



City of Flint

Department of Purchases & Supplies

Sheldon A. Neeley

TO: All Proposers
FROM: Lauren Rowley
Purchasing Manager
DATE: **December 2, 2021**
SUBJECT: **Addendum #01** – RFI# 22000519 Complete Banking Services

This addendum has been issued because of the following:

***PLEASE SEE ATTACHED QUESTION & ANSWER DOCUMENT.**

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Purchasing Manager, Lauren Rowley, is an officer for the City of Flint with respect to this RFP.

In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____ Fax: _____ Email: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Thank you,

Lauren Rowley
Purchasing Manager



**City of Flint, Michigan
Request for Information (RFI# 22000519) Complete Banking Services
Responses to Questions Properly Received
December 1, 2021**

The City of Flint, Michigan (“City”) received the following questions from potential Respondents:

1. Regarding Exhibit B, for synopsis of qualifications and experience, are you looking for information on the team that will be handling City of Flint directly, or as a banking institution overall?

Answer to question 1: Provide the qualifications and experience of the team members that would be assigned to the City’s relationship/account.

2. Regarding Exhibit B, in reference to doing business with the City of Flint, is this referring to the individuals servicing the account or as a banking institution overall?

Answer to question 2: For the assigned team members that would be providing the service to the City’s relationship/account.

3. According to page 4 of the RFI, new vendors should complete and submit a vendor application, IRS W-9 Form, and Vendor ACH Payment Authorization Form with the City of Flint. Are existing banks required to complete the new vendor application?

Answer to question 3: Unless the information the City currently has on file for the vendor is out-of-date, this is specific to “new” vendors as stated.

4. According to page 19, insurance is listed under the menu of services offered. What type of insurance are you referring to?

Answer to question 4: Any type of insurance, and please specify.

5. According to page 21, all bid pricing to include shipping and freight charges. Please clarify what is meant by shipping and freight charges.

Answer to question 5: All shipping and freight charges relating to the proposal, including but not limited to postage, shipping/delivery of goods, RFI processing, etc. shall all be included in the overall price, if applicable.

6. According to pages 16 and 17, please provide annual volumes for banking services included in this RFI.

Answer to question 6: Please refer the City’s CAFR and Budget Reports for the approximate fund balances, revenue, and disbursements of funds [\[click here\]](#).

7. In lieu of a flash drive containing an electronic version of the completed proposal, would the City accept an email version of the completed proposal as or institution’s internal security prohibits the use of USB flash drives without proper approval?

Answer to question 7: One (1) USB flash drive containing an electronic version of the COMPLETE proposal is required.

8. Does prevailing wage apply? If so, please identify the job categories that the City would align with credit union associates and the banking services to be received.

Answer to question 8: Prevailing wage does not apply.

9. Is this a request for bids that should include pricing proposals, or simply a request for information?

Answer to question 9: The request is for information at this time.



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10. What banking services does the City currently use, and what services does the City wish to add or discontinue?

Answer to question 10: The City is requesting a respondent to identify and provide a listing of all its services.

11. Section D “involvement Within the City of Flint” asks for the amount of deposits for the years 2016 through the third quarter of 2021, inclusive. Is the proper response the gross deposits received during that period of time? If not, what is the proper response?

Answer to question 11: Identify the net deposits.

12. Can you expand on the needs of the City in regards to disaster recovery?

Answer to question 12: Disaster recovery (DR) is an organization's ability to respond to and recover from an event that negatively affects business operations.

13. What special vault service would the City be seeking from a financial institution?

Answer to question 13: The City is requesting a respondent to identify if vault services are available.