



MEMORANDUM

Agenda Item No. 7(0)(1)(A)

TO: Honorable Chairperson Barbara Carey-Shuler, Ed.D.
and Members, Board of County Commissioners

DATE: April 13, 2004

FROM: George M. Burgess
County Manager

SUBJECT: Bid Award
Recommendations

RECOMMENDATION

It is recommended that the Board approve the attached requests to advertise for bids and requests to advertise and award the formation of contract pools of pre-qualified vendors. The allocations shown represent the maximum authorized spending authority based on an estimated value of purchases, and in no way guarantee the value of orders placed with the awarded vendors.

BACKGROUND

Section 1 AWARD OF COMPETITIVE BIDS

All contracts in this section are recommended for award to the lowest responsive, responsible bidder(s) who meet the bid specifications in accordance with established policies and procedures. Minority business measures are applied to the purchase of goods and services as determined by the County's Review Committee in accordance with the requirements of Administrative Orders 3-3, Black Business Enterprise Program; 3-17, Hispanic Business Enterprise Program; and 3-18, Women Business Enterprise Program. Bid announcements were advertised on the DPM website and in four local newspapers: Diario Las Americas, Haiti En Marche, Miami Times and Daily Business Review.

The following award is recommended:

None

Section 2 REJECTED BIDS

None

Section 3 COMPETITIVE CONTRACT MODIFICATIONS

A competitive contract modification is when the requested supplemental allocation for goods or services is within the scope of the original contract award and allocation.

None

Section 4 PURCHASES MADE UNDER COMPETITIVELY AWARDED CONTRACTS OF OTHER GOVERNMENTAL ENTITIES

The County occasionally accesses items from contracts competed and awarded by federal, state and local governments, and by not-for-profit organizations, when it is determined to be in the best interest of the County and the item is not available through an existing County contract.

None

Section 5 REQUESTS TO ADVERTISE FOR BIDS

The solicitations listed in this Section require approval to advertise to solicit bids under full and open competition.

Item 5.1 (Rental of Golf Carts, Various Types)

Item 5.2 (Temporary Technical Personnel)

Item 5.3 (Food Catering Services, Headstart Program)

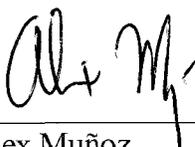
Item 5.4 (Roadside Tractor Mowing Services for Public Works)

Section 6 REQUESTS FOR APPROVAL TO ADVERTISE AND AWARD THE FORMATION OF CONTRACT POOLS OF PRE-QUALIFIED VENDORS

The solicitations listed in this Section require approval to advertise and to award the formation of contract pools of pre-qualified vendors under full and open competition. The award of actual work or purchase orders takes place after the formation of the contract pool using a competitive process among the pre-qualified pool members for each specific requirement.

Item 6.1 (Provide services for installation and implementation of DataStream 7.7)

Item 6.2 (Provide Information Technology (IT) services in Mainframe Application Development; GIS Application Development; Business Intelligence; Distributed Applications; Wireless Applications; Networks and Telecommunications)



Alex Muñoz
Assistant County Manager



MEMORANDUM

(Revised)

TO: Hon. Chairperson Barbara Carey-Shuler, Ed.D. and Members, Board of County Commissioners **DATE:** April 13, 2004

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Agenda Item No. 7(O)(1)(A)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Manager's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 7(O)(1)(A)
4-13-04

RESOLUTION NO. _____

RESOLUTION AUTHORIZING REQUESTS TO ADVERTISE FOR BIDS AND REQUESTS FOR APPROVAL TO ADVERTISE AND AWARD THE FORMATION OF CONTRACT POOLS OF PRE-QUALIFIED VENDORS AND TO EXECUTE OPTIONS TO RENEW ESTABLISHED THEREUNDER FOR THE PURCHASE OF COMMODITIES AND SERVICES

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

WHEREAS, a description of these requests to advertise for bids and requests for approval to advertise and award the formation of contract pools of pre-qualified vendors are attached and incorporated herein by reference,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes requests to advertise for bids and requests for approval to advertise and award the formation of contract pools of pre-qualified vendors and to execute options to renew established thereunder for the purchase of commodities and services.

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The foregoing resolution was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson	
Katy Sorenson, Vice-Chairperson	
Bruno A. Barreiro	Jose "Pepe" Diaz
Betty T. Ferguson	Sally A. Heyman
Joe A. Martinez	Jimmy L. Morales
Dennis C. Moss	Dorrin D. Rolle
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 13th day of April, 2004. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF COUNTY
COMMISSIONERS

HARVEY RUVIN, CLERK

Approved by the County Attorney as
to form and legal sufficiency. HB

Hugo Benitez

By: _____
Deputy Clerk

SECTION # 1
AWARD OF COMPETITIVE BIDS

It is recommended that the following item solicited through formal competitive bidding procedures, be awarded to the following bidder(s) meeting specifications as follows:

None

SECTION # 2
REJECTED BIDS

None

SECTION #3
CONTRACT MODIFICATIONS

None

SECTION # 4
PURCHASES MADE UNDER COMPETITIVELY AWARDED CONTRACTS OF
OTHER GOVERNMENTAL ENTITIES

None

SECTION # 5
REQUESTS TO ADVERTISE FOR BIDS

It is recommended that the Board of County Commissioners approve the issuance and advertisement of the items listed in this agenda package in order to solicit bids under full and open competition for the following contracts:

5.1

BID NUMBER: 5726-0/06

Title: Rental of Golf Carts, Various Types

Description: To establish a replacement contract to rent golf carts for use at four County golf courses: Greynolds, Briar Bay, Palmetto, and Crandon.

Department(s): Park & Recreation Estimated Allocation(s): \$1,200,000.00

Term of Contract: Three years

Option to Renew: None

Review Committee Date: February 4, 2004; Item #2-10

Review Committee Recommendation: No measures, due to insufficient availability.

Previous Contract Measure: None

Living Wage: Not applicable, no services contemplated.

Planned Method of Award: Lowest responsive responsible bidder by item for each of the eleven items.

Estimated Advertisement Date: Ten days after adopted by the BCC, unless vetoed by the Mayor.

5.2

**REQUISITION
NUMBER:**

RQPM0400091

Title: Temporary Technical Personnel

Description: To establish a replacement contract for temporary technical personnel which includes, but is not limited to, automotive mechanics, accountants, laboratory technicians, engineering drafters, teachers, maintenance supervisors, engineers, carpenters, clinical psychologists, inventory clerks, cooks and custodial workers.

<u>Department(s):</u>	<u>Estimated Allocation(s):</u>
Audit & Mgmt.	\$ 45,000.00
Aviation	\$ 500,000.00
Building	\$ 60,000.00
CAA	\$ 4,680,000.00
Capital Improvement	\$ 44,000.00
CED	\$ 330,000.00
Clerk of Courts	\$ 150,000.00
Communications	\$ 32,000.00
Consumer Services	\$ -0-
Corrections & Rehab.	\$ 148,000.00
County Manager	\$ 190,630.00
DBD	\$ 180,000.00
DERM	\$ 128,000.00
Empowerment Trust	\$ 86,586.86
Finance	\$ 280,000.00
Fire	\$ 500,000.00
GSA	\$ 870,000.00
Human Services	\$ 3,340,000.00
ITD	\$ 2,000,000.00
Judicial Admin.	\$ 40,000.00
MDHA	\$ 5,000,000.00
MDPD	\$ 160,000.00
MDT	\$ 460,000.00
MMAP	\$ 31,200.00
MPO	\$ 16,000.00
Park & Recreation	\$ 690,000.00
Planning & Zoning	\$ 320,000.00
Public Works	\$ 582,500.00
Safe Neighborhood Parks	\$ 10,000.00
Seaport	\$ 300,000.00

SFETC	\$ 400,000.00
Solid Waste Mgmt.	\$ 400,000.00
Team Metro	\$ 20,000.00
Urban Task Force	\$ 40,000.00
Vizcaya Museum & Garden	\$ 3,500.00
	<u>\$22,037,416.86</u>

Term of Contract; Two years

Option to Renew: Three one-year options to renew

Review Committee Date: January 14, 2004; Item #2-01

Review Committee Recommendation: BBE Bid Preference

Previous Contract Measure: None

Living Wage: The services to be provided under are a "covered service" under the ordinance and the Living Wage is included in the specifications.

Planned Method of Award: Three low responsive, responsible bidders by group for **Groups A through M** with primary, secondary and tertiary awards. See attached list. While the award to three bidders assures availability, the primary vendor, as the established low bidder, will be given the first opportunity.

Estimated Advertisement Date: Ten days after adopted by the BCC, unless vetoed by the Mayor.

Comments: This bid will be awarded using a multi-step bidding process. Bidders will submit their proposal in two (2) parts simultaneously. Those two (2) parts will consist of the Pre-qualification Response Section and the Pricing Response Section. The Pre-qualification Response Section will be opened first and evaluated. The Pricing Response Section of those bidders complying with the technical requirements contained in the Pre-qualification Response will then be opened.

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ATTACHMENT A

MINIMUM PAY RATES

GROUP A	HOURLY PAY RATE
Automotive Body Worker	\$13.40
Automotive Equipment Operator 3	\$12.98
Automotive Mechanic	\$14.07
Auto Parts Specialist 2	\$11.71
Automotive Support Specialist	\$11.71
Heavy Duty Truck Mechanic	\$16.83
Safety Specialist 1	\$12.72
Safety Specialist 2	\$16.05
Storekeeper 1	\$11.57
Transit Stock Control Specialist	\$11.10
Utilities Supply Specialist 1	\$11.28
Utility Supply Specialist 2	\$13.43

GROUP B	HOURLY PAY RATE
Administrative Officer 1	\$12.72
Administrative Officer 2	\$16.05
Accountant 1	\$12.72
Accountant 2	\$16.05
Accountant 3	\$19.43
Contracts Officer	\$17.61
Tax Record Clerk 2	\$11.30
Buyer	\$13.43

GROUP C	HOURLY PAY RATE
Videographer/Editor	\$16.60
Film/Video Archive Coordinator	\$12.72

GROUP D	HOURLY PAY RATE
Laboratory Technician	\$11.66
Pollution Control Inspector 1	\$14.10
Telecommunications Technician	\$16.06
Graphic Technician 1	\$10.80

Graphic Technician 2	\$12.35
Engineering Drafter 1	\$11.66
Engineering Drafter 2	\$13.05
Architectural Drafter 1	\$11.66
Architectural Drafter 2	\$13.05
Community Resource Specialist 1	\$13.39
Community Services Specialist	\$16.83
Special Projects Administrator 1	\$21.32
Special Projects Administrator 2	\$23.51

GROUP E	HOURLY PAY RATE
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Recreation Specialist 1 (Performing Arts)	\$11.80
Recreation Specialist 2 (Aquatics)	\$13.90
Social Worker 1	\$13.39
Social Worker 2	\$16.05
Teacher	\$12.72
Child Care Program Specialist	\$13.39
Health Services Administrator 1	\$19.48
Disability Services Specialist	\$14.64
Child Care Training Specialist	\$14.64
Child Care Program Supervisor	\$16.05
Job Developer	\$12.14
Training Specialist 1	\$12.72
Housing Inspector 1	\$14.13

GROUP F	HOURLY PAY RATE
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Maintenance Supervisor	\$17.44
Maintenance Mechanic	\$12.31
Plant Diesel Mechanic	\$14.63
Plant Electrician	\$17.65
Construction Field Representative	\$18.48
Construction Manager 1	\$18.48
Construction Equipment Mechanic	\$14.07
Heavy Duty Truck Mechanic	\$16.83

GROUP G	HOURLY PAY RATE
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Engineer 1	\$16.05
Engineer 2	\$18.48

Engineer 3 \$22.36
 Professional Engineer \$23.91

GROUP H	HOURLY PAY RATE
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Carpenter \$13.40
 Construction Manager 2 \$22.36
 Painter \$12.81
 Plasterer \$14.07
 Plumber \$14.07

GROUP I	HOURLY PAY RATE
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Micro Computer Specialist \$11.71
 Mini Computer Data Technician \$11.64
 Mini Computer Operator 1 \$11.64
 Mini Computer Program/Analyst 1 \$13.70

GROUP J	HOURLY PAY RATE
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Acupuncturist \$27.08
 Horticulturist \$13.77
 Toxicologist 1 \$17.81
 Toxicologist 2 \$22.34
 Clinical Psychologist \$22.34

**GROUP K	HOURLY PAY RATE (1)	HOURLY PAY RATE (2)
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Stores Clerk \$9.25 \$10.59
 Inventory Clerk \$9.25 \$10.59
 Account Clerk \$9.25 \$10.59
 Cashier 1 \$9.25 \$10.59
 Cashier 2 \$9.25 \$10.59
 Bailiff \$9.25 \$10.59
 Tax Record Clerk 1 \$9.25 \$10.59
 Drafter \$9.25 \$10.59

**GROUP L	HOURLY PAY RATE (1)	HOURLY PAY RATE (2)
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Micrographic Technician 1 \$9.25 \$10.59
 Micrographic Technician 2 \$9.25 \$10.59

Eligibility Interviewer	\$9.25	\$10.59
Social Worker Aide	\$9.25	\$10.59
Teacher Assistant 1	\$9.25	\$10.59
Health Education Aide	\$9.25	\$10.59
Driver Messenger	\$9.25	\$10.59
Driver Attendant	\$9.25	\$10.59
Maintenance Repairer	\$9.25	\$10.59
Horticultural Assistant	\$9.25	\$10.59

**GROUP M	HOURLY PAY RATE (1)	HOURLY PAY RATE (2)
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Cook 1	\$9.25	\$10.59
Cook 2	\$9.25	\$10.59
Cook 3	\$9.25	\$10.59
Food Service Worker 1	\$9.25	\$10.59
Custodial Worker 1	\$9.25	\$10.59
Custodial Worker 2	\$9.25	\$10.59

****Pay Rates based on Living Wage**

Hourly Pay Rate (1) Living Wage with Health Benefits

Hourly Pay Rate (2) Living Wage without Health Benefits

5.3

BID NUMBER: RQPM0400098

Title: Food Catering Services, Headstart Program

Description: To establish a contract to provide and deliver meals for the Headstart Program.

Department(s): Estimated Allocation(s):
CAA \$1,900,000.00

Term of Contract: One year

Option to Renew: Two one-year options to renew

Review Committee Date: February 25, 2004

Review Committee Recommendation: No measure. CAA uses federal funds; therefore, County measures cannot be applied.

Previous Contract Measure: No measure

Living Wage: The services to be provided are a "covered service" under the ordinance and the Living Wage is included in the specifications.

Planned Method of Award: Lowest responsive, responsible bidder in the aggregate for all eleven items.

Estimated Advertisement Date: Ten days after adopted by the BCC, unless vetoed by the Mayor.

5.4

**REQUISITION
NUMBER:**

RQPW0300050

Title: Roadside Tractor Mowing Services for Public Works

Description: To establish a contract for mowing services within the limits of Miami-Dade County and State of Florida maintained rights-of-way within Miami-Dade County.

Department(s): Public Works Estimated Allocation(s): \$1,100,000.00

Term of Contract: One year

Option to Renew: Four one-year options to renew

Review Committee Date: December 17, 2003; Item #2-09

Review Committee Recommendation: No measure, no established participation goals.

Previous Contract Measure: This is a new bid

Living Wage: The services covered are a "covered service" under the ordinance and the Living Wage is included in the specifications.

Planned Method of Award: Lowest responsive responsible bidder by zone for **Zones A through E**

Estimated Advertisement Date: Ten days after adopted by the BCC, unless vetoed by the Mayor.

SECTION # 6
REQUEST FOR APPROVAL TO ADVERTISE AND AWARD THE FORMATION OF
CONTRACT POOLS OF PRE-QUALIFIED VENDORS

It is recommended that the following items be approved for advertisement and award for the formation of contract pools of pre-qualified vendors under full and open competition:

6.1

BID NUMBER: RQEG0300006

Title: Pre-Qualification Of Vendors For DataStream
Implementation Services Pool

Description: To advertise and award the formation of a contract with a pre-qualified pool of vendors to provide services for installation and implementation of DataStream 7.7, which is the new software platform to be used countywide for the Electronic Asset Management System (EAMS). The DataStream platform was selected through a competitive RFP in 2003.

All bidders who meet or exceed the criteria established in the Invitation to Bid will be placed on a Pre-Qualification List that will be used to obtain price quotations or proposals to provide the services needed. Vendors may be pre-qualified at the inception of the pool or added to the pool at anytime during the contract term.

When the pool is formed, a report will be submitted to the BCC identifying the firms that have been pre-qualified and included in the initial formation of the pool. Also, subsequently, each work order award exceeding \$100,000.00 will be included in the County Manager's Quarterly Report to the Board which includes all competitive contract awards exceeding \$100,000.00 under the County Manager's delegated procurement authority.

<u>Department(s):</u>	<u>Estimated Allocation(s):</u>
All County Departments (Subject to each department's pre- approved annual budget)	\$9,000,000.00

Term of Contract: One year

Option to Renew: Five one-year options to renew

Review Committee

Date: 2/18/04 – Item 2-03

Review Committee Recommendation:	Bid Preference for BBE, HBE and WBE firms to be applied during the evaluation process for the award of each work order in accordance with DBD's B/H/W participation guidelines.
Previous Contract Measure:	No previous contract
Living Wage:	The services to be provided are not a "covered service" under the ordinance and the Living Wage.
Planned Method of Award:	<p>For each solicitation of quotes or proposals for the award of a specific work order, the County will conduct a competitive process including all vendors who have been pre-qualified under the pool.</p> <p>DPM, working with the CIO's office and ETSD, will develop and issue a "Roadmap" outlining the process to follow in conducting the individual competitive solicitations under this contract, consistent with AO No. 3-34, "Formation and Performance of Selection Committees", and AO No.3-38, "Master Procurement Administrative Order".</p>
Estimated Advertisement Date:	Ten days after adopted by the BCC, unless vetoed by the Mayor.

6.2

BID NUMBER: RQIT0200056

Title: Pre-Qualification Of Vendors For Information Technology Services Pool

Description: To advertise and award the formation of a contract with a pool of pre-qualified vendors to provide Information Technology (IT) services in one or more of the following areas of expertise:

1. Mainframe Application Development
2. GIS Application Development
3. Business Intelligence
4. Distributed Applications
5. Wireless Applications
6. Networks
7. Telecommunications

The pool will be highly flexible to meet the needs of all County departments while remaining responsive to the rapidly changing technology market. Additional areas of expertise may be added during the term of the contract if necessary to meet the requirements of the user departments.

All bidders who meet or exceed the criteria established in the Invitation to Bid will be placed on a Pre-Qualification List that will be used to obtain price quotations or proposals to provide the services needed. Vendors may be pre-qualified for one or more areas at the inception of the pool or added to the pool at anytime during the contract term.

When the pool is formed, a report will be submitted to the BCC identifying the firms that have been pre-qualified and included in the initial formation of the pool. Also, subsequently, each work order award exceeding \$100,000.00 will be included in the County Manager's Quarterly Report to the Board which includes all competitive contract awards exceeding \$100,000.00 under the County Manager's delegated procurement authority.

<u>Department(s):</u>	<u>Estimated Allocation(s):</u>
All County Departments (Subject to each department's pre-approved annual budget)	11,000,000.00

Term of Contract: One year

Option to Renew: Five one-year options to renew

Review Committee Date: 2/18/04 – Item 2-02

Review Committee Recommendation:

- Bid Preference for BBE, HBE and WBE. To be applied during the evaluation process for the award of each work order, as follows:
 - * Projects valued at \$1 – 75,000.00: 10 % preference.
 - * Projects valued at \$75,001.00- 125,000.00: 5% preference.
- 10 %Subcontracting Goal: 5% for HBE and 5% for WBE
 - * Projects valued at \$125,000.00 – 500,000.00.
- No Measure on projects valued at \$500,001.00 and above due to insufficient availability.

Previous Contract Measure: No previous contract.

Living Wage: The services to be provided are not a “covered service” under the ordinance and the Living Wage

Planned Method of Award: For each solicitation of quotes or proposals for the award of a specific work order, the County will conduct a competitive process including all vendors who have been pre-qualified for the applicable area(s) of expertise.

DPM, working with the CIO's office and ETSD, will issue a “Roadmap” with detailed instructions for the user departments outlining the process to follow for each work order competition, consistent with AO No. 3-34, “Formation and Performance of Selection Committees”, and AO No. 3-38, “Master Procurement Administrative Order”.

Estimated Advertisement Date: Ten days after adopted by the BCC, unless vetoed by the Mayor.
