



TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: September 16, 2014

TITLE: Motion to approve contract agreements for procurement card services –
Request for Qualifications (RFQ) 745-11328

Recommendation

It is recommended that the City Commission approve contract agreements for procurement card services with the top ranked proposer SunTrust Banks, Inc. in substantially the forms attached.

Background

The City solicited qualifications from financial institutions to provide procurement card services for the City of Fort Lauderdale.

The timeline for this solicitation process included the following:

- April 2014 - RFQ 745-11328 was opened with six proposals received. Proposals were received from Fifth Third Bank (Fifth Third), JPMorgan Chase Bank (JP Morgan), N.A., SunTrust Banks, Inc. (SunTrust), TD Bank, N.A., Wells Fargo Bank, N.A. (Wells Fargo) and Visa, Inc.
- June 2014 -The evaluation committee, consisting of Jamilla Prince – Accounts Payable Supervisor, Reina Gonzalez – Administrative Assistant II, Bruce Freund – Accountant I and Paul Vanden Berge – Budget Coordinator met with Richard Ewell - Procurement Specialist II, to evaluate and rank the proposers. Visa, Inc. was found non-responsive by the committee for not meeting the minimum qualifications of the RFQ. The committee then ranked the remaining proposals based on the evaluation criteria. The committee ranked the proposals as shown in the following table.

		Fifth Third	TD Bank	JPMorgan	Wells Fargo	SunTrust
EVALUATION CRITERIA		RANK	RANK	RANK	RANK	RANK
Qualifications of firm including years of experience, licenses, insurance and other pertinent information	25%	5	4	3	2	1
Qualification of Project Team including personnel used for the project, project manager, sub-consultants and joint ventures.	25%	5	4	3	2	1
Approach to Scope of Work	25%	5	4	3	2	1
References	25%	5	4	3	2	1
Overall Ranking		5	4	3	2	1

- July 2014 – The Commission approved the ranking of firms on CAM 14-0786 at the July 1, 2014 meeting and authorized the commencement of contract negotiations with SunTrust. The Finance Department negotiated with SunTrust until final terms and conditions were agreed upon.

The current contract gives the City a rebate of 160 basis points. The new agreement with SunTrust will include a maximum rebate of 175 basis points based on spending of over \$10,000,000 with weekly billing and payment within 5 days. This new agreement will also create the City of Fort Lauderdale Consortium. An additional 5 basis points will be provided to the City of Fort Lauderdale on the net spend generated from all participants of the consortium.

Copies of proposals are available upon request in Procurement Services.

Resource Impact

There is no current fiscal year impact to the City. There will be a positive fiscal impact to the City in FY 2015.

Strategic Connections:

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 1: Ensure sound fiscal management

This item advances the *Fast Forward Fort Lauderdale Vision Plan 2035: We are United*

Attachments

Exhibit 1 - Evaluation Committee Tabulation 745-11328

Exhibit 2 - Commercial Card Agreement

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Department Director: Kirk Buffington, Finance