



AGENDA ITEM REPORT

DATE: August 20, 2019
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Piggyback for Purchasing Card Services

I. MOTION REQUESTED

- A) Approve Piggyback No. PB190421DLK to utilize pricing on the Florida Department of Management Services Contract No. 84121500-15-01, Purchasing Card Services with Bank of America, N.A., on an as needed basis, through the contract expiration date of January 4, 2021 and any renewals or extensions approved by the State of Florida.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves the use of the State of Florida Contract to provide management and administration of the County purchasing card program from Bank of America, N.A., through the contract expiration date of January 4, 2021 and any renewals or extensions approved by the State of Florida. Lee County is receiving market rate for the rebates received under the proposed contract and will be able to continue service without interruption or changes to the current card program by utilizing the State of Florida contract. There are no out of pocket fees for the purchasing card program. The rebate earned for 2018 was \$38,281.35.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

The Florida Department of Management Services solicited an Invitation to Negotiate that went through the competitive procurement process and negotiations for purchasing card services in 2016. The State of Florida awarded to Bank of America, N.A., over three other responders. Lee County previously utilized Hillsborough County's Purchasing Card Program Services agreement for its purchasing card management and administration program. Hillsborough County is not renewing its contract and is moving its purchasing card program to the State of Florida local government contract.

The purchasing card program provides a rebate to the County based off annual purchases. Lee County will be able to continue service without interruption or changes to the current card program by utilizing the State of Florida contract.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	No funding required.
B)	Is this item approved in the current budget?	N/A
C)	Is this a revenue or expense item?	N/A
D)	Is this Discretionary or Mandatory?	N/A
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?	N/A
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<u>Bank of America Linking Agreement</u>	7/18/2019	Contract
<u>State of Florida Contract Documents</u>	7/18/2019	Contract
<u>Piggyback Summary Form</u>	7/25/2019	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	7/26/2019 - 7:51 AM
Budget Services	Henkel, Anne	Approved	7/26/2019 - 8:12 AM
Budget Services	Winton, Peter	Approved	7/26/2019 - 9:00 AM
County Attorney	Fraser, Andrea R.	Approved	7/26/2019 - 10:19 AM
County Manager	Winton, Peter	Approved	7/26/2019 - 10:26 AM