

Memorandum



Date: July 11, 2007

To: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Subject: Resolution Authorizing the County Mayor to Award Contracts During the Board Recess in August in Preparation for the 2008 Election Cycle

GOE
Agenda Item No. 2G

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the attached resolution authorizing award of contracts for printing, copying equipment and voting equipment for General Services Administration (GSA) and the Elections Department. The value of these items will exceed the County Manager's delegated authority; therefore advanced authority to award is requested during the Board's 2007 summer recess. These items are time critical since the recent passage of HB 537 requiring the County to convert to paper based elections equipment. A report on the awards made will be presented to the Board in September 2007.

Scope

The impact of the attached resolution is countywide in nature.

Fiscal Impact/Funding Source

The four purchases valued over \$1 million each are:

- Lease-Purchase of three Black & White High Speed Digital Production Printers with associated maintenance services and technical support. It is anticipated that the County will issue an agreement for a five year lease term with three, one-year Options to Renew (OTR) for ongoing maintenance and support of the printers in the GSA print shop. The contract award is estimated to be \$1.3 million.
- Purchase of Lithographic Printing Press, maintenance services and technical support. It is anticipated that the County will issue an agreement for six years with three, one-year OTRs, at the County's sole discretion. The purchase of the Printing Press will include maintenance and support for the term of the agreement. The contract award is estimated to be \$1.1 million.
- Purchase of 7,500 Voting Booths. It is anticipated that the County will issue a contract with an estimated value of \$1.7 million.
- Purchase of New Equipment. To conduct countywide elections using the new "mark sense" voting method, the Elections Department will require the purchase of 1600 Optical Scan Devices, Ballot-on-Demand Technology, and additional voting equipment; in addition to support services from the vendor, ES&S. The contract award is estimated to be \$10 million. The County will be receiving approximately \$5 million from the state to assist with the funding of this purchase.

Aside from the \$5 million received from the state, funding for each of the purchases described above will be included in the proposed FY2007/08 capital budgets of the Elections Department and GSA.

Track Record/Monitor

These contracts will be monitored by the GSA and the Elections Department.

Background

The recent passage of HB 537 requires that Miami-Dade County begin using paper based voting equipment. As described in a memorandum dated May 31, 2007 (attached), the State has allocated \$27.8 million to fund conversion to optical scan for the 15 counties that currently use electronic voting equipment. Based on the number of early voting locations and precincts, Miami-Dade County should receive approximately \$5 million from the State for purchase of the voting equipment. More reliable figures will be known when the funding formula is finalized by the State.

As reported to the Board at the June 26, 2007 Board meeting, the State is not funding the entire cost of the conversion. Additional costs associated with support equipment and supplies will be the responsibility of the County, with an estimated fiscal impact of between \$6 and \$7.5 million for the initial cost of implementation. These procurements are time critical in order to meet delivery and implementation deadlines for the 2008 election cycle beginning with the January 29, 2008 Presidential Preference Primary.

The Department of Procurement Management (DPM) is currently developing a number of solicitations for GSA and Elections that will allow for the purchase of new production copiers, various printing equipment components and voting equipment used to support the Elections Department. Although GSA's current print shop equipment serves countywide uses, its capacity cannot meet the significant production demand the Elections Department requires for the January 2008 Presidential Preference Primary Election. The digital production printers and lithographic printing press are used to print voter polling place registers and absentee ballots as well as printing of the ballots for the new "mark sense" paper based voting equipment. This printing equipment will also be used for other countywide purposes, including the production of official agendas for all Board meetings and for tax bills to be issued in October 2007.

A solicitation for new voting booths is also being finalized for the Elections Department. The booths must be purchased to accommodate new voting equipment required as part of the move to the "mark sense" ballots. The optical scan units must be purchased to integrate with the current system previously purchased from ES&S. Staff is completing market research to determine if sources other than the original equipment manufacturer (OEM) are capable of providing the necessary optical scan units. Current research indicates that only ES&S, the current OEM, is capable of providing the equipment, indicating the need for approval of a non-competitive purchase.

Market research was completed by staff to identify various opportunities and vendors in the market capable of providing the equipment. Production lead times for some of the equipment are from four to six months. Installation must be coordinated to ensure minimal effect on the current production environment, and to ensure the ability to support the Presidential Preference Primary that was moved up to January 29, 2008 by the passage of HB 537. DPM has worked closely with GSA and Elections to develop an aggressive

schedule to advertise, evaluate and award contracts during July and August of 2007 in order to meet the timelines associated with the new 2008 election cycle.

Additionally, the equipment to be purchased may require electrical upgrades which must be factored into the installation time. To ensure timely delivery, installation and coordination of all components during the fall, it is necessary to complete the solicitation process and award no later than August 2007. Each of these contracts is anticipated to exceed \$1 million in value, therefore requiring Board approval. The Board will be provided a full report detailing the results of all actions taken in September 2007. The solicitations will be issued utilizing appropriate procurement methods with Small Business participation measures included. Staff is seeking advanced authority to award the four contracts in order to provide the equipment necessary to support GSA and the Elections Department for the January 2008 election cycle.


Assistant County Manager



MEMORANDUM

(Revised)

TO: Honorable Chairman Bruno A. Barreiro
and Members, Board of County Commissioners

DATE: September 4, 2007

FROM: R. A. Cuevas, Jr.
County Attorney

SUBJECT: Agenda Item No.

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

Agenda Item No.

Veto _____

Override _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR TO AWARD FOUR CONTRACTS FOR PRINTING, COPYING EQUIPMENT AND VOTING EQUIPMENT ITEMS FOR GENERAL SERVICES ADMINISTRATION AND THE ELECTIONS DEPARTMENT IN AUGUST DURING THE BOARD RECESS

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board hereby authorizes the County Mayor to award four contracts for printing, copying equipment and voting equipment items for General Services Administration and the Elections Department in August during the Board recess and to report to the Board in September the results of the competitive solicitations and resulting contract awards.

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:

Bruno A. Barreiro, Chairman	
Barbara J. Jordan, Vice-Chairwoman	
Jose "Pepe" Diaz	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Joe A. Martinez	Dennis C. Moss
Dorin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of September, 2007. 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

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency. OR