



Baldwin County Commission

Legislation Text

File #: 22-0017, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 10/5/2021

Item Status: New

From: Wanda Gautney, Purchasing Director/Cian Harrison, Clerk/Treasurer

Submitted by: Loren Lucas, Assistant Purchasing Director

ITEM TITLE

Purchase of Credit Card Processing Equipment and Merchant Services Agreement for the Laundry Machines located at Live Oak Landing RV Park

STAFF RECOMMENDATION

Authorize the purchase of conversion equipment for the two (2) washing machines and two (2) dryers located at Live Oak Landing RV Park from Setomatic Systems, Inc. d/b/a SpyderWash for a total amount not to exceed \$4,200.00 and authorize the Chairman to execute the related Merchant Services Agreement (e-Port Connect Services Agreement) for credit card processing with Cantaloupe, Inc. (USA Technologies, Inc.)

BACKGROUND INFORMATION

Previous Commission action/date: N/A

Background: There are currently two (2) washing machines and two (2) dryers located at Live Oak Landing for the convenience of RV park guests. The machines currently accept quarters only and have no tracking or reporting features. The Clerk/Treasurer requested that the Purchasing Department obtain quotes for the equipment that would be necessary for the machines to begin accepting credit/debit cards. Setomatic Systems, Inc. d/b/a/ SpyderWash confirmed that they sell conversion kits that are compatible with the existing machines and, once installed, will provide the ability for the machines to accept payment via credit card and will also begin provided automated reporting for both credit card and cash transactions. Staff recommends the Commission approve the purchase of equipment from Setomatic Systems, Inc. d/b/a SpyderWash for a total amount not to exceed \$4,200.00 (attached quote reflects a total of \$3,993.00 but shipping costs are estimated) and authorize the Chairman to execute the related Merchant Services Agreement e-Port Connect Services Agreement) for credit card processing with Cantaloupe, Inc. (USA Technologies, Inc.)

FINANCIAL IMPACT

Total cost of recommendation: Not to exceed \$4,200.00 payable to Setomatic Systems, Inc. d/b/a SpyderWash; \$19.95 monthly payable to Setomatic Systems, Inc. d/b/a SpyderWash; \$75.00

annually payable to Cantaloupe, Inc. (USA Technologies, Inc.) for license and service fees

Budget line item(s) to be used: 14457238.51500

If this is not a budgeted expenditure, does the recommendation create a need for funding?
N/A

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Yes

Reviewed/approved by: Brad Hicks, County Attorney

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? N/A

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: 10/05/2021

Individual(s) responsible for follow up: Wanda Gautney, Purchasing Director

Action required (list contact persons/addresses if documents are to be mailed or emailed):
Letter and purchase order to vendor

Additional instructions/notes: N/A