

**LAKELAND AREA MASS TRANSIT DISTRICT (LAMTD)**

Office of Purchasing and Contracts  
1212 George Jenkins Blvd, Lakeland Florida 33815

**AMENDMENT OF SOLICITATION**

<b>1. SOLICITATION No.</b> 20-001	<b>2. AMENDMENT No.</b> 1	<b>3. EFFECTIVE DATE:</b> 11/04/19
<b>4. ISSUED BY:</b> Lisa Harris, Contracts Specialist Direct Dial: (863) 327-1314 Email: LHarris@ridecitrus.com		<b>5. NUMBER OF PAGES:</b> 3
<b>6. REVISED SUBMISSION DUE DATE AND TIME:</b> The submission due date and time is changed as follows: <b>DATE AND TIME:</b> No Change		
<b>7. AMENDMENT OF SOLICITATION:</b> The solicitation identified in Block 1, is hereby amended as described in Block 10. Except as provided herein, all other provisions of the solicitation, as hereto amended, shall remain unchanged and in full force and effect.		
<b>8. REQUIREMENT TO ACKNOWLEDGE AMENDMENT:</b> Failure of an offeror to acknowledge receipt of this amendment may result in offer rejection. Offeror must acknowledge receipt of this amendment prior to the deadline specified in the solicitation for receipt of offers and by one of the following methods: <b>A.</b> By signing Block 9 and returning this amendment to the District with your Proposal; <b>B.</b> By separate letter or e-mail which includes a reference to this solicitation and amendment numbers.		
<b>9. OFFEROR'S ACKNOWLEDGEMENT OF AMENDEMENT:</b>  Name & Title: _____ Signature: _____  Offeror: _____ Date: ____/____/____		
<b>10. DESCRIPTION OF AMENDMENT:</b> The following modifications are hereby made to the solicitation document:  A. As indicated in Block 6 above, the Offer Submission Due Date and Time has not changed:  B. All changes to the solicitation are referenced in paragraph A.  C. Attached to this amendment are Questions and Clarification. Responses to questions are provided as a courtesy and do not "modify" the solicitation.  [END]		

## RFP 20-001 Banking Services

### Questions and Clarifications (post pre-offer conference)

November 04, 2019

1. **Question:** Regarding Merchant, are the 4 locations represented on the merchant statement provided in exhibit E? If not, what departments do they 4 locations represent?

**Response:** Yes, the Merchant Statement, provided as Exhibit E is for the Districts four locations. Those locations are the Lakeland Administrative Building, the Lakeland Terminal, the Winter Haven Terminal, and the Bartow Call Center.

2. **Question:** Regarding Merchant, do you charge a convenience fee when a credit card is used?

**Response:** Yes, a convenience fee is charged for credit card transactions and that fee is passed on to the customer.

3. **Question:** Regarding Merchant, for online payments, what is the name of the gateway being used?

**Response:** As stated in paragraph 1 of Section 2.10, "Simple Pay" is the District's only source for accepting credit card revenue at this time.

4. **Question:** Regarding Merchant, for in person payments, what is the name of the solution being used (credit card machine, software etc.)?

**Response:** As stated above, "Simple Pay" is the District's only source for accepting credit card revenue at this time.

5. **Question:** Regarding Banking, what ERP system is the city currently using?

**Response:** The District does not have an ERP system; it utilizes a program called MCSJ by Edmunds & Associates for its financial management system.

6. **Question:** Are balances transferred between the liquidity in the SBA pool and your operating banking accounts? If so, for what purposes are they moved, and how frequent?

**Response:** Yes, biweekly balance transfers are made, as needed for better yield.

7. **Question:** Would the city accept partial bids on individual services (i.e. Banking, card, investment or merchant); or are these considered a bundle?

**Response:** The District wishes to bundle its banking services to maximize its cost effectiveness. Only items listed as "Optional", such as credit card services, may be omitted from proposers' submittals.

8. **Question:** Does the District belong to a state pool or investment account and if so, what is your current yield?

**Response:** Yes, the District belongs to the Florida Local Government Investment Pool (LGIP) and currently benefits from a 2.6% - 3.0% yield.

9. **Question:** How many accounts does the District have?

**Response:** As stated in Section 2.3A, the district has three accounts.

10. **Question:** What is your average p-card spend and do you receive a rebate?

**Response:** The District's average monthly spend is roughly \$20,000 and receives between \$4,000 and 5,000 in rebates.

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**11. Question:** Is a branch required to be in Polk County

**Response:** Having a local branch is preferred, but not required. The preference is due to the cost effectiveness of making deposit and armored car deliveries. However, should a firm located outside our local area, have a cost-effective resolution for matter, the District will give it due consideration.

**12. Question:** Do firms receive additional points for using a DBE?

**Response:** Though the District highly encourages offerors to utilize a DBE wherever permissible, this solicitation does not contain a DBE requirement, therefore no extra consideration is given specifically for having secured a DBE.

**13. Question:** In reference to Account Reconciliation, does the District use a transactional report for accounting purposes?

**Response:** Yes, the District uses all available management type reports for reconciliation purposes. These reports are uploaded into our system and downloaded into Excel for accounting reconciliation purposes.

**14. Question:** Why are you going out for bid and are you satisfied with your current provider?

**Response:** As a government entity, we are obligated to rebid services every 5 years, where feasible. The incumbent has performed satisfactorily throughout their contract term and the decision to rebid should in no way reflect poorly on them, nor does it offer preference in the evaluation process.