

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
RPGL-2017-17  
CASH MANAGEMENT & BANKING SERVICES  
ADDENDUM NO. 2  
January 20, 2017**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum on the Proposal Response Page (Attachment A).

**Evaluation Criteria Modification:**

Respondents are advised that the following has been added to the Evaluation Criteria section of the proposal:

- Lockbox Services

***Question 1. Does the Town of Glastonbury provide an envelope to taxpayers for mailing tax payments?***

**Answer** Yes.

***Question 2. Please provide the following information in regards to lockbox:***

***Number of bills***

***Number of checks***

***Number of the above that are checks only***

***Number of unprocessables***

***Number of correspondence***

**Answer** The Town processes approximately 53,000 tax bills and 5,800 sewer use bills each year. The Town does not track the remaining data requested, but we estimate that about 80% of exceptions are check only and that we receive about 60 correspondence items per month during collection periods.

Please note the question and answer period has ended.