

RESOLUTION NO. 2019- 299

A RESOLUTION AWARDED A CONTRACT TO BRANCH BANKING AND TRUST COMPANY (BB&T), WINSTON-SALEM, NC TO FURNISH AND IMPLEMENT A PURCHASING CARD (P-CARD) PROGRAM.

WHEREAS, the City of Vineland has heretofore advertised for proposals for the Furnishing and Implementation of a Purchasing Card (p-card) Program; and

WHEREAS, the Requests was published on the City's official website and in the City's official newspaper; and

WHEREAS, on June 20, 2019 two (2) proposals were received and reviewed by the Chief Financial Officer, Principal Accountant and the Purchasing Agent; and

WHEREAS, it has recommended that a contract for the required services be awarded to Branch Banking and Trust Company, Winston-Salem, NC based upon the proposal received, pursuant to a fair and open process; and

WHEREAS, this contract is awarded for a contract of two (2) years from the date of award with the City having the sole option to renew for two (2) additional one (1) year terms, or one (1) additional two (2) year terms; and

WHEREAS, the availability of funds for said Contract to be awarded herein have been certified by the Chief Financial Officer; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract to Furnish and Implement a Purchasing Card (p-card) Program, be awarded to Branch Banking and Trust Company (BB&T), Winston-Salem, NC, based upon the proposal received, pursuant to a fair and open process.

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS**  
(professional service, EUS, software maintenance, etc.)

\_\_\_\_\_  
(DATE)

1. Service (detailed description): Resolution authorizing the award of contract and execution of Purchasing Card Program contract with Branch Banking and Trust Company

2. Amount to be Awarded: \$ 0.00

- Encumber Total Award
- Encumber by Supplemental Release



3. Amount Budgeted: \$ 0.00

4. Budgeted: By Ordinance No. \_\_\_\_\_  
Or Grant: Title & Year \_\_\_\_\_

5. \*\*Account Number to be Charged: N/A

6. Contract Period: 2 years from date of award with option for two additional one year terms or and additional one two year term.


7. Date To Be Awarded: July 9, 2019

8. Recommended Vendor and Address: BRANCH BANKING AND TRUST COMPANY, 150 S STRATFORD RD 4<sup>TH</sup> FLOOR, WINSTON-SALEM NORTH CAROLINA 27104-4227

9. Justification for Vendor Recommendation:(attach add'l information for Council review) Evaluators of RFP 2019-18 scored the chosen vendor based on the responses from the submitted proposals. \_\_\_\_\_

- 10.  Non-Fair & Open
- Fair & Open: How was RFP advertised? \_\_\_\_\_

11. Evaluation Performed by: Susan Baldosaro, CFO: Jacqueline Muccirelli, PR. Accountant, Miguel Mercado, Purchasing Agent.

12. Approved by: 

13. Attachments:
- Awarding Proposal
  - Other: \_\_\_\_\_



\* Copy Purchasing Agent

\*\* If more than one account #, provide break down


**PURCHASING AGENT REVIEW**  
**COV RFP # 2019-18**

Proposals were received and opened Thursday, June 19, 2019 at 2:00 PM for 2019 Purchasing Card Program (P-Card) from the following:

BB&T  
Bank of America

Comments: Both respondents provided all the mandatory documents.

**Recommendation:** Department needs to evaluate the proposals and make a recommendation for award.

  
Miguel A. Mercado, QPA  
Purchasing Agent