

# ADDENDUM



Incorporated County of Los Alamos  
Procurement Division  
101 Camino Entrada, Building 3  
Los Alamos, NM 87544

This Addendum forms a part of the Solicitation documents and modifies the original Solicitation documents, as stated herein. All other provisions of the Solicitation documents remain unchanged. This Addendum is hereby made a part of the Solicitation documents to the same extent as those provisions contained in the original documents and all itemized listings thereof.

## **GENERAL INFORMATION**

<b>To:</b>	All holders of Solicitation documents for the below-referenced Solicitation.
<b>Date:</b>	June 20, 2025
<b>Addendum No.:</b>	No. 2
<b>Solicitation No.:</b>	RFP26-01
<b>Solicitation Title:</b>	Comprehensive Banking Services
<b>Contact Name:</b>	Annalisa Miranda
<b>Contact Title:</b>	Chief Purchasing Officer
<b>Contact Phone No.:</b>	(505) 663-1889
<b>Contact E-Mail:</b>	<a href="mailto:annalisa.miranda@lacnm.us">annalisa.miranda@lacnm.us</a>

## **ACKNOWLEDGEMENT**

Respondents are requested to acknowledge receipt of this Addendum by submitting a signed copy of page one (1) of this Addendum with Respondent's Bid or Proposal. Pursuant to NMSA 1978 §14-16-7, this acknowledgement may be signed by electronic signature.

**I hereby acknowledge receipt of this Addendum.**

<b>Name:</b>		<b>Date:</b>	
<b>Title:</b>		<b>Signature:</b>	
<b>Company:</b>			

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## **MODIFICATIONS TO THE SOLICITATION AND/OR Q & A**

Please note the modifications to the Solicitation and/or questions received and County's answers.

This Addendum includes a link to files referenced: <https://losalamosnm.egnyte.com/fl/Fjwjfh9WJxcP>

### **Modifications**

- a) The County's Deposit and Investment Policy is included as an attachment to this Addendum No. 2.
- b) Under Scope of Services, General Requirements, Item A:  
A **minimum of one** local branch in Los Alamos townsite with a physical facility where County can interact with the bank in person with a live representative (not Artificial Intelligence), with live bank representative available at a minimum from 8:00 am to 5:00 pm MT, Monday through Friday.

### **Questions received and the County's answers [answers are in bold blue font following each question]**

1. "... during the pre-bid that the County planned on sending out an addendum based on some of the questions posed during that meeting. Do you expect to send those out this week? Example: County Investment Policy and Bank Account Analysis Charge Statements"

**Bank Account Analysis Charge Statements were included in Addendum No. 1 and can be viewed at the link referenced. County Investment Policy is included with this Addendum.**

2. The solicitation mentions the County's lockbox payments include utility payments and tax payments." "Is the volume presented in the solicitation of an average of 10,140 payments a combination of both tax and utility?" **The 10,140 represents utility payments only. Based on most recent data, the first half property tax payments are approximately 1,175 transactions; the second half property tax payments are approximately 223 transactions.**

3. "Is there any type of delineation in the return envelopes that payments are sent back in between utility payments and tax payments?" **All remittances are mailed to the same PO Box. Based on the customer account referenced on the remittance, the selected Contractor will be expected to open the envelope and properly notate the account as part of the process of making the deposit in the County's account.**

4. "In the requirements section for lockbox, item G, mentions the minimum return file from lockbox data points. Does the county receive a separate file for tax payments and utility payments, or a separate file for each? **The County currently receives and will continue to require separate files, one for tax payments and one for utility payments.**

5. "In the requirements section for the lockbox, item H, it mentions the acceptance of payments at the banks local branch location. Will you please estimate the total number of tax and utility payments made at a branch location during the following times: 1. November and December during 1st half tax collections 2. April and May during second half tax collections 3. July." **The County does not track that information.**

6. "Will the County please provide a sample remittance coupon for a utility payment and a sample payment coupon for a tax payment?" **Sample is provided in response to Item 3 below. The top half of the sample is for property; the bottom half of the sample is for utilities payment.**

7. "Please clarify, for the lockbox's in the townsite and the one in White Rock, does the County expect the contracted bank to be given access to pick up the payments in those boxes and process them? Or does the County expect the bank to pick them up and deliver them to the County for processing?" **There is only one lockbox for which the Contractor is responsible. The lockbox is a Post Office Box at the Post Office in Los Alamos townsite. The County's requirement is that the contracted bank be responsible for picking up the items in the lockbox once each business day and deposit the payments into the County's account, and send the information to the County in an electronic file daily.**

For understanding, there is also a secured metal box, a drop box, outside the Municipal Building. For that metal drop box, the County is and will remain responsible for taking the contents to the contracted Bank each business day.

As stated in the RFP, the contracted bank is also expected to accept both utility payments and property tax payments at its physical location(s).

8. "Related to Lockbox: The solicitation mentions the County's lockbox payments include utility payments and tax payments."

- a) "Is the volume presented in the solicitation of an average of 10,140 payments a combination of both tax and utility?" **The 10,140 represents utility payments only. Based on most recent data, the first half property tax payments are approximately 1,175 transactions; the second half property tax payments are approximately 223 transactions.**
- b) "Is there any type of delineation in the return envelopes that payments are sent back in between utility payments and tax payments?" **All remittances are mailed to the same PO Box. Based on the customer account referenced on the remittance, the selected Contractor will be expected to open the envelope and properly notate the account as part of the process of making the deposit in the County's account.**
- c) "In the requirements section for lockbox, item G, mentions the minimum return file from lockbox data points. Does the county receive a separate file for tax payments and utility payments, or a separate file for each?" **The County receives and requires separate files, one for tax payments and one for utility payments.**
- d) "In the requirements section for the lockbox, item H, it mentions the acceptance of payments at the banks local branch location. Will you please estimate the total number of tax and utility payments made at a branch location during the following times: 1. November and December during 1st half tax collections 2. April and May during second half tax collections 3. July." **The County does not track that information.**
- e) "Will the County please provide a sample remittance coupon for a utility payment and a sample payment coupon for a tax payment?" **Sample is provided in response to Item 9. below. The top half of the sample is for property; the bottom half of the sample is for utilities payment.**

<h1 style="margin: 0;">SECOND HALF PAYMENT COUPON</h1> <p style="margin: 5px 0;">YOUR CANCELED CHECK IS YOUR RECEIPT.</p> <p style="margin: 5px 0;">THIS BILL IS DUE BY <b>APRIL 10, 2025</b>. TO AVOID INTEREST AND PENALTY CHARGES, DETACH THIS COUPON AND REMIT WITH PAYMENT BY: <b>MAY 10, 2025</b>.</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	<p style="margin: 0;"><small>PLEASE MAKE CHECKS PAYABLE TO: LOS ALAMOS COUNTY P.O. Box 99 • Los Alamos, NM 87544-0099</small></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"><p style="margin: 0;"><small>PRINT THIS ACCOUNT NUMBER ON YOUR CHECK</small></p><p style="margin: 0; font-size: 1.2em;">R00: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span></p></div> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 5px; text-align: center;">2024 SECOND HALF</td><td style="width: 50%; padding: 5px; text-align: center; font-size: 1.2em;">1,038.07</td></tr></table> <p style="margin: 20px 0;"><b>DO NOT FOLD OR STAPLE THIS COUPON.</b> <small>DO NOT WRITE BELOW THIS LINE</small></p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="margin: 10px 0; font-family: monospace; font-size: 0.8em;">031000002834000010380700002076144</p>	2024 SECOND HALF	1,038.07	<p style="margin: 0; font-size: 1.2em;">Property Tax</p>
2024 SECOND HALF	1,038.07			

COUNTY OF LOS ALAMOS  
PO BOX 99  
LOS ALAMOS, NM 87544-0099

LOS

ALAMOS

ALAMOS

Utility

ELECTRONIC SERVICE REQUESTED

1602\*B\*\*G50\*\*0.824\*\*1/4\*\*\*\*\*AIIITO5-DIGIT 87544

Bill Date	05/22/2025
Account Number	30 <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
Customer ID	20 <span style="border: 1px solid black; display: inline-block; width: 40px; height: 15px;"></span>
BALANCE DUE	120.42
Due Date	06/16/2025
Enter Amount Paid <u>\$120.42</u>	
Low Income Family Assistance	
Enter Contribution in Excess of Bill <u>0</u>	

00006382025500888095700000120428

Make Checks Payable to:  
COUNTY OF LOS ALAMOS  
PO BOX 99  
LOS ALAMOS, NM 87544-0099

10. "The solicitation mentioned Daylight overdrafts in the wires section. Will the County please provide details on what limit the County seeks beyond the aggregated balances in all County accounts for the daylight overdraft limit?" **The County has not had to use this service in the past but, but requests the Offeror to propose what is offered for its policy, process, and proposed daylight overdraft limit.**

"Has the County experienced daylight overdraft needs in the past 5 years, if so how large have those overdraft facilities been that the bank honored?" **See response above.**

11. "Does the County utilize the Tyler Munis Cashiering modules within any departments within the County? If so, which departments utilize this function?" **Yes, all County departments use the Cashiering module of Tyler Technologies Enterprise ERP (formerly named Munis).**