

PASCO COUNTY, FLORIDA  
INTER-OFFICE MEMORANDUM

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TO: Honorable Chairman and  
Members of the Board of  
County Commissioners

DATE: 01/28/08

FILE: PU08-173

THRU: Michael Nurrenbrock  
OMB Director

SUBJECT: Establish Electronic-Payment Merchant  
Account and Implement Related  
Services—  
BA Merchant Services, LLC

FROM: Scott P. Stromer  
Purchasing Director

REFERENCE: Bid No. 08-006D  
All Commission Districts

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It is recommended that the data herein presented be given formal consideration by the Board of County Commissioners (BCC).

DESCRIPTION AND CONDITIONS:

On October 30, 2007, the Purchasing Department, at the request of the Information Technology Department, solicited bids to establish an annual award for electronic-payment (E-payment) and merchant account services. The process involves implementing business systems with E-payment capabilities and establishing a merchant account for internet payments and over-the-counter (OTC) credit/debit payments. Specifications were prepared by the Information Technology Department. Notice of Bid was published in the *St. Petersburg Times* on November 6, 2007. All provisions of the Pasco County *Purchasing Ordinance* have been met.

On November 9, 2007, all bids received were publicly opened and read. The results are shown on the attached tabulation sheet. Eleven (11) local bank branches were mailed Invitations to Bid for these specialized services. Six (6) responses were received.

ALTERNATIVE AND ANALYSIS:

1. Approve staff's recommendation.
2. Choose one of the other bidders.
3. Disapprove staff's recommendation and resolicit.

RECOMMENDATION AND FUNDING:

After considering the different transaction types, the anticipated volume of each, and the fees offered by the competing bidders, the Information Technology Department found that the response submitted by BA Merchant Services, LLC, to be the lowest, responsive and responsible. Therefore, the Information Technology Department, with concurrence from the Purchasing Department, recommends award to BA Merchant Services, LLC for the specified and offered services. Award will begin on the date of BCC approval and continue until the resulting agreement is formally terminated. A contract term of at least five (5) years is anticipated. The Information Technology Department anticipates that at least \$150,000.00 will be expended annually depending on transaction volume.

The Purchasing Department recommends that the Board approve the attached contract, authorize the Chairman to execute the two (2) original contracts provided, and direct Board Records, to mail the two (2) originals to the vendor at the following address for execution:

BA Merchant Services, LLC  
Attention: Contract Management  
1231 Durret Lane  
Louisville, Kentucky 40213  
Telephone: (813) 225-8303

Once Board Records receives one (1) fully executed contract from the vendor, the Purchasing Department further recommends that the original be retained by Board Records and copies distributed to OMB, New Port Richey; and the Information Technology Department, New Port Richey.

Funds are available in various accounts (B001-112410-XXXXX) of the 2007-08 Fiscal Year Budget and will be requested in the 2008-09, 2009-10, 2010-11 and 2011-12 Fiscal Year Budgets contingent upon the BCC's approval of these budgets.

The awarded vendor's transaction fees will likely be offset by a County-charged convenience or user fee. The Office of Management and Budget (OMB) will establish the appropriate clearing accounts to accommodate these fees.

ATTACHMENTS:

1. Proof of Publication
2. Tabulation Sheet
3. Bid Copy
4. Contracts (Two Originals)
5. Solicitation Copy (Bid No. 08-006D)

SPS/ss

cc: Jim Cerny, Chief Information Officer