

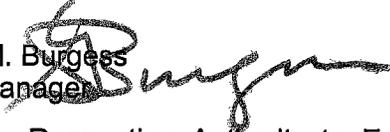
# Memorandum



**Date:** October 20, 2009  
**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

Agenda Item No. 8(O)(1)(A)

**From:**   
Carlos Alvarez  
Mayor

  
George M. Burgess  
County Manager

**Subject:** Resolution Requesting Authority to Exercise Option-to-Renew Periods Under Existing Non-Competitive Contracts that Would Bring the Cumulative Contract Value to More than \$100,000

## Recommendation

It is recommended that the Board of County Commissioners delegate to the County Mayor or County Mayor's designee the authority to exercise, in his discretion, the Options-to-Renew (OTRs) set forth in this item. Ordinance #07-139 provides for committee review exemption. ***Contract amounts and/or department allocations represent the maximum spending authority based on estimated past usage. This action does not guarantee that the total contract amount/value will be expended by County departments and/or agencies.***

## Scope

The impact of the items in the accompanying OTR package is countywide in nature.

## Fiscal Impact/Funding Source

***Funding will be expended only if departmental budgets can support the expenditures as approved in their Resource Allocation Plan adopted annually by the Board.***

## Track Record/Monitor

There are no known performance issues with the vendors recommended for award in the accompanying OTR package. Each departments' contract manager is reflected in the accompanying agenda item.

## Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise OTRs in accordance with the terms and conditions of the contracts listed in the accompanying package.

## Background

The non-competitive contracts listed in this item require approval to exercise OTRs contained in each contract that would, if exercised, bring the cumulative value of the contract over \$100,000. Each of the contracts were awarded under the County Mayor or County Mayor's designee's delegated authority (\$100,000 for non-competitive procurements) pursuant to Section 2-8.1(b) of

the County Code and the Master Procurement Administrative Order, A.O. 3-38.

Prior to exercising any Options-to-Renew (OTR) periods, market research is conducted to ensure continuing to purchase from the awarded vendors is in the best interest of the County. Market research includes competitive factors such as pricing, quality, product features, technology, and lead time. It may also include commercial factors such as environmental issues, other governmental entity practices, industry trends, support and capabilities. The OTRs for each contract in this package will be executed if determined to be in the best interest of the County.

**Item No. 1: Transched Software Maintenance/Support Agreement** seeks authority to exercise the second OTR period for software maintenance and support services for Transched Software for the Miami-Dade Transit Department. The amount being requested for the remaining option terms is **\$175,000**.

**Item No. 2: Water and Sewer Billing System Professional Support Services** seeks authority to exercise the three remaining OTR periods for proprietary Pitney Bowes software applications utilized by the Miami-Dade Water and Sewer Department (WASD). The Pitney Bowes applications are utilized by WASD for bill generation, address and zip code validation, printing, mail sorting and field order processing for approximately 1.6 million bills processed annually. The amount being requested for the three remaining option terms is **\$156,000**.

**Item No. 3: KeySecure 3 System** seeks authority to exercise the three remaining OTR periods for lock box systems for the Miami-Dade Fire Rescue Department. This contract provides security lock box systems with an audit trail to provide non-destructive emergency access to commercial and residential property. The amount being requested for the three remaining option terms is **\$123,000**.

  
Assistant County Manager



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Dennis C. Moss      **DATE:** October 20, 2009  
and Members, Board of County Commissioners

**FROM:** R. A. Cuevas, Jr.      **SUBJECT:** Agenda Item No. 8(O)(1)(A)  
County Attorney *[Signature]*

Please note any items checked.

- "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
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's , 3/5's , unanimous ) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 8(O)(1)(A)  
10-20-09

RESOLUTION NO. \_\_\_\_\_

RESOLUTION WAIVING FORMAL BID PROCEDURES AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIODS FOR NON-COMPETITIVE CONTRACTS AWARDED UNDER THE COUNTY MAYOR OR THE COUNTY MAYOR DESIGNEE'S DELEGATED AUTHORITY FOR THE PURCHASE OF GOODS AND SERVICES AND AUTHORIZING THE USE OF CHARTER COUNTY TRANSIT SYSTEM SURTAX FUNDS FOR THE PURCHASE OF SOFTWARE MAINTENANCE AND SUPPORT

**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 waives formal bid procedures for the purchase of goods and services, and authorizes the County Mayor or County Mayor's designee to award such contracts, with authority to exercise options-to-renew established thereunder, pursuant to Section 5.03(D) of the Home Rule Charter and Section 2-8.1 of the County Code by a two-thirds (2/3s) vote of the Board Members present; and the Board further authorizes the County Mayor or the County Mayor's designee to execute any and all documents necessary to give effect to those renewals.

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:

Dennis C. Moss, Chairman  
Jose "Pepe" Diaz, Vice-Chairman

Bruno A. Barreiro	Audrey M. Edmonson
Carlos A. Gimenez	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Dorin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 20<sup>th</sup> day of October, 2009. This resolution shall become effective as follows: (1) 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, and (2) either i) the Citizens' Independent Transportation Trust (CITT) has approved same, or ii) in response to the CITT's disapproval, the County Commission re-affirms its award by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final.

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

HARVEY RUVIN, CLERK

Approved by County Attorney as  
to form and legal sufficiency.



Bruce Libhaber

By: \_\_\_\_\_  
Deputy Clerk

**Item No. 1**

**Contract No.:** SS7405-4/12-1

**Contract Title:** **Transched Software Maintenance/Support Agreement**

**Description:** It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the three remaining Option-to-Renew (OTR) periods to provide software maintenance and support services for the Transched Software for the Miami-Dade Transit Department (MDT). This contract provides MDT with the Transit Operations System (TOS) that assigns bus and rail routes to operators, monitors driver's schedule, daily work, payroll transactions, work performance and vacation schedules. The contract is in its first OTR which expires October 10, 2009. Exercising the three remaining OTRs will bring the cumulative value of the contract over \$100,000.

<b>Initial Contract Term and Usage:</b>	October 11, 2007 to October 10, 2008	\$ 47,000
<b>First OTR and Usage:</b>	October 11, 2008 to October 10, 2009	\$ 40,000
<b>Second OTR and Estimated Usage:</b>	October 11, 2009 to October 10, 2010	\$ 48,000
<b>Third OTR and Estimated Usage:</b>	October 11, 2010 to October 10, 2011	\$ 58,000
<b>Fourth OTR and Estimated Usage:</b>	October 11, 2011 to October 10, 2012	<u>\$ 69,000</u>
<b>Cumulative Value:</b>		<b>\$262,000</b>

\* Option-to-Renew term values vary based on pre-negotiated contract rates.

**Allocation, Managing Agency and Funding Source:**

<u>Allocation</u>	<u>Department</u>	<u>Funding Source</u>
\$48,000	MDT	MDT Operating Fund

**Contract Measure:** No measure

**Review Committee Date and Item No.:** Not applicable

**Local Preference:** Not applicable

**Living Wage:** The Living Wage Ordinance does not apply.

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**User Access Program:** The contract includes the User Access Program provision. The 2% program discount will be collected on each purchase where permitted by the funding source.

<b>Vendor:</b> •Transched Systems, LLC (Non-local vendor)	<b>Address</b> 80 Tiverton Court #800 Markham, Canada L3R OG4 OT Canada	<b>Principal</b> David Kenney
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**Performance Data:** There are no performance issues with the awarded firm.

**Compliance Data:** There are no compliance issues with the awarded firm.

**Contract Managers:** Margaret Waters, Department of Procurement Management  
Rosie Perez, Miami-Dade Transit Department

**JUSTIFICATION**

This contract is utilized by Miami-Dade Transit Department (MDT) for ongoing maintenance support and technical services for the Transit Operations System (TOS) computer software used to monitor drivers' schedules, assign routes, daily work, payroll transactions, vacation and work performance. TOS was developed and customized for MDT. Transched LLC has proprietary ownership of the software, maintenance, and support services. This System integrates with the County Bus Operators Payroll, the Computer Aided Dispatch and Automatic Vehicle Location, and Random Drug and Alcohol Systems. Maintaining support for this software allows MDT to honor the clauses of the Transport Workers Union contract pertaining to the operators. It is therefore in the best interest of the County to exercise the remaining option to renew periods.

**Item No. 2**

**Contract No.:** BW8203-3/12

**Contract Title:** **Water and Sewer Billing System Professional Support Services**

**Description:** It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the three remaining Option-to-Renew (OTR) periods to purchase professional support services for the Pitney Bowes software utilized by the Miami-Dade Water and Sewer Department (WASD). The Pitney Bowes applications are utilized by WASD for bill generation, address and zip code validation, printing, mail sorting and field order processing. The contract is in its initial term which expires on October 31, 2009. Exercising the three remaining OTRs will bring the cumulative value of the contract over \$100,000.

<b>Initial Contract Term and Estimated Usage:</b>	November 2, 2007 to October 31, 2009	\$ 98,000
<b>First OTR and Estimated Usage:</b>	November 1, 2009 to October 31, 2010	\$ 51,000
<b>Second OTR and Estimated Usage:</b>	November 1, 2010 to October 31, 2011	\$ 52,000
<b>Third OTR and Estimated Usage:</b>	November 1, 2011 to October 31, 2012	<u>\$ 53,000</u>
<b>Cumulative Value:</b>		<b>\$ 254,000</b>

<b>Allocation, Managing Agency and Funding Source:</b>	<u>Allocation</u> \$98,000	<u>Department</u> WASD	<u>Funding Source</u> Proprietary Revenue
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**Contract Measure:** No measure

**Review Committee Date:** January 24, 2007; Item #2-04

**Local Preference:** Not applicable

**Living Wage:** The Living Wage Ordinance does not apply.

**User Access Program:** The contract includes the User Access Program Provision. The 2% program discount will be collected on all purchases.

<b>Vendor:</b>	<b>Address</b>	<b>Principal</b>
•Pitney Bowes Software, Inc. (Non-local vendor)	4200 Parliament Place Suite 600 Lanham, MD 20706	Robert Mcleod
<b>Performance Data:</b>	There are no performance issues with the awarded firm.	
<b>Compliance Data:</b>	There are no compliance issues with the awarded firm.	
<b>Contract Managers:</b>	Dakota Thompson, Department of Procurement Management  George Par, Miami-Dade Water and Sewer Department	

**JUSTIFICATION**

This contract provides the Miami-Dade Water and Sewer Department (WASD) with professional support services for the Pitney Bowes, Inc. proprietary software applications that assist with billing and collection. The Pitney Bowes applications are utilized by WASD for bill generation, address and zip code validation, printing, mail sorting and field order processing for approximately 1.6 million bills processed annually by WASD. The software was originally acquired by the County as part the implementation of the WASD Customer Information System. Ongoing maintenance and support services for the applications are proprietary to Pitney Bowes, Inc. It is therefore in the best interest of the County to exercise the remaining option to renew periods.

**Item No. 3**

**Contract No.:** SS8515-3/13

**Contract Title:** **KeySecure 3 System**

**Description:** It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the three remaining Option-to-Renew (OTR) periods to purchase lock box systems for the Miami-Dade Fire Rescue Department (MDFR). This contract provides security lock box systems with an audit trail to provide non-destructive emergency access to commercial and residential property. The contract is in its initial two-year term which expires on January 31, 2010. Exercising the three remaining OTR periods will bring the cumulative value of the contract over \$100,000.

<b>Initial Contract Term and Usage:</b>	February 1, 2008 to January 31, 2010	\$ 74,000
<b>First OTR and Estimated Usage:</b>	February 1, 2010 to January 31, 2011	\$ 39,000
<b>Second OTR and Estimated Usage:</b>	February 1, 2011 to January 31, 2012	\$ 41,000
<b>Third OTR and Estimated Usage:</b>	February 1, 2012 to January 31, 2013	<u>\$ 43,000</u>
<b>Cumulative Value:</b>		<b>\$197,000</b>

<b>Allocation, Managing Agency and Funding Source:</b>	<b><u>Allocation</u></b>	<b><u>Department</u></b>	<b><u>Funding Source</u></b>
	\$73,880	MDFR	Fire District Funds

**Contract Measure:** No measure

**Review Committee Date:** Not applicable

**Local Preference:** Not applicable

**Living Wage:** The Living Wage Ordinance does not apply.

**User Access Program:** This contract includes the User Access Program provision. The 2% program discount will be collected on all purchases.

<b>Vendor:</b>	<b>Address</b>	<b>Principal</b>
•Knox Associates, Inc. (Non-local vendor)	1601 W Deer Valley Road Phoenix, AZ 85027	Bill Brown

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**Performance Data:** There are no performance issues with the awarded firm.

**Compliance Data:** There are no compliance issues with the awarded firm.

**Contract Managers:** Dakota Thompson, Department of Procurement Management  
Marianela Betancourt, Miami-Dade Fire Rescue

**JUSTIFICATION**

This contract provides the Miami-Dade Fire Rescue Department (MDFR) with security lock box systems with an audit trail to provide non-destructive emergency access to commercial and residential property. These lock box systems have unique identification key pins that can gain access to commercial and residential property reducing response time, property damage and the liability for lost keys. The Systems provided by Knox Associates, Inc. are proprietary. MDFR adopted the security lock box system for commercial, residential, and gated communities throughout the County to comply with the National Fire Prevention Association (NFPA) Fire Code. The unique identification key pins provide access, security, and accountability for MDFR personnel responding to an incident. The Knox Key System provides accessibility and uniformity throughout all communities in accordance with the NFPA Code requirements. It is therefore in the best interest of the County to exercise the remaining option to renew periods.