



**SEDGWICK COUNTY, KANSAS**

*DIVISION OF FINANCE*

Purchasing Department

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**REQUEST FOR PROPOSAL  
#07-0208  
ELECTRONIC CHECK CONVERSION / GUARANTEE SERVICES**

**ADDENDUM # 1**

November 5, 2007

The following are questions received in reference to RFP # 07-0208, Electronic Check Conversion/Guarantee Services. Questions are in *italics* and answers are in **bold** text.

**Please acknowledge receipt of this addendum on the Proposal Response Form in the appropriate place.**

- 1) *How many check transactions and total dollar volume of check?*

**Estimate checks taken at 20,000 per month**

**For the year 2007- Jan thru Sept our checks were \$38,095,206.37**

**For the year 2006- Jan thru Dec our checks were \$47,710,321.31**

- 2) *It states that provider has to be able to guarantee Credit Card Issued check. Since those checks are considered same as line of credit, we do not process those checks, since we can not process those checks does that mean that we can not bid?*

**No, you may still respond, mark that requirement "No" and state why you do not provide that service in your response.**

- 3) *Please disclose annual check volume.*

**Estimate 240,000**

- 4) *Number of locations accepting check payments*

**Four (4): Main office and mailroom, Chadsworth Sub Station, Brittany Sub Station, and Derby Sub Station.**

5) *Please define check acceptance method (In Person, Mail, Both)*

**Both**

6) *Average check amount*

**\$ 215.00**

7) *Average deposit fee per check*

**Bank charges \$1.50 per item**

8) *Average deposit fee per deposit slip*

**Bank charges .30 per credit**

9) *Average number of deposits per week/per location*

**Main Office & Mailroom 125 week**

**Chadsworth 30 week**

**Brittany 30 week**

**Derby 30 week**

10) *Number of returned checks/per month*

**Estimate 31**

11) *Average return check amount*

**\$ 219.00**

12) *Fee per returned item*

**Bank fee charges start at .035 for un-encoded**

13) *Total annual check write off (2006)*

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Kandace K. Johnson, CPPB  
Senior Purchasing Agent