

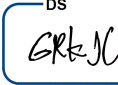



OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE



DATE: 12/11/2024

FILE: PR-25-048

* Assigned by procurement

TO: George R. Keller, Jr. CPPT ^{DS} 
City Manager

VIA: Adam Reichbach ^{DS} 
Assistant City Manager

THRU: Otis Thomas ^{DS}  ^{DS} 
Director, Procurement and Contract Compliance

FROM: Stephanie Tinsley ^{DS} 
Director, Department of Financial Services

SUBJECT: Recommendation to Approve the Issuance of a Blanket Purchase Agreement with Bank of America, N.A. for Electronic Payment Services up to \$270,000.00 during the period of December 12, 2024, through March 11, 2025. The Procurement Method used is Emergency.

ISSUE:

The Department of Financial Services has an emergency need for electronic payment services. The emergency is due to the City’s current agreement with Bank of America, N.A. (“Bank of America”), expiring on December 11, 2024. The emergency poses a threat to the ability to process credit card payments citywide.

Bank of America has agreed to further extend the terms of the existing participation agreement for up to an additional three (3) months or March 11, 2025. This emergency extension is necessary to allow time for the City to negotiate a new agreement with Bank of America, which is currently under legal review and will be presented to the City Commission for approval by the March 5, 2025, agenda meeting.

This emergency will be ratified by the City Commission.

AUTHORITY:

§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS

(C)(1) Emergency purchases:

*In urgent cases of compelling emergency that require the immediate purchase of goods, supplies, materials, equipment or services, the CPO is authorized to secure, when possible, emergency goods, supplies, materials, equipment or services by open market procedure. **All such emergency purchases must receive prior administrative approval except for the most urgent situations presenting a clear and present substantial threat to life or property where immediate action is required.***


Pursuant to Section 38.38 of the Procurement Code, the City Manager or designee will have authority to approve and execute contracts up to \$100,000.

Funding has been provided in the fiscal year 2025 budget for various departments in Account Numbers:

- 001.111001.51200.535150.000000.000.000
- 001.120301.51300.535150.000000.000.000
- 001.140202.51500.531300.000000.000.000
- 001.140401.51500.531170.000000.000.000
- 001.300101.57200.535150.000000.000.000
- 001.300301.57500.535150.000000.000.000
- 114.140301.52400.535150.000000.000.000
- 444.310101.34700.347207.000000.000.000
- 446.150101.54500.535150.000000.000.000
- 460.111003.57300.535150.000000.000.000

RECOMMENDATION:

Authorize the issuance of a Blanket Purchase Agreement with Bank of America, N.A. for Electronic Card *Payment Services up to \$270,000.00 during the period of December 12, 2024, through March 11, 2025.*

DocuSigned by:

 BB25DD0053647405
 APPROVED BY: _____
 George R. Keller, Jr. CPPT
 City Manager

12/16/2024

 Date:

Attachments: Bank of America Agreement/Extension Email