



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.
Automated Merchant Systems Merchant Agreement for credit card processing services related to the Tyler Technologies Eagle Recorder system.
2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.
Automated Merchant Systems
1071 S. Sun Drive, Suite 2001
Lake Mary, FL 32746
Nancy Murphy
(407) 331-5465
nmurphy@automatedmerchant.com
3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.
Costs for this agreement will be collected directly by AMS through a Transaction fee.
4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.
Automated Merchant Systems is directly integrated into the Eagle Recorder system's BridgePay system. No other vendors have a working integration with the BridgePay system. This would require the County to enter into an agreement with both BridgePay and another credit card processor, which would increase the costs.
5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.
 - In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
 - When the contract is with a federal, state, or local governmental agency.
 - When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$2,500 whichever is more.
 - When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
 - When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
 - When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.
6. Explain why the unique qualities and/or capabilities described above are essential to your department.
This integration is needed in order to allow the Eagle Recorder system to accept online payments. Without this, members of the public will still need to come into County offices in order to pay for their documents.
7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.
No other vendors have a working integration with the BridgePay system, so any integration would have additional costs resulting from multiple agreements with BridgePay and another potential servicer. AMS is the only vendor who already integrates into BridgePay.

chjones 12/6/2019 10:05:21 AM

Requested By:

Staff Analyst

Title

[\[Sign\]](#) Double click!

I approve this request to suspend competition for the service(s) and/or product(s) identified herein.

rbash 12/6/2019 10:17:00 AM

Department Head Signature

[\[Sign\]](#) Double click!

gcornuelle 12/19/2019 6:57:07 AM

[\[Sign\]](#) Double click!

Purchasing Manager Signature