

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**Payroll and Vendor Banking Services, 2024**

**ADDENDUM NO. 1**

April 1st, 2024

**CHANGES, CORRECTIONS AND CLARIFICATIONS**

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution, or clarification are all to be included in and form a part of the proposal submitted. THE RECEIPT OF THIS ADDENDUM (NO. 1) MUST BE ACKNOWLEDGED IN YOUR COVER LETTER.

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**ITEM 1: ANSWERS TO POSED QUESTIONS**

Q1. Since there are volumes not indicated but we presume would be there, would the City provide three months of recent analysis statements so that we can be sure to include every service and volume the City is currently using? These will also assist with understanding the stability of the balances as well.

**A1. Please see the attached analysis statements for November, December, and January.**

Q2. Is there any check activity on either of these accounts?

**A2. Yes, these are the two main checking accounts for the City.**

**End of Addendum No. 1**



Family F72182

PO Box 841001  
Boston, MA 02284

G30 1214 29YIAJZLWM02 B:0 002313 003539 001/002 7079-7082



VENDOR PAYMENTS  
CITY OF WALTHAM  
610 MAIN ST WALTHAM CITY HALL  
WALTHAM MA 02452



----- FAMILY PARENT ANALYSIS STATEMENT -----  
FOR THE PERIOD 11/01/23 THROUGH 11/30/23

There are 2 accounts in the relationship. They are:  
9557004576 9557004584

BALANCE COMPUTATION FOR THE PERIOD

Average Daily Ledger Balance	6,286,324.98
Less Average Daily Float	(182,943.21)
Average Daily Collected Balance	6,469,268.19
Investable Balance	6,469,268.19

ACCOUNT POSITION FOR THE PERIOD

DESCRIPTION  
Current Period Earnings Credit ( 0.0000 %)  
Current Period Analyzed Charges  
Analyzed Charges Due After Credit  
TOTAL FEES DUE. PLEASE REMIT -->  
PAST DUE FEES. PLEASE REMIT. -->

Balance Available To Support Other Service

SERVICE CHARGE DE

SERVICE DESCRIPTION	VOLUME
*General Services*	
Checks Paid	2,046
Electronic Credits	4

Family F72182

Vendor Payments  
 CITY OF WALTHAM  
 610 MAIN ST WALTHAM CITY HALL  
 WALTHAM MA 02452

SERVICE DESCRIPTION	VOLUME
Electronic Debits	60
*General Services Subtotal*	
*Deposit Coverage*	
Deposit Coverage Fee	62,863
*Deposit Coverage Sub-Total*	
*ACH Services*	
ACH Monthly Maintenance	1
ACH Per Item - Transmission	6,885
ACH Deletion/Reversal	2
ACH Returned Item - Per Item	4
ACH File Transmission	9
*ACH Services Sub-Total*	
*Wire Transfer Services*	
Wire Transfer - Dom/Int'l In	7
*Wire Transfer Sub-Total*	
*Account Recon Services*	
ARP-Full-Email-Main (w/P.Pay)	2
ARP Full Per Item w/PosPay	2,046
ARP Transmission Data Input	16
Payee Positive Pay Maintenance	2
Payee Positive Pay-Per Item	2,046
Positive Pay - Exception	83
Positive Pay - Returns	1
*Account Recon Sub-Total*	

## SERVICE SUMMARY DETAIL

Total Service Charges  
 Total Charges Listed Before Credit

Analyzed Charge Subtotal



Family F72182

PO Box 841001  
Boston, MA 02284

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VENDOR PAYMENTS  
CITY OF WALTHAM  
610 MAIN ST WALTHAM CITY HALL  
WALTHAM MA 02452



----- FAMILY PARENT ANALYSIS STATEMENT -----  
FOR THE PERIOD 12/01/23 THROUGH 12/31/23

There are 2 accounts in the relationship. They are:  
9557004576 9557004584

BALANCE COMPUTATION FOR THE PERIOD

Average Daily Ledger Balance	4,585,841.65
Less Average Daily Float	2,143.05
Average Daily Collected Balance	4,583,698.60
Investable Balance	4,583,698.60

ACCOUNT POSITION FOR THE PERIOD

DESCRIPTION  
Current Period Earnings Credit ( 0.0000 %  
Current Period Analyzed Charges  
Analyzed Charges Due After Credit  
TOTAL FEES DUE. PLEASE REMIT -->  
PAST DUE FEES. PLEASE REMIT. -->

Balance Available To Support Other Service

SERVICE CHARGE

SERVICE DESCRIPTION	VOLUME
*General Services*	
Checks Paid	1,425
Deposits-Ticket-Teller	4

Family F72182

Vendor Payments  
 CITY OF WALTHAM  
 610 MAIN ST WALTHAM CITY HALL  
 WALTHAM MA 02452

SERVICE DESCRIPTION	VOLUME
Items Deposited	5
Electronic Credits	4
Electronic Debits	60
*General Services Subtotal*	
*Deposit Coverage*	
Deposit Coverage Fee	45,858
*Deposit Coverage Sub-Total*	
*ACH Services*	
ACH Monthly Maintenance	1
ACH Per Item - Transmission	7,611
ACH Deletion/Reversal	3
ACH Returned Item - Per Item	4
ACH File Transmission	10
*ACH Services Sub-Total*	
*Wire Transfer Services*	
Wire Transfer - Dom/Int'l In	11
*Wire Transfer Sub-Total*	
*Account Recon Services*	
ARP-Full-Email-Main (w/P.Pay)	2
ARP Full Per Item w/PosPay	1,425
ARP Transmission Data Input	15
Payee Positive Pay Maintenance	2
Payee Positive Pay-Per Item	1,425
Positive Pay - Exception	13
*Account Recon Sub-Total*	
SERVICE SUMMARY DETAIL	
Total Service Charges	
Total Charges Listed Before Credit	
Analyzed Charge Subtotal	



Family F72182

PO Box 841001  
Boston, MA 02284

G30 0214 2D5CU30S6E02 B:0 002126 003250 001/002 6501-6504



VENDOR PAYMENTS  
CITY OF WALTHAM  
610 MAIN ST WALTHAM CITY HALL  
WALTHAM MA 02452



----- FAMILY PARENT ANALYSIS STATEMENT -----

FOR THE PERIOD 01/01/24 THROUGH 01/31/24

There are 2 accounts in the relationship. They are:

9557004576 9557004584

BALANCE COMPUTATION FOR THE PERIOD

Average Daily Ledger Balance	5,386,925.19
Less Average Daily Float	752.26
Average Daily Collected Balance	5,386,172.93
Investable Balance	5,386,172.93

ACCOUNT POSITION FOR THE PERIOD

DESCRIPTION  
 Current Period Earnings Credit ( 0.0000 %)  
 Current Period Analyzed Charges  
 Analyzed Charges Due After Credit  
 TOTAL FEES DUE. PLEASE REMIT -->  
 PAST DUE FEES. PLEASE REMIT. -->

Balance Available To Support Other Service

SERVICE CHARGE

SERVICE DESCRIPTION	VOLUME
*General Services*	
Checks Paid	1,638
Deposits-Ticket-Teller	1

Family F72182

Vendor Payments  
 CITY OF WALTHAM  
 610 MAIN ST WALTHAM CITY HALL  
 WALTHAM MA 02452

SERVICE DESCRIPTION	VOLUME
Items Deposited	1
Electronic Credits	6
Electronic Debits	57
*General Services Subtotal*	
*Deposit Coverage*	
Deposit Coverage Fee	53,869
*Deposit Coverage Sub-Total*	
*ACH Services*	
ACH Monthly Maintenance	1
ACH Per Item - Transmission	5,651
ACH Deletion/Reversal	5
ACH Returned Item - Per Item	4
ACH File Transmission	9
*ACH Services Sub-Total*	
*Wire Transfer Services*	
Wire Transfer - Dom/Int'l In	10
*Wire Transfer Sub-Total*	
*Account Recon Services*	
ARP-Full-Email-Main (w/P.Pay)	2
ARP Full Per Item w/PosPay	1,638
ARP Transmission Data Input	13
Payee Positive Pay Maintenance	2
Payee Positive Pay-Per Item	1,638
Positive Pay - Exception	4
*Account Recon Sub-Total*	
*Santander Treasury Link*	
Wire US Out-Per Item-STL	1
*San Treasury Link Sub-Total*	