

**AGENDA ITEM REPORT**

**DATE:** May 16, 2023  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Piggyback for Merchant Card Services

**I. MOTION REQUESTED**

A) Approve Piggyback No. PB230323SLR Merchant Card Services to utilize pricing on City of Sarasota contract under Solicitation No. 21-33BK, for merchant card services and equipment, as approved in the departments' annual adopted budgets, through January 30, 2025, and any renewals or extensions approved by the City of Sarasota.  
 B) Authorize the Chair to execute the contract documents required for purchases made under Solicitation No. PB230323SLR on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Approves purchases through the competitively solicited piggyback with the City of Sarasota, for merchant card services and equipment, as approved in the departments' annual adopted budgets, through January 30, 2025, and any renewals or extensions approved by the City of Sarasota. Use of the piggyback provides discount rates for point-of-sale equipment. While the piggyback does not provide a per-purchase discount, it allows for cost savings through continuation of services for departments previously established with CSG Forte Payments, Inc. Total expenditures for Fiscal Year 2021-2022 were \$264,863.80.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
 In 2007, Lee County entered into an agreement with Bank of America to provide merchant card services under the cooperative contract issued by the State of Florida. Forte Merchant Services was a third-party vendor on the Bank of America contract which expires on 6/11/23. Some Lee County departments have standardized their point-of-sale operations on the Forte payment processing under the previous merchant services contract and they wish to maintain continuity of services. Board approval will allow departments to purchase point of sale equipment and maintain the existing payment processing services.
- 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.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budget.	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Piggyback Summary Form</a>	4/28/2023	Backup Material
<a href="#">CSG Forte Payments Inc. Contract</a>	4/28/2023	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	5/5/2023 - 6:57 AM
Budget Services	Henkel, Anne	Approved	5/5/2023 - 10:43 AM
Budget Services	Winton, Peter	Approved	5/5/2023 - 12:13 PM
County Attorney	Swindle, Amanda	Approved	5/5/2023 - 1:52 PM
County Manager	Winton, Peter	Approved	5/5/2023 - 3:05 PM