

**BOARD OF COUNTY COMMISSIONERS  
ESCAMBIA COUNTY, FLORIDA**

**OFFICE OF PURCHASING**

213 PALAFOX PLACE, 2<sup>nd</sup> Floor  
P.O. BOX 1591  
PENSACOLA, FL 32591-1591  
TELEPHONE (850)595-4980  
(SUNCOM) 695-4980  
TELEFAX (850)595-4805  
<http://www.myescambia.com>

CLAUDIA SIMMONS  
*Purchasing Manager*



**CERTIFICATION OF CONTRACT**

**TITLE: Flexible Benefits Plan Administrative Services**

**CONTRACT NO.: 05-06.086**

**AWARD DATE: July 23, 2009**

**EFFECTIVE DATE: October 1, 2009- September 29, 2011**

**AWARD: Extending the Contract with EBS Atlanta for 2 years from October 1, 2009 through September 29, 2011 to provide Flexible Benefits Plan Administrative Services. The extension also provides for a fee increase, from \$3.35 per participant, per month, to \$3.85 per participant, per month.**

**STATUS: (Chronological notations of the key events related to dates of effectiveness, renewals and extensions, etc.)**

**CONTRACTOR (S): EBS Atlanta**

**ANY QUESTIONS, SUGGESTIONS, OR CONTRACT SUPPLIER PROBLEMS WHICH MAY ARISE SHALL BE BROUGHT TO THE ATTENTION OF Joe Pillitary, Phone: (850) 595-4878, Fax: (850) 595-4807, SUNCOM: (850) 695-4878, e-mail: [joe\\_pillitary @co.escambia.fl.us](mailto:joe_pillitary@co.escambia.fl.us)**

- A. **AUTHORITY** - Upon affirmative action taken by the Board of County Commissioners on **July 23, 2009** a contract has been executed between the Board of County Commissioners, Escambia County Florida and the designated contractor(s).
- B. **EFFECT** - This contract was entered into to provide economies in the purchase of **Service/Commodity** as described within the solicitation. Therefore, in compliance with **County Ordinance Chapter 46 Finance, Article II Division 3, Section 46-81**, all purchases of these commodities shall be made under the terms, prices, and conditions of this contract and with the suppliers specified.
- C. **ORDERING INSTRUCTIONS** - All purchase orders shall be issued in accordance with **Codified County Ordinance, Chapter 46 Finance, Article II Purchases and Contracts; and, as supplemented by Ordinance 2001-9 and Ordinance 2001-60**. Purchases shall be at the prices indicated, exclusive of all Federal, State and local taxes. All contract purchase orders shall show the contract number, product number, quantity, description of item, with unit prices extended and purchase order totaled. (This requirement may be waived when purchase is made by a blanket purchase order.)
- D. **CONTRACTOR PERFORMANCE** - Departments shall report any vendor failure to perform according to the requirements of this contract on Report of Unsatisfactory Materials And/Or Service, Form F0140 to this office.
- E. **VENDOR PERFORMANCE EVALUATION FORM** - Contract Appraisal, form F0190 should be used to provide your input and recommendations for improvements in the contract to the Office of Purchasing for receipt no later than 90 days prior to the expiration date of this contract.

16. Recommendation Concerning Flexible Benefits Plan Administrative Services – Amy Lovoy, Management and Budget Services Bureau Chief

**RECOMMENDATION:** That the Board approve extending the Contract with EBS Atlanta for 2 years, from October 1, 2009, through September 29, 2011, to provide Flexible Benefits Plan Administrative Services. The extension also provides for a fee increase, from \$3.35 per participant, per month, to \$3.85 per participant, per month. [Funding Source: Fund 501, Internal Service Fund; Cost Center 140612, Object Code 53101]