



**AGENDA ITEM REPORT**

**DATE:** May 15, 2018  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Renewal of Merchant Services - Countywide

**I. MOTION REQUESTED**

Authorize the continued use of the State of Florida Department of Financial Services Division of Treasury Contract No. TR175 with Bank of America, N.A. (Lee County Exemption No. EX140410 Merchant Services) for use on an as needed basis for acceptance of credit and debit cards and other electronic payments at the rates specified in the State of Florida Pricing Schedule, the Bank of America Merchant Pricing Schedule, and the Master Card and Visa Interchange Program Schedules, as approved in the departments' annual adopted budgets, through its extended expiration date of June 11, 2021 and any renewals or extensions approved by the State.

**II. ITEM SUMMARY**

Authorizes continued use of State of Florida Department of Financial Services Division of Treasury Contract No. TR175 for use on an as needed basis for acceptance of credit cards and other electronic payments through its extended expiration date of June 11, 2021 and any renewals or extensions approved by the State. The County pays a transactional fee for this service; total fees for this service during the 2016 – 2017 Fiscal Year were approximately \$200,000.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

On August 19, 2014, the Board of County Commissioners authorized Exemption No. EX140410, Merchant Services (Blue Sheet No. 20140393). The original term of the State contract was for five years with the option to renew for up to five additional years. Board approval will allow the utilization of the State of Florida Department of Financial Services, Division of Treasury Contract No. TR175 through its extended expiration date of June 11, 2021 and any renewals or extensions approved by the State. The County pays a transactional fee for this service; total fees for this service during the 2016 – 2017 Fiscal Year were approximately \$200,000.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	General Fund
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budgets.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">State of Florida Extension Amendment</a>	4/23/2018	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	4/27/2018 - 10:02 AM
Budget Services	Henkel, Anne	Approved	4/27/2018 - 11:13 AM
Budget Services	Winton, Peter	Approved	4/30/2018 - 6:12 AM
County Attorney	Lira, Louis C.	Approved	4/30/2018 - 8:46 AM
County Manager	Brady, Christine	Approved	5/7/2018 - 9:32 AM