



## ADDENDUM NOTICE TO BIDDERS

**Project Name: RFA Bank Depository Services**

**Solicitation Number: RFA# 2026-020-AB-03**

**Addendum Number: I (one)**

**Date Issued: 6/17/2026**

**Bid Due Date: 7/1/2026**

**Bid Due Time: 2:00 PM CST**

### NOTICE TO BIDDERS

This Addendum forms a part of the Contract Documents and modifies the original Solicitation Documents as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to acknowledge receipt of this Addendum may result in disqualification of the bid.

### CHANGES TO THE SOLICITATION DOCUMENTS - none QUESTIONS AND RESPONSES – (see attachments)

**All other terms and conditions of the original Solicitation remain unchanged.**

Issued By: *Sabrina Manning*  
Sabrina Manning  
Purchasing Officer  
City of Hutto

Acknowledged by: \_\_\_\_\_

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



## **Hutto Depository RFA – Banker Questions and Answers**

- Do you currently own the Remote Deposit Capture scanners, or are they leased from the current bank? How many scanners do you currently use?
  - The City owns two scanners: a Cannon Image Formula, and a Panini Vision X
- What is your current estimated electronic lockbox (eLockbox) volume?
  - The Ebox has been opened, but the setup has not been completed, so we do not have volumes at this time. Based on deposited check volume of 624, a good estimate would be 200 items.
- The RFA references “OTC Debit Block” — can you clarify whether you are currently utilizing this service or what functionality you are looking for?
  - OTC Debit Block is a security control that prevents any over-the-counter (in-person) debit or withdrawal from being processed at a Wells Fargo branch teller window. Yes, this service is being utilized.
- The RFA also references “Checks Paid to Individuals Block” — can you provide additional clarification on the intended fraud protection or restriction you are seeking with this item?
  - Checks Paid to Individuals Block is a security control that prevents the bank from honoring any check written payable to an individual person. Only checks payable to businesses, agencies, or other non-individual entities will be allowed to clear.  
  
If a check is presented that is payable to a natural person (e.g., “John Smith”), the bank automatically rejects it.
- Do you currently utilize APIs to initiate or transmit online wire payments?
  - No
- The RFA mentions BAI format. We offer the BAI2 format. Will that work with your system?
  - Yes
- The City list an investment service – Sweep Stagecoach Mutual Fund. Does the City require this service to be automated via sweep going forward?
  - The City does not require the sweep to be automated, but the automated structure has been very convenient and efficient for daily cash management. If your bank

offers an automated sweep into a PFIA-compliant vehicle, the City would be glad to continue using that approach.

- Will the City utilize the Sample Depository Agreement within the RFA?
  - Yes
- Will the City consider signing the bank's Depository Agreement in place of the Sample Depository Agreement within the RFA?
  - We include a proposed contract in our RFAs for several important reasons:
    1. **Statutory compliance:** The City's contract contains the Chapter 105 statutory language required for depository relationships. Banks do not include this language in their standard agreements.
    2. **Incorporation of the bank's RFA commitments:** The contract formally incorporates the specific commitments the bank makes in its RFA response. Bank-provided contracts do not do this.
    3. **Clear contract term definition:** It establishes the official beginning and end dates of the depository relationship, which is critical in the event of a bank merger or acquisition.
    4. **City focused protections:** The City's contract is written to protect the City's interests. Bank contracts are written primarily to protect the bank.

For these reasons, the City uses its proposed contract as the **governing agreement** for the depository relationship. The City is willing to sign a bank's supplemental agreements, but **those documents will be subordinate to the Depository Services Contract included in the RFA.**

- Does the City want to receive a red-line version of the Sample Depository Agreement along with the bid responses or only after the bank is selected?
  - The City does not want to receive a red-line version of the Proposed Depository Contract prior to award. Contract negotiations will begin only after a bank has been selected.
- Does the City make cash/check deposits at the branch or at the vault via armored carrier?
  - Checks are deposited via the remote scanners; cash is deposited via the armored courier.
- EDI Payment Services: May you describe what information you receive with E-Box service?
  - The City receives Payer name, account number (if provided), payment amount, payment date, bill-pay reference number, address info (if available), memo fields, cross-reference data, and a daily electronic remittance file with batch totals.

- ZBA Service: A volume of “2” is indicated under the ZBA monthly base. Does this fee apply to two sub/child accounts or is one account a primary and one account a secondary?
  - There is only one ZBA, the Payroll account. The ZBA fee includes the primary/funding account, and one for the ZBA/secondary account.
- Information Reporting: Could you describe the difference between “Plus Info Rptg Base Per Acct” & “Premium Info Rptg Base Per Acct”?
  - Plus Package includes – Previous Day Composite, Previous Day Running Ledger and Month to Date Balance
  - Premium Package includes Plus package – also included Intraday Composite and intraday position.
- Does the City receive an Outstanding Issues report only?
  - No, it does not.
- Does the City utilize Full Reconciliation Services to receive a paid and outstanding items report?
  - No, it does not.
- How many accounts have access to originate ACH payments (credits/debits)?
  - Two accounts – The operating account is setup for both debits and credits
  - The payroll account is setup for credits only
- How many Positive Pay accounts also utilize Full Account Reconciliation service?
  - Currently, no accounts are utilizing Account Reconciliation. They are all positive pay only.