



**MONROE COUNTY WATER AUTHORITY**

P.O. Box 10999 • 475 Norris Drive • Rochester, N.Y. 14610-0999

Phone: (585) 442-2000 Fax (585) 442-0220

June 16, 2021

**ADDENDUM NO. 1  
TO THE  
REQUEST FOR PROPOSAL  
FOR  
BANKING SERVICES**

This contains the above-referenced Addendum.

You must acknowledge receipt of this Addendum by signing below and faxing or e-mailing this sheet to the Authority by **12:00 p.m. EST on Tuesday, July 6, 2021.**

**ACKNOWLEDGEMENT OF RECEIPT:**

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**Signature**

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**Name and Title** *(Please Print)*

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**Company Name** *(Please Print)*

**Return by e-mail to:**

[Amy.Molinari@mcwa.com](mailto:Amy.Molinari@mcwa.com)

**Or by Fax to:**

Monroe County Water Authority  
Attention: Amy Molinari  
(585) 442-2907

June 16, 2021

**ADDENDUM NO. 1**  
**TO THE**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**BANKING SERVICES**

**To: All Holders of the RFP**

Your attention is directed to the following questions received for the above-referenced RFP.

- 1. If a bank is a qualified depository for the state of New York but is not on the list of banks that are designated depositories for the authority, would not being on this list automatically disqualify us?**

Not being on the Authority's current designated depository list will not disqualify a bank from receiving the award. A new resolution would go before the Board for approval should a bank that is not currently on the list be the awarded proposer.

- 2. Is having a local branch network an absolute requirement?**

Yes.

- 3. Would you consider awarding branch services to a different bank than the bank partner for your online banking transactions?**

No.

- 4. How many times a year would you like to meet in person / virtually with your Relationship Manager?**

Meeting in person a certain number of times a year is not needed. The Authority would require the Relationship Manager to be available to facilitate a solution when problems/issues arise.

**5. How many times a year would you like to meet in person / virtually with your Treasury Management Sales contact?**

Meeting in person a certain number of times a year is not needed. The Authority would require the Treasury Management Sales contact to be available to facilitate a solution when problems/issues arise.

**6. Is your preference for in person or virtual meetings with your bankers?**

The Authority does not have a preference. In person or virtual meetings are both adequate options.

**7. Who is the incumbent bank providing branch services?**

M&T Bank

**8. With respect to your Water Revenue Electronic Account: How do you bill customers today (via paper or electronic invoice)?**

Customers receive either paper bills or bills via email.

**9. With respect to your Water Revenue Account for Lockbox: are you sending a scannable coupon to be returned with payment?**

Payment is sent with a paper coupon. Please see Exhibit F of the RFP for sample.

**10. Is your Lockbox a Retail, Wholesale or Wholetail box?**

Retail

**11. Where is your incumbent bank's lockbox collection site?**

Our current lockbox is in Buffalo, NY. However, the Authority is open to new site locations closer to the Authority.

**12. What are the prevailing interest rates for the 3 Money Market Accounts: Operating & Maintenance II Account; Investment Account and Main Water Revenue Account?**

0.02% as of 5/31/2021

**13. Regarding submission of our response, will the Authority require delivery via FedEx or UPS? Or will the Authority allow in person delivery of responses? Will the Authority be open on July 5, either for mail or in person delivery?**

Please see Section 3.1 – C of the RFP. As stated, proposals hand delivered or submitted via US Postal Service will be returned unopened.

The Authority will be closed on Monday, July 5. However, delivery services (such as UPS or FedEx) will have access to the drop box on July 5 as it is located outside of our building.

**14. Please elaborate on details regarding the Daily branch deposits. How many checks are deposited? What are the approximate dollar amount of these checks? What is the average amount of cash that's deposited? All bills or is there come coin deposits?**

The average number of checks deposited daily are approximately 80. The range of the dollar amount of the checks is large, therefore, difficult to provide an average. The average amount of cash deposited is approximately \$50,000. Deposits are a combination of checks, bills and coins.

**15. What ERP system is the Authority currently using? What version?**

The Authority utilizes an internally developed General Ledger System maintained by the IT department. This system processes all General Ledger and Accounts Payable transactions.

**16. Will the Authority please elaborate on the existing Authority's Automatic bill pay option referenced on page 5? Does this refer to preauthorized ACH debits of resident's accounts?**

Customers have the option of signing up for the Authority's automatic bill pay option. By doing so, the customer provides the Authority with their account number and routing number, authorizing the Authority to ACH debit their account.

**17. The RFP mentions the need to request a change order for \$500 or less without advance notice. How often and why is advance notice not an option?**

Amount of money is normally less than \$100. Normally switching bigger bills for \$1 and \$5.

**18. Is the Authority using Cash Vault or only branch? It appears to be only branch change orders.**

The Authority does not use Cash Vault. Deposits are made daily in a branch.

**19. Is the Authority currently accepting card/POS payments?**

Customers can pay their bill by credit card through a customer portal via our website. The Authority contracts with a third party vendor to provide this service.

**20. What security protocol is being used today for Data Transmission i.e. SFTP, HTTPS?**

The Authority uses both SFTP and HTTPS to receive/provide files.

**21. Would the Authority consider having the ability to update details online on the occasion that a payment is received in the lockbox without a coupon instead of not cashing the check and returning to the Authority? This can cause a delay in receiving funds.**

The Authority requires to have all payments received with no coupon not cashed and returned to the Authority.

**22. How is the Authority paying Account Analysis fees today? Are the fees currently debited monthly or invoiced?**

Our incumbent bank invoices the Authority monthly. The Authority would prefer to be invoiced rather than have the account debited.

**23. Do required attachments (i.e. availability schedules, sample reports) count toward the 75 page response limit?**

No

**24. The time line is challenging especially given we must print and mail the proposal. Would the Authority consider the following options please:**

- a. **Would a secure email of the proposal be acceptable in lieu of a printed hard copy? This has been common during the pandemic as bank employees are still not back in the office and an e version does make for seamless distribution to your review team as well.**
- b. **Would you kindly extend the due date from July 6 (first business day after the July 4 weekend) to July 23? We ask this because we just received the RFP today, June 8<sup>th</sup>, therefore start to finish we will have 20 business days which is shorter than the norm. It is very challenging to be able to submit a proposal in anything less than 30 business days especially this time of year when people are taking vacation. Thank you very much for considering this request.**

The RFP timeline or submission methods will not be changed. Please see Section 3.1 of the RFP for submission of proposal requirements.

**25. #5 – Regarding documentation mailed back to the Authority. Would the Authority accept/prefer a scan of the images instead?**

The Authority would prefer all reporting documentation and account reconciliations to be sent electronically to the Authority. However, returned/uncashed payments with coupons, and coupons with writing from customers on them (such as email addresses and account notes) should be mailed back to the Authority.

**26. #6 – Would the Authority prefer to use our online tool for viewing and decisioning checks submitted without a coupon? Any items that come without a coupon would be added to the Authority's daily decision queue. The Authority would review an image of the item and if it can determine how to apply the check then a decision to deposit can be made as opposed to just mailing the item back.**

If the Authority cannot determine how to apply the check, it can at that time ask that the item be mailed back or better still just rely on the online image and forgo mailing it. Is this acceptable? Mail costs are expensive and can be avoided by using scanned images. Let us know your thoughts please on this topic.

The Authority would like the returned/uncashed payments with coupons, and coupons with writing from customers on them (such as email addresses and account notes) should be mailed back to the Authority.

**27. We offer a solution that provides government backed securities but also allows the Bank to use Federal Home Loan of Atlanta Letter of Credit. This is important as it allows the Bank to offer a solution when government backed collateral is scarce. This approach does comply with NYS law and is acceptable to NYS as well as most municipal entities in NYS. We may be prevented from bidding if unacceptable. Will the Authority allow this?**

Only United States government-backed securities will be accepted

**28. Would you kindly provide average collected balance for each account each month as opposed to ending balance? This figure should be provided by your existing bank on your statements. If it cannot be found on the statements then your existing bank can provide.**

Please see attached

**29. The balance in the Investment Account is growing. What is that attributed to? Does it have anything to do with COVID related stimulus/assistance funds? Do you expect the balance to continue to grow and what do you project to be the balance when it normalizes?**

The balance is not attributed to COVID related stimulus/assistance funds. Due to the low interest earnings received from investments such as T-bills, as the Authority's current

investments mature, the Authority has decided to place the funds in the money market account, rather than reinvest in securities. This would change if interest rates increase. The funds in this account could be transferred out at any time.

**30. What are the interest bearing accounts invested in? Are they simply being held in interest bearing bank accounts? How does the Authority typically invest these balances historically before and during the Pandemic? Would it be the Authority's intention to always invest with the winner of the subject RFP? Or would the Authority be invest elsewhere as well? We are asking these questions to help us appropriately model the opportunity. Notably, we do offer both interest bearing bank accounts as well the ability to invest through our fixed income desk in various funds and treasuries.**

The Authority invests funds in United States government-backed securities such as T-bills, T-notes, and CDs. When the Authority has available funds to invest, we seek at least three quotes from the financial institutions listed on the Authority's designated depository list and invest the funds with the bank that quotes the highest interest earnings.

**31. What is the Deposit Services Fee and how is it calculated?**

This is the number of checks deposited per month.

**32. Would the Authority prefer to pull statements electronically from its Bank's online banking system as opposed to receiving mailed paper statements?**

Yes

**33. What does the Authority use currency for? Are consumers paying their water bills in cash at your physical location?**

Customers can pay their bill in cash at our office.

**34. Would the Authority prefer to use the more advanced payee positive pay service that checks payee name?**

This would be an additional service that should be listed on Exhibit D of your proposal.

**35. ACH monitor fraud review – this looks like you are using ACH positive pay as opposed to ACH blocks and filters. Is this your preference on a go forward basis? The ACH positive pay does require daily monitoring whereas the black and filters do not.**

This would be an additional service that should be listed on Exhibit D of your proposal.

**36. Would you mind sending bidders the January, February, March volumes in the original excel sheet (with line item title) so that we can create an average volume without having to rekey the data? A word file is fine to if that is what was used.**

Please see attached

**The following questions are related to Lockbox Services:**

**37. Please confirm there is one retail lockbox and one electronic consolidator account?**

Yes, this is correct.

**38. Regarding the Electronic Lockbox/Consolidator Service: Do you have any specific electronic lockbox consolidator processing requirements? Do you currently send your provider a transmission of your receivables file for matching purposes?**

The Authority only accepts guaranteed funds and we do not accept chargebacks.

**39. Do you provide your customers with a window envelope to use to mail-in their monthly lockbox payments?**

Yes

**40. What percentage of your total monthly lockbox payments are single check (without a check stub) with single OCR coupon?**

Approximately 60-70%

**41. What is the time period lockbox must provide extended image retention?**

365 days

**42. In lieu of receiving daily mail-out package containing original correspondence, payment rejects, and agency documentations, would you consider receiving document images securely transmitted each business day directly to Monroe County?**

The Authority would prefer all reporting documentation and account reconciliations to be sent electronically to the Authority. However, returned/uncashed payments with coupons, and coupons with writing from customers on them (such as email addresses and account notes) should be mailed back to the Authority.



**43. If receiving document images will not suffice, is there a billing line item we should use to recover the courier cost to physically ship correspondence, payment reject, and agency documentation to your Rochester office by 10:00 a.m. ET?**

Please include the fee for this service on Exhibit D.

**44. Does Monroe County Water Authority own the current lockbox post office caller box and directly pay annual rental fee?**

The Authority pays a rental fee and prefer to pay this fee directly instead of including in account analysis.

**The following are all questions related to the Banking Service Bid Form in Exhibit C and flow in order of the line items presented:**

**45. Account Maintenance – your volumes are listed as 1 but in the RFP you indicate you have 5 checking accounts and 3 money market accounts. You also note that are 5 sub accounts under the Main Operating Account so should this volume be 13?**

Our incumbent financial institution has all of the Authority's accounts rolled under one Service Charge Account.

**Related on page 4 in the RFP you describe the accounts. Is the Controlled Disbursement account used for non payroll payments such as vendor payments only? And it appears the payroll account is not also set up as a controlled disbursement? Is that correct?**

Yes, this is correct.

**Finally, in March we see 411 controlled disbursement checks and 36 Checks Paid – truncated. Were there only 36 payroll checks given it appear payroll is not set up as a Controlled a Disbursement account?**

36 payroll checks were issued and the Payroll Account is not a Controlled Disbursement account.

**46. Would the Authority prefer to pull statements electronically from its Bank's online banking system as opposed to receiving mailed paper statements (line item: Paper Statement for Delivery)?**

Yes

**47. “Branch Furnished Currency” - What does the Authority use currency for? Are consumers paying their water bills in cash at your physical location?**

Customers can pay their bill in cash at our office.

**48. Regarding 478 volume listed in March: We charge a fee for each \$100.00 worth of currency requested. What does the 478 represent? In March did you obtain 478.00 dollars’ worth of currency? If so, with our bank the volume would be ~5 (478/100). Exactly how was that volume calculated?**

The 478 was a petty cash check in the amount of \$478.

**49. Positive Pay/Payee Positive Pay – it looks like the Authority is currently using Positive Pay but not the payee feature that inspects the name on the check. Does the Authority want to upgrade its fraud protections to include the more advanced payee positive pay service that checks payee name?**

This would be an additional service that should be listed on Exhibit D of your proposal.

**50. ACH PPD Credit Originated volume of 1,681 – is that all payroll direct deposit? If not what portion is payroll and what is the remainder for?**

The 1,681 is 100% payroll. However, the Authority is currently rolling out our program to pay vendors via ACH.

**51. ACH Monitor fraud review – this looks like you are using what we call ACH positive pay as opposed to ACH blocks and filters. Is this your preference on a go forward basis? This service does require daily monitoring to review “exceptions” whereas the ACH blocks and filters do not. Some clients do not like the daily obligation of looking at the exceptions.**

This would be an additional service that should be listed on Exhibit D of your proposal.

**52. Re Information Reporting Section – what does the line item: TC CB Cash Pos Detail per month mean? Does this allow you to see current day balances? For how many of your accounts do you need to see current day balance? The volumes are currently 1. Do you only need to see current day balance for one account?**

The Authority would like to see current day balances for all accounts in real time.

**53. The volumes in the sections entitled “ACH AUTOPAY Services” and “General ACH Services” on the second page of the Banking Services Bid Form are identical. Is this an error? Should we ignore the repeated information?**

Yes, this is a duplicate service.

**54. Can you tell us more about these line items: “ACH Received Addenda” (so this has to do with receipts) and “EDI Payment Services” (this has to do with payments) - both located on page 2 of the Banking Services Bid Form - and what exactly the services are and how you are using them? Each bank uses slightly different terminology so it is hard for the non-incumbents to be sure what these line items are. If you can offer examples of how the service is used that would be most helpful.**

The Authority receives electronic data information from US government branches. The ACH Received Addenda is relating to prenote test transactions

**55. Please provide the following forms so that we may fill them out and submit them with our proposal. We were unable to convert the PDF to an editable document.**

**a. Exhibit A - Bidder Non Responsibility Form (the PDF sent might be missing a page).**

Please see attached – this file is not available in a fillable PDF.

**b. Exhibit C – Pricing Form - so that we can enter the proposed fees without having to retype the entire sheet.**

Please see attached Excel file

**c. Exhibit E – Financial Institution Request for Information Form**

Please see attached – this file is not available in a fillable PDF.

**56. In terms of lockbox receipts what % are commercial vs consumer payments? We ask this because often time commercial payers include a check stub with their payments. This can impact the use of high speed lockbox processing.**

60-70%

**57. What % of your monthly lockbox work can be processed on high speed machines?**

Unknown

**58. What is the speed of your current provider’s high speed processing machines?**

Unknown

MONROE COUNTY WATER AUTHORITY

Amy A. Molinari  
Director of Finance & Business Services

**OFFERER/BIDDER DISCLOSURE OF PRIOR NON-RESPONSIBILITY DETERMINATION AND  
AFFIRMATION/CERTIFICATION IN ACCORDANCE WITH NYS FINANCE LAW §§ 139-j & 139-k**

Date \_\_\_\_\_

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

\_\_\_\_\_

Address: \_\_\_\_\_

Name & Title of Person Submitting this Form:

\_\_\_\_\_

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years?

Check One:     Yes                       No

If YES, answer Questions below. If NO, skip to Question 2.

- 1a. Was the basis for the finding of non-responsibility due to a violation of State Financial Law §139-j?

Check One:     Yes                       No

- 1b. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?

Check One:     Yes                       No

- 1c. If you answered YES to any of the above questions, provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary.)

**Request for Qualifications  
Legislative & Regulatory Advocacy Services  
Bidder/Offerer Disclosure**

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2. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information:

Check One:     Yes                     No

2a. If you answered YES to the above question, provide details regarding the finding of non-responsibility below.

Governmental Entity: \_\_\_\_\_

Date of Finding of Non-Responsibility: \_\_\_\_\_

Basis of Finding of Non-Responsibility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Add additional pages as necessary.)

By signing below, Bidder/Offerer affirms that it understands and agrees to comply with the Monroe County Water Authority's Procurement Disclosure Policy, Code of Ethics Policy, and Conflict of Interest Policy as required by State Finance Law §139-j(3) and §139-j(6)(b) and certifies that all information provided to the Monroe County Water Authority with respect to State Finance Law §139-j and §139-k is complete, true, and accurate.

By: \_\_\_\_\_  
(Signature of Person Certifying)

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Bidder/Offerer Name: \_\_\_\_\_  
(Company Name)

Bidder/Offerer Address: \_\_\_\_\_

Bidderer/Offerer Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Exhibit C**  
**Monroe County Water Authority**  
**Bank Services Bid Form**

The following chart indicates the banking activity for for MCWA current services for January 2021 - March 2021.

If a service requirement cannot be met, please indicate "No Proposal". An alternative equivalent service may be offered.

If there are any services not listed on the proposal form for which the financial instiution intends to charge, please list each item seperately.

Any services for which a proposing instiution intends to charge must be listed along with the price per item on the proposal form.

Any servces notlisted theron will be assumed free of charge.

If there is a conflict between any written or numerical amount, the written amount shall supersede.

|  | <u>Authority Activity</u> |                      |                   | <u>Proposed Fee</u> |
|--|---------------------------|----------------------|-------------------|---------------------|
|  | <u>January 2021</u>       | <u>February 2021</u> | <u>March 2021</u> |                     |
| <b>GENERAL DEPOSIT SERVICES</b>          |                           |                      |                   |                     |
| Deposit Services Fee                     | 5,406                     | 5,558                | 5,428             |                     |
| Paper Statement for Delivery             | 3                         | 3                    | 3                 |                     |
| Account Maintenance                      | 1                         | 1                    | 1                 |                     |
| Branch furnished currency                | 81                        | 0                    | 478               |                     |
| Deposit Tickets                          | 13                        | 13                   | 19                |                     |
| Checks Deposited                         | 54                        | 48                   | 103               |                     |
| <b>ACCOUNT RECON SERVICES</b>            |                           |                      |                   |                     |
| Full Recon w/pos pay- monthly maint      | 2                         | 2                    | 2                 |                     |
| Stale Date Service-monthly maint         | 1                         | 1                    | 1                 |                     |
| Postive Pay /Payee Pay Suspects          | 19                        | 0                    | 0                 |                     |
| ARP/Positive Pay -Check Return- per item | 0                         | 1                    | 0                 |                     |
| Recon or Pos Pay Truncated -Per item     | 395                       | 387                  | 447               |                     |
| Electronic Chk issue input-per item      | 458                       | 411                  | 401               |                     |
| ARP/Positive Pay Postage -US Mail        | 1                         | 1                    | 1                 |                     |
| <b>ACH SERVICES</b>                      |                           |                      |                   |                     |
| ACH Orgination- monthly Maintenance      | 3                         | 3                    | 3                 |                     |
| ACH credits Received - per item          | 6                         | 7                    | 4                 |                     |
| ACH Same day ACH monthly Maint           | 0                         | 0                    | 0                 |                     |
| ACH PPD credits orginated- per item      | 1,343                     | 1,341                | 1,681             |                     |
| ACH Debits received -per item            | 54                        | 53                   | 61                |                     |
| ACH NOC -Per Faxed Items                 | 1                         | 0                    | 0                 |                     |
| ACH file handling -ach monitor totals    | 4                         | 4                    | 5                 |                     |
| ACH Monitor fraud review -mon maint      | 3                         | 3                    | 3                 |                     |
| ACH Monitor transmission mon maint       | 3                         | 3                    | 3                 |                     |
| <b>CHECKS PAYMENT SERVICES</b>           |                           |                      |                   |                     |
| Checks Paid - truncated                  | 84                        | 46                   | 36                |                     |
| <b>CONTROLLED DISBURSEMENTS SERVICES</b> |                           |                      |                   |                     |
| Controlled disbur- monthly maint         | 1                         | 1                    | 1                 |                     |
| Controlled disbur checks paid-truncated  | 330                       | 344                  | 411               |                     |
| Deferred item offset                     |                           |                      |                   |                     |
| <b>INFORMATION REPORTING SERVICES</b>    |                           |                      |                   |                     |
| TC CB acct transfer -per item            | 22                        | 29                   | 31                |                     |
| TC CB Stop payment svc per acct          | 1                         | 1                    | 1                 |                     |
| TC CB Stop payment -per item             | 1                         | 1                    | 0                 |                     |
| TC CB balancing reporting mo maint       | 1                         | 1                    | 1                 |                     |
| TC CB prv day summary -mo per acct       | 6                         | 6                    | 6                 |                     |
| TC CB prev day detail -mo per acct       | 6                         | 6                    | 6                 |                     |
| TC CB cash pos detail -mo per acct       | 1                         | 1                    | 1                 |                     |
| TC CB prv day detail-per item            | 368                       | 303                  | 364               |                     |

**Exhibit C**  
**Monroe County Water Authority**  
**Bank Services Bid Form**

|   | <b>Authority Activity</b> |                      |                   | <b>Proposed Fee</b> |
|---|---------------------------|----------------------|-------------------|---------------------|
|   | <b>January 2021</b>       | <b>February 2021</b> | <b>March 2021</b> |                     |
| <b>FUNDS TRANSFER SERVICES</b>              |                           |                      |                   |                     |
| TC CB wire transfer svc mo maint            | 1                         | 1                    | 1                 |                     |
| Wire-out auto dom repetitive - per item     | 4                         | 4                    | 1                 |                     |
| Wire -incoming domestic per item            | 1                         | 9                    | 7                 |                     |
| TC CB wire template storage per item        | 3                         | 3                    | 4                 |                     |
| <b>ZBA</b>                                  |                           |                      |                   |                     |
| ZBA Masters- monthly maint                  | 1                         | 1                    | 1                 |                     |
| ZBA transfers- debit -per item              | 19                        | 19                   | 23                |                     |
| ZBA credit posting cntld -per tiem          | 19                        | 19                   | 23                |                     |
| <b>ELECTRONIC CONSOLIDATOR</b>              |                           |                      |                   |                     |
| E-Lockbox Monthly Fee                       | 1                         | 1                    | 1                 |                     |
| E-lockbox Per item fee                      | 19,384                    | 16,370               | 19,126            |                     |
| <b>ACH AUTOPAY SERVICES</b>                 |                           |                      |                   |                     |
| ACH Monthly Fee                             | 1                         | 1                    | 1                 |                     |
| Org ACH DR VIA Direct Send                  | 6,338                     | 9,760                | 6,087             |                     |
| Incoming ACH Credit Item                    | 29                        | 30                   | 32                |                     |
| ACH Received addenda                        | 19                        | 38                   | 10                |                     |
| ACH Returns Items                           | 14                        | 23                   | 24                |                     |
| ACH Data Transmission                       | 4                         | 4                    | 4                 |                     |
| ACH Noc                                     | 2                         | 8                    | 1                 |                     |
| Reporting Via Banking Program               | 1                         | 1                    | 1                 |                     |
| <b>General ACH Services</b>                 |                           |                      |                   |                     |
| ACH Monitor Fee                             | 1                         | 1                    | 1                 |                     |
| Org ACH DR Via Direct Send                  | 6,338                     | 9,760                | 6,087             |                     |
| Incoming ACH Credit per item                | 29                        | 30                   | 32                |                     |
| ACH Recd Addenda                            | 19                        | 38                   | 10                |                     |
| ACH Returns items                           | 14                        | 23                   | 24                |                     |
| ACH Data Transmission                       | 4                         | 4                    | 4                 |                     |
| ACH NOC                                     | 2                         | 8                    | 1                 |                     |
| <b>EDI Payment Services</b>                 |                           |                      |                   |                     |
|   | 1                         | 1                    | 1                 |                     |
| <b>Wire &amp; Other Funds Xfer Services</b> |                           |                      |                   |                     |
| Wire Templates                              | 2                         | 2                    | 2                 |                     |
| Wire Maintenance                            | 1                         | 1                    | 1                 |                     |
| <b>Information Services</b>                 |                           |                      |                   |                     |
| File Transfer Base Fee                      | 1                         | 1                    | 1                 |                     |
| Previous Day Report                         | 2                         | 2                    | 2                 |                     |
| Online Access                               | 1                         | 1                    | 1                 |                     |
| Pre Day Detail Items                        | 39                        | 42                   | 44                |                     |

**Exhibit C  
Monroe County Water Authority  
Bank Services Bid Form**

|  | Authority Activity |               |            | Proposed Fee |
|--|--------------------|---------------|------------|--------------|
|  | January 2021       | February 2021 | March 2021 |              |
| <b>LOCKBOX</b>   |                    |               |            |              |
| <b>General Deposit Services</b>  |                    |               |            |              |
| Deposit Service Fee  | 341                | 262           | 258        |              |
| Paper Statement  | 1                  | 1             | 1          |              |
| Account Maintenance  | 1                  | 1             | 1          |              |
| Deposit tickets  | 50                 | 48            | 62         |              |
| Branch Deposited Currency  | 490                | 222           | 66         |              |
| Encoded Checks Deposited   | 31                 | 59            | 43         |              |
| Checks Deposited   | 1,605              | 1,224         | 1,403      |              |
| Encoded checks Dep 0th Dist  | 821                | 886           | 892        |              |
| Encoded checks Dep on US   | 3,076              | 2,888         | 3,183      |              |
| Encoded checks Dep 0th 5th dist  | 12                 | 15            | 12         |              |
| Encoded checks Dep 2nd Dist  | 16,232             | 14,361        | 16,565     |              |
| Encoded checks Dep FED Govt  | 76                 | 40            | 73         |              |
| Encoded checks Dep 3rd Dist  | 68                 | 76            | 55         |              |
| Encoded checks Dep Canadian  | 1                  | 2             | 1          |              |
| <b>ACH Services</b>  |                    |               |            |              |
| ACH Credit Received - per item   | 60                 | 58            | 70         |              |
| <b>Lockbox Services</b>  |                    |               |            |              |
| Paper Monthly Maint  | 1                  | 1             | 1          |              |
| Per item processed   | 21,819             | 19,138        | 21,570     |              |
| Correspondence Only per item   | 616                | 419           | 514        |              |
| Scanline Key Per item  | 238                | 158           | 399        |              |
| Paper Reports Mo Maint   | 1                  | 1             | 1          |              |
| Per record Trans   | 21,819             | 19,138        | 21,570     |              |
| Data Trans - Monthly Maint   | 1                  | 1             | 1          |              |
| Web Delivery -Monthly Main   | 1                  | 1             | 1          |              |
| Encoding Rejects   | 272                | 149           | 144        |              |
| Extended Image retention   | 42,409             | 37,612        | 42,542     |              |
| <b>Return Deposited Items Special Handling</b>   |                    |               |            |              |
| Deposited Items Returned per item  | 11                 | 18            | 17         |              |
| Returns Special Handling   | 1                  | 1             | 1          |              |
| Redeposited of returned items -per item  | 8                  | 6             | 7          |              |
| <b>Online Banking</b>  |                    |               |            |              |
| Secure, dual administration (separation of duties) for initiating and approving user access, permissions, wire transfers, ACH transfers, template setups, etc.   |                    |               |            |              |
| Wire transfers and ACH transfers   |                    |               |            |              |
| Ability to download electronic bank statements in an electronic file that can be imported to Excel   |                    |               |            |              |
| File Transfer Base Fee   |                    |               |            |              |
| Daily detailed account reporting showing beginning and end ledger balances, collected balances, and available balances. Please provide a sample of prior day and intra-day reports that would be the best example of the system's capabilities |                    |               |            |              |
| Image viewing of deposit tickets   |                    |               |            |              |
| Image viewing of canceled checks, front and back   |                    |               |            |              |
| Stop payments  |                    |               |            |              |
| Fund transfers between operating accounts and investment accounts  |                    |               |            |              |
| Viewing of float information on all deposited items  |                    |               |            |              |
| Electronic notification of transactions  |                    |               |            |              |
| Viewing information on refunds, voids or deletions of deposits or receipts   |                    |               |            |              |
| Information to be available for a minimum of 365 days  |                    |               |            |              |
| Status of prenote test transactions  |                    |               |            |              |
| Real-time banking capability   |                    |               |            |              |



**Exhibit C**  
**Monroe County Water Authority**  
**Bank Services Bid Form**

The following chart indicates the ending balances in each account for the previous 12 months:

| Account Name   | Operating & Maintenance Account | Payroll Account | Controlled Disbursements Account | Water Revenue Account for Lockbox | Water Revenue Electronic Account | Operating & Maintenance II Account | Investment Account | Main Water Revenue Account |
|----------------|---------------------------------|-----------------|----------------------------------|-----------------------------------|----------------------------------|------------------------------------|--------------------|----------------------------|
| Account Type   | Checking                        | Checking        | Checking                         | Checking                          | Checking                         | Money Market                       | Money Market       | Money Market               |
| May 2020       | \$ 2,947,533.39                 | \$ 102,932.22   | \$ -                             | \$ 212,853.01                     | \$ 76,195.59                     | \$ 12,740,275.29                   | \$ 8,248,918.91    | \$ 5,366,241.67            |
| June 2020      | 2,542,171.03                    | 126,374.39      | -                                | 146,959.11                        | 820,023.37                       | 3,741,051.24                       | 2,691,241.18       | 4,929,209.01               |
| July 2020      | 4,596,479.30                    | 138,212.99      | -                                | 244,304.31                        | 57,630.69                        | 11,741,432.00                      | 2,019,637.41       | 6,015,199.73               |
| August 2020    | 4,753,452.79                    | 176,953.47      | -                                | 290,883.51                        | 667,158.70                       | 7,742,352.54                       | 9,509,049.34       | 7,994,328.24               |
| September 2020 | 4,069,730.50                    | 639,349.07      | -                                | 202,671.99                        | 60,504.59                        | 7,742,988.92                       | 16,788,100.07      | 7,639,310.49               |
| October 2020   | 4,065,660.17                    | 165,137.70      | -                                | 149,672.37                        | 107,291.19                       | 7,743,646.57                       | 22,008,576.61      | 7,858,275.19               |
| November 2020  | 6,878,921.18                    | 164,966.29      | -                                | 399,967.49                        | 268,255.44                       | 7,744,283.06                       | 29,283,295.82      | 7,276,296.84               |
| December 2020  | 3,884,145.11                    | 173,979.49      | -                                | 122,387.80                        | 376,491.59                       | 11,744,903.46                      | 36,928,711.65      | 6,792,530.04               |
| January 2021   | 6,769,868.92                    | 173,967.29      | -                                | 284,966.53                        | 47,668.54                        | 11,745,701.50                      | 37,544,631.36      | 6,842,267.39               |
| February 2021  | 4,179,191.79                    | 161,476.33      | -                                | 212,425.00                        | 48,673.91                        | 9,246,389.48                       | 47,150,233.41      | 6,851,189.42               |
| March 2021     | 2,548,990.50                    | 388,795.70      | -                                | 116,349.69                        | 46,542.69                        | 9,247,017.74                       | 53,149,540.48      | 5,927,196.11               |
| April 2021     | 1,610,998.11                    | 43,516.78       | -                                | 294,208.49                        | 44,382.67                        | 9,347,455.97                       | 60,965,510.99      | 5,708,093.32               |

**Exhibit C**  
**Monroe County Water Authority**  
**Bank Services Bid Form**

The following chart indicates the collected balances in each account for the previous 4 months:

| Account Name  | Operating & Maintenance Account | Payroll Account | Controlled Disbursements Account | Water Revenue Account for Lockbox | Water Revenue Electronic Account | Operating & Maintenance II Account | Investment Account * | Main Water Revenue Account |
|---------------|---------------------------------|-----------------|----------------------------------|-----------------------------------|----------------------------------|------------------------------------|----------------------|----------------------------|
| Account Type  | Checking                        | Checking        | Checking                         | Checking                          | Checking                         | Money Market                       | Money Market         | Money Market               |
| January 2021  | \$ 11,671,372.28                | 1,570,739.29    | \$ 3,563,009.39                  | \$ 5,116,899.20                   | \$ 1,562,204.72                  | \$ -                               |                      | \$ 6,842,000.00            |
| February 2021 | 16,254,040.67                   | 1,426,012.60    | 3,137,990.71                     | 3,944,186.36                      | 1,986,624.64                     | -                                  |                      | 6,851,000.00               |
| March 2021    | 13,787,863.24                   | 1,772,925.62    | 3,876,983.69                     | 4,282,721.48                      | 1,719,141.75                     | -                                  |                      | 5,927,000.00               |
| April 2021    | 11,412,226.67                   | 1,377,749.30    | 3,055,893.29                     | 4,339,167.94                      | 1,584,031.40                     | 1,100,000.00                       |                      | 5,708,000.00               |

\* Available funds not needed for operational expenses and not invested in a security would be deposited into the investment money market account

**MONROE COUNTY WATER AUTHORITY**

**FINANCIAL INSTITUTION  
REQUEST FOR INFORMATION**

**For Year 2021**

**Amy A. Molinari  
Director of Finance & Business Services  
475 Norris Drive  
PO Box 10999  
Rochester, NY 14610-0999  
(585) 442-2000 x240**

**MONROE COUNTY WATER AUTHORITY  
FINANCIAL INSTITUTION REQUEST FOR INFORMATION**

**SECTION 1**

**STATEMENT OF POSITION AND GENERAL REQUIREMENTS**

Monroe County Water Authority (the "Authority") is a public benefit corporation operating under the laws of the State of New York. The Authority manages an investment portfolio, which is comprised of bank deposits, government obligations and certain other investment instruments. The Authority has adopted a written Investment Policy, which regulates the standards and procedures used in its cash management activities. A copy of the investment policy is attached as an Appendix to this document.

The Authority maintains relationships with qualified members of the financial community whom, in their opinion, understands the needs, constraints, and goals of the Authority.

The Authority will notify financial institutions not presently doing business with the Authority, in writing, of their approval. The banking relationship may be suspended or denied with the financial institution until all paperwork required by both parties has been executed and the Authority has notified the institution of its approval. Authority personnel will review and substantiate all information and references requested in this document; accordingly, please answer all questions as thoroughly as possible.

**SECTION 2**

**REQUEST FOR GENERAL INFORMATION  
FROM FINANCIAL INSTITUTION CANDIDATES**

1. **NAME OF FIRM** \_\_\_\_\_
  
2. **ADDRESS** *(Please provide both street address and/or local PO Box No. if applicable.)*  
  
Local: \_\_\_\_\_  
\_\_\_\_\_  
  
Headquarters: \_\_\_\_\_  
\_\_\_\_\_

3. **TELEPHONE:**

Local: \_\_\_\_\_

Headquarters: \_\_\_\_\_

Toll Free: \_\_\_\_\_

4. **CONTACT PERSONNEL:** *(Provide an attachment if more space is required.)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

5. Please list the name of the immediate supervisor of the account representative(s) named in your response to No. 4 above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Place an "X" by each regulatory agency that your firm is examined by and/or subject to its rules and regulations.

- FDIC    SEC    NYSE    Comptroller of Currency    Federal Reserve System

**SECTION 3**

**REQUEST FOR FINANCIAL INSTITUTION  
CANDIDATE DISCLOSURE**

7. To the best of your knowledge, have there been any "material" litigation, arbitration, or regulatory proceedings, either pending, adjudicated, or settled, that your firm has been subject to within the last five years that involved issues concerning the suitability of the sale or purchase of securities to institutional clients or fraudulent or unfair practices related to the sale of securities to an institutional client? If so, please describe each such matter briefly. For purposes of this section, proceedings are "material" if your independent accountant applying generally accepted accounting principles determines that such proceedings required disclosure on your financial statements.

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8. Please provide certified audited financial statements or annual reports for the most recent fiscal year.

9. The representative(s) assigned to the Authority account are required to read the Authority's Investment Policy in the form attached hereto. Has this requirement been met by all applicable persons?

Yes       No

**SECTION 4**

**CERTIFICATION**

I hereby certify that the above is true and correct to the best of my knowledge and that I am authorized to execute this request for information on behalf of the above-named financial institution. Further, by my signature, my financial institution has read, and will abide by, the Monroe County Water Authority Annual Statement of Investment Policy.

Name of Firm : \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_