bank?
	<b>Reply:</b>	Nothing in particular. We currently have debt with NBC, RBC, TD and Infrastructure Ontario. WE have a total of 9 loans. Payments vary from monthly to annual. We just need to be able to identify the payments
<b>15</b>	<b>Question:</b>	Page 26 – Technical - Item 17 - Your question refers to PCI Compliance. This is typically a credit card processing requirement which is not part of this RFP. Please clarify if you require this questions to be answered.
	<b>Reply:</b>	No PCI is not currently used. We also do not accept credit card payments.
<b>16</b>	<b>Question:</b>	Page 58 – 59 - Appendix B – Rate Bid Forms. If there are additional fees or disclosure items which are not itemized within the list you provided, how are they to be included? Are we able to add additional lines to the table?
	<b>Reply:</b>	Yes
<b>17</b>	<b>Question:</b>	Page 60 – Appendix B – Credit Interest Schedule - Are we able to amend this table to include additional lines for each investment instrument / rate?
	<b>Reply:</b>	Yes
<b>18</b>	<b>Question:</b>	Page 61 – Appendix C – Reference Form - Municipal Client references. Please clarify if we are to provide two (2) or three (3) references
	<b>Reply:</b>	Two references is satisfactory.
<b>19</b>	<b>Question:</b>	Page 60 – Appendix B – Credit Interest Schedule - Are we able to amend this table to include additional lines for each investment instrument / rate?
	<b>Reply:</b>	Yes
<b>20</b>	<b>Question:</b>	Will you be providing a date for all proponents to quote on?
	<b>Reply:</b>	Tender Submission Deadline: 2:00:00pm on 24-May-2017 Local Time in Clarence-Rockland Ontario, Canada