

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**Lockbox Services, 2018**

**ADDENDUM NO. 3**

July 2, 2018

**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 NUMBER OF THIS ADDENDUM (NO. 3) MUST BE ACKNOWLEDGED ON PAGE 1 OF APPENDIX B.

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**ITEM 1: ANSWERS TO POSED QUESTIONS**

Q1. Is City of Waltham considering only business entities (i.e. Bank) that utilize an in-house lockbox solution?

A1 YES

Q2 If a vendor is used for lockbox services, while providing customer contact/servicing ourselves, would City of Waltham consider that a joint or third party processing and thus be disqualified?

A2. YES

Q3. What is the scheduled window that this could be for picked up, and transported, each day?

A3. Prior to Noon

Q4 Would we be issued to keys to a lock box, and retrieve the items within for transport? Or would we be issued items, that someone would sign off on?

A4. Sign Off

Q5 What exactly are we going to be transporting? Disposable plastic deposit containers or something else?

A5. Checks and bills to be processed by the lockbox service

Q6 What is the size of what we would be transporting from the lock box?

A6. Usually smaller than a postal tray

Q7. Is the pick up at the PO boxes a separate box that the City of Waltham maintains or is it the Lockbox mailing addresses?

A7. A P.O. Box that the City that maintains

Q8. Is there a requirement that the PO Box be located in Waltham?

A8. YES

Q9. What would the maximum carry limit will be for this transport?

A9. Approximately 20 pounds

**End of Addendum 3**