

# Memorandum



**Date:** November 17, 2009

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

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

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "Burgess", written over the printed name of George M. Burgess.

**Subject:** Resolution Requesting Authority to Exercise Option-to-Renew Periods Under Existing Competitively Bid Contracts that Would Bring the Cumulative Contract Value to More than \$1 Million

## **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 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 item 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 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 contract listed in the accompanying package.

## **Background**

The competitively bid contract listed in this item requires approval to exercise OTRs contained in the contract that would, if exercised, bring the cumulative value of the contract over \$1 million. This contract was awarded under the County Mayor or County Mayor's designee's delegated authority (\$1 million for 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 that continuing to purchase from the awarded vendor 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: A/C Duct Cleaning/Sanitizing Service (Pre-qualification)** seeks authority to exercise the second OTR period to purchase A/C duct cleaning and sanitizing services for several County departments. The amount being requested for the second option term is **\$396,000**.

**Item No. 2: Clear View Mattresses and Pillows** seeks authority to exercise the third OTR period to purchase clear view mattresses and pillows for the Miami-Dade Corrections & Rehabilitation Department. The amount being requested for the third option term is **\$345,000**.

**Item No. 3: Polygraph Services** seeks authority to exercise the remaining OTR period to purchase polygraph services for several County departments. The amount being requested for the remaining option term is **\$400,000**.

**Item No. 4: Package Terminal Air Conditioners (PTAC), Dehumidifying Equipment and Accessories** seeks authority to exercise the second OTR period to purchase package terminal air conditioners, dehumidifying equipment and accessories for several County departments. The amount being requested for the second option term is **\$360,000**.

**Item No. 5: Digital Geo-Reference Oblique Aerial** seeks authority to exercise the second OTR period for software maintenance and support services to the existing digital geo-reference oblique aerial for the Property Appraiser and the Enterprise Technology Services Department. The amount being requested for the second option term is **\$328,000**.

  
Assistant County Manager



**MEMORANDUM**  
(Revised)

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

**DATE:** November 17, 2009

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

**SUBJECT:** Agenda Item No. 8(O)(1)(B)

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)(B)  
11-17-09

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

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXECISE OPTION-TO-RENEW PERIODS FOR COMPETITIVE CONTRACTS AWARDED UNDER THE COUNTY MAYOR OR THE COUNTY MAYOR DESIGNEE'S DELEGATED AUTHORITY FOR THE PURCHASE OF GOODS AND SERVICES AND AUTHORIZES THE USE OF CHARTER COUNTY TRANSIT SYSTEM SURTAX FUNDS FOR THE PURCHASE OF GOODS AND SERVICES

**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 delegates to the County Mayor or County Mayor's designee the authority to exercise, in his discretion, the options-to-renew set forth in this item when in the best interest of Miami-Dade County; 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:

The Chairperson thereupon declared the resolution duly passed and adopted this 17<sup>th</sup> day of November, 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

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

Approved by County Attorney as  
to form and legal sufficiency.



Hugo Benitez

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**Item No. 1**

**Contract No.:** 4388-3/11-1

**Contract Title:** **A/C Duct Cleaning / Sanitizing Service (Pre-qualification)**

**Description:** It is recommended that the Board authorize the County Mayor or County Mayor's designee, to exercise the second Option-to-Renew (OTR) period for a contract to purchase A/C Duct Cleaning and Sanitizing Services for several County departments. The contract is in its first OTR period which expires on November 30, 2009. Exercising the second OTR will bring the cumulative value of the contract to \$1,138,000.

<b>Initial Contract Term and Estimated Usage:</b>	December 1, 2006 through November 30, 2008	<b>\$ 432,000*</b>
<b>First OTR and Estimated Usage:</b>	December 1, 2008 through November 30, 2009	<b>\$ 310,000**</b>
<b>Second OTR and Estimated Usage:</b>	December 1, 2009 through November 30, 2010	<b><u>\$ 396,000***</u></b>
<b>Cumulative Value:</b>		<b>\$1,138,000</b>

Includes the following modifications:

\*\$45,000 to allow the General Services Administration to access the contract for required services at the Vizcaya building; \$27,000 to allow the Corrections and Rehabilitation Department to access the contract for required services at various facilities throughout the county.

\*\*\$65,900 to enable the Miami-Dade Fire Rescue to purchase services for additional locations; \$28,000 to enable the Miami-Dade Aviation Department to correct unforeseen air quality issues at three locations.

\*\*\*\$55,000 to enable the Miami-Dade Police Department to purchase services for additional locations; \$27,000 to enable the Miami-Dade Aviation Department to correct unforeseen air quality issues at three locations.

**Allocation, Managing Agencies and Funding Sources:**

<b><u>Allocation</u></b>	<b><u>Department</u></b>	<b><u>Funding Source</u></b>
\$ 80,000	Aviation	Proprietary Funds
\$ 8,000	Corrections	General Fund
\$101,000	Fire	Fire District Funds

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	\$ 67,000	GSA	Internal Service Fund
	\$100,000	Police	General Fund General Fund /
	\$ 15,000	Park & Recreation	Proprietary Funds
	\$ 15,000	Water & Sewer	Proprietary Funds
	<u>\$ 10,000</u>	Housing	Federal Funds /
<b>Total:</b>	\$396,000 for one year		Proprietary Funds

**Contract Measure:** Small Business Enterprise (SBE) Bid Preference

**Review Committee Date:** May 3, 2006; Item# 6-09

**Local Preference:** Applied in accordance with the Local Preference Ordinance.

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

**User Access Program:** The contract includes the User Access Program provision. The 2% program discount is being collected on all purchases where permitted by the funding source.

<b>Vendors:</b>	<b>Address</b>	<b>Principal</b>
•Airmax Service Corp (Local vendor)	6210 SW 78 <sup>th</sup> Street Miami, FL 33143	Michael Lorian
•Ductmaster USA Inc (Local vendor)	3644 NW 16 <sup>th</sup> Street Ft Lauderdale, FL 33311	Roger M Herbe

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

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

**Contract Managers:** Jose Sanchez, Department of Procurement Management  
  
Neivy Garcia, Miami-Dade Aviation Department  
  
Mohammad Haq, Miami-Dade Corrections and Rehabilitation Department  
  
Marisabel Benedict, Miami-Dade Fire Rescue Department  
  
Lucy Romano, General Services Administration  
  
Cassandra Gainey, General Services Administration  
  
Marie Amedee, Miami-Dade Police Department

Maria Quinoa, Miami-Dade Park & Recreation Department

Gregory Hicks, Miami-Dade Water and Sewer Department

Arlester Shorter, Miami-Dade Public Housing Agency

**JUSTIFICATION**

This contract provides air conditioning duct cleaning and sanitizing services to several departments throughout the County. This contract is awarded to two prequalified vendors, based on their quoted hourly labor rates, who provide spot market quotes for specific work. The established labor rates are firm and fixed for the initial term and all options-to-renew (OTR) periods. It is therefore in the best interest of the County to exercise the second OTR period.

**Item No. 2**

**Contract No.:** 8121-4/11-2

**Contract Title:** **Clear View Mattresses and Pillows**

**Description:** It is recommended that the Board authorize the County Mayor or his designee to exercise the third Option-to-Renew (OTR) period to purchase mattresses and pillows with clear covers for the Miami-Dade Corrections and Rehabilitation Department. The contract is in its second OTR period which expires on December 31, 2009. The Board of County Commissioners authorized the second OTR period via Resolution # R-1032-08 on October 7, 2008. Exercising the third OTR will bring the cumulative value to \$1,395,000.

<b>Initial Contract Term and Estimated Usage:</b>	January 4, 2007 to December 31, 2007	<b>\$ 350,000</b>
<b>First OTR and Estimated Usage:</b>	January 1, 2008 to December 31, 2008	<b>\$ 350,000</b>
<b>Second OTR and Estimated Usage:</b>	January 1, 2009 to December 31, 2009	<b>\$ 350,000</b>
<b>Third OTR and Estimated Usage:</b>	January 1, 2010 to December 31, 2010	<b><u>\$ 345,000*</u></b>
<b>Cumulative value:</b>		<b>\$1,395,000</b>

\*Includes a 1.6% price decrease based on the Consumer Price Index (All urban consumers in the Miami/Ft. Lauderdale area; not seasonally adjusted) per the terms and conditions of the contract. Future OTRs may include Consumer Price Index price adjustments.

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

<u>Allocation</u>	<u>Department</u>	<u>Funding Source</u>
\$345,000	Corrections	General Fund

**Total:** \$345,000 for one year

**Contract Measure:** Small Business Enterprise (SBE) Bid Preference

**Review Committee Date:** May 24, 2006; Item #6-01

**Local Preference:** Applied in accordance with the Local Preference Ordinance.

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

**User Access Program:** This contract includes the User Access Program provision.

The 2% program discount is being collected on all purchases.

**Vendor:**

•Pride Enterprises  
(Non-local vendor)

**Address**

12425 28<sup>th</sup> St. N.  
St. Petersburg, FL 33716

**Principal**

James J. Reeves

**Performance Data:**

There are no performance issues with the awarded firm.

**Compliance Data:**

There are no compliance issues with the awarded firm.

**Contract Managers:**

Abelin Rodriguez, Department of Procurement Management

Mohammad Haq, Corrections and Rehabilitation Department

**JUSTIFICATION**

This contract is utilized by Miami-Dade Corrections & Rehabilitation Department to purchase mattresses and pillows with clear vinyl covers for inmates. This type of bedding prevents contraband from being stored in the mattress and pillow. The clear vinyl cover also allows the bedding to be disinfected and reissued to another inmate. The contract is awarded to the bidder who provided the lowest price under full and open competition. Market research reflects that the contract pricing is in line with current market prices for these items. It is therefore in the best interest of the County to exercise the third option-to-renew period.

**Item No. 3**

**Contract No.:** EPP-RFP 503A-1(2)

**Contract Title:** **Polygraph Services**

**Description:** It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the remaining Option-to-Renew (OTR) period to purchase polygraph testing services. The contract is in its first OTR period which expires on January 12, 2010. Exercising the remaining OTR will bring the cumulative value of the contract to \$1,196,000.

<b>Initial Contract Term and Estimated Usage:</b>	April 17, 2006 through January 12, 2008	<b>\$ 396,000</b>
<b>First OTR and Estimated Usage:</b>	January 13, 2008 through January 12, 2010	<b>\$ 400,000*</b>
<b>Second OTR and Estimated Usage:</b>	January 13, 2010 through January 12, 2012	<b><u>\$ 400,000</u></b>
<b>Cumulative Value:</b>		<b><u>\$1,196,000</u></b>

\* This contract was modified to add an allocation for the Miami-Dade Transit Department.

**Allocation, Managing Agencies and Funding Sources:**

<u>Allocation</u>	<u>Department</u>	<u>Funding Source</u>
\$136,000	Corrections	General Fund
\$257,000	Police	General Fund
\$ 3,000	Public Works	Proprietary Revenue
<u>\$ 4,000</u>	Transit	MDT Operating
<b>Total:</b>	\$400,000 for two years	

**Contract Measure:** A Small Business Enterprise (SBE) Selection Factor

**Review Committee Date:** January 11, 2006 Item # 6-07

**Local Preference:** Applied in accordance with the Local Preference Ordinance.

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

**User Access Program:** The contract includes the User Access Program provision. The 2% program discount is being collected on all purchases where permitted by the funding source.

<b>Vendor:</b>	<b>Address</b>	<b>Principal</b>
•Jurney and Associates, Inc. (Local Vendor)	782 N.W. 42 Avenue, #421 Miami, FL 33126	Kent C. Jurney
<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>	Amado Gonzalez, Department of Procurement Management	
	Chamona Wynn, Miami-Dade Corrections and Rehabilitation Department	
	Edmundo Valdes, Miami-Dade Police Department	
	Luciano Soto, Public Works Department	
	Chang Lee, Miami-Dade Transit Department	

**JUSTIFICATION**

This contract provides pre-employment and specific issue polygraph services for various County departments. Pre-employment polygraph examinations are administered to detect possible information falsification on applications such as educational background, employment history, arrest and conviction history, and drug use. Specific issue polygraph examinations detect deception by applicants in specific areas. The services also include providing testimony as follow-up to applicant investigations.

This contract was competitively awarded through a full and open Request for Proposals process. The negotiated contract prices are firm and fixed for the initial term and all option-to-renew (OTR) periods. The County has benefited from stable pricing and continues to pay the original 2006 rates. It is therefore in the best interest of the County to exercise the remaining OTR to provide continuity of polygraph services.

**Item No. 4**

**Contract No.:** 8475-5/13-1

**Contract Title:** **Package Terminal Air Conditioners (PTAC),  
Dehumidifying Equipment and Accessories**

**Description:** It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the second Option-to-Renew (OTR) period to purchase package terminal air conditioners, dehumidifying equipment and accessories. The contract is in its first OTR period, which expires January 24, 2010. The Board of County Commissioners authorized the first OTR period via Resolution # R-1032-08 on October 7, 2008. Exercising the second OTR will bring the cumulative value to \$2,260,000.

<b>Initial Contract Term and Estimated Usage:</b>	January 25, 2008 to January 24, 2009	<b>\$ 850,000</b>
<b>First OTR and Estimated Usage:</b>	January 25, 2009 to January 24, 2010	<b>\$1,050,000</b>
<b>Second OTR and Estimated Usage:</b>	January 25, 2010 to January 24, 2011	<b><u>\$ 360,000*</u></b>
<b>Cumulative Value:</b>		<b>\$2,260,000</b>

\*Miami-Dade Public Housing Agency reduced their allocation from \$1,000,000 to \$310,000.

**Allocation, Managing Agencies and Funding Sources:**

<u>Allocation</u>	<u>Department</u>	<u>Funding Source</u>
\$310,000	Housing	Federal Funds / Proprietary Funds
<u>\$ 50,000</u>	Fire Rescue	Fire District Funds

**Total:** \$360,000 for one year

**Contract Measure:** No measure due to federal funding source

**Review Committee Date:** July 17, 2007; Item 5-01

**Local Preference:** Applied in accordance with the Local Preference Ordinance.  
**Living Wage:** The Living Wage Ordinance does not apply.

**User Access Program:** This contract does not include the 2% User Access Program provision due to federal funding source.

<b>Vendors:</b>	<b>Address</b>	<b>Principal</b>
•Century/AAA, LTD (Local vendor)	590 W. 84 <sup>th</sup> Street Hialeah, FL 33014	Anthony Dedesma
•Friedrich Air Conditioning Co. Ltd (Non-local vendor)	P.O. Box 1540 San Antonio, TX 78295-1540	Glenn A McLaren
•Harper Supply LLC. (Non-local vendor)	3301 Yale Street North St. Petersburg, FL 33734	Gerald E Harper
•Shelton Supply, Inc. (Non-local vendor)	972 Donnelly Avenue, Suite #2 Atlanta, GA 30310	Fawn M Shelton
•Span International Inc. (Non-local vendor)	4875 Olive Lane-N Plymouth, MN 55446	Anuj Suri
•Trane U S Inc. (Non-local vendor)	3600 Pammel Creek Road Lacrosse, WI 54601	John A Conover
•Transworld Services, Inc. (Local vendor)	2025 NW 102 <sup>nd</sup> Avenue, #101 Miami, FL 33172	Juan De Miguel

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

**Compliance Data:** There are no compliance issues for the awarded firms.

**Contract Managers:** Jose A Sanchez, Department of Procurement Management  
Mari Saydal-Hamilton, Miami-Dade Public Housing Agency  
Marianela Betancourt, Miami-Dade Fire Rescue Department

**JUSTIFICATION**

This contract is utilized by the Miami-Dade Public Housing Agency and Miami-Dade Fire Rescue Department to purchase package terminal air conditioners, dehumidifying equipment and accessories. Market research indicates that the current contract pricing is 37% lower on average than current market pricing. It is therefore in the best interest of the County to exercise the second option-to-renew period.

**Item No. 5**

**Contract No.:** EPP-RFP8444-5/13-1

**Contract Title:** **Digital Geo-Reference Oblique Aerial**

**Description:** It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the second Option-to-Renew (OTR) period to provide maintenance and support services to the existing digital geo-referenced oblique aerial imagery software for the Miami-Dade Property Appraiser (PA) and the Enterprise Technology Services (ETSD) departments. This contract is in its first OTR period which expires on February 13, 2010. Exercising the second OTR will bring the cumulative value of the contract to \$1,015,000.

<b>Initial Contract Term and Usage:</b>	February 14, 2008 to February 13, 2009	\$ 309,000
<b>First OTR and Estimated Usage:</b>	February 14, 2009 to February 13, 2010	\$ 378,000
<b>Second OTR and Estimated Usage:</b>	February 14, 2010 to February 13, 2011	<u>\$ 328,000</u>
<b>Cumulative Value:</b>		<b>\$1,015,000</b>

Note: Option to Renew term values vary based on pre-negotiated contract rates.

**Managing Agency and Funding Source:**

<u>Allocation</u>	<u>Department</u>	<u>Funding Source</u>
\$278,000	PA	General Fund
<u>\$100,000</u>	ETSD	Internal Service Fund
<b>Total:</b>	\$378,000 for one year	

**Contract Measure:** No measure

**Review Committee Date:** August 08, 2007, Item # 6-08

**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 is being collected on all purchases.

<b><u>Vendor:</u></b>	<b><u>Address</u></b>	<b><u>Principal</u></b>
• Pictometry International Corp.	100 Town Center Drive # A	Kenneth Anderson

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( Non-local Vendor)

Rochester, NY 14623

**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

Lazaro Solis, Property Appraiser

Mary Fuentes, Enterprise Technology Services Department

**JUSTIFICATION**

This contract provides the Miami-Dade County Property Appraiser (PA) and the Enterprise Technology Services departments (ETSD) with digital geo-referenced oblique aerial imagery software maintenance and support services. These services are essential to PA due to the statutory requirements of the State of Florida requiring a physical inspection of all parcels within the limits of Miami-Dade County at least once every five years. These inspections are conducted through geo referenced oblique aerial photography. The primary focus of each inspection is to ensure that each property within Miami-Dade County is accurate for Ad Valorem purposes and meets the legal requirement of F.S. 193.023. The oblique aerial imagery software also assists PA in the defense of assessments during appeals, and in indentifying un-permitted improvements on properties.

ETSD utilizes the oblique aerial photography services to view the digital mapping data that supports the Geographic Information System (GIS) applications utilized throughout the County. Use of the photography services allows the County to publicly display images on the Miami-Dade County portal to assist citizens in property searches and queries over the Internet as well as use of the product and imagery in all county operations.

Ongoing maintenance and support services for the digital geo-referenced oblique aerial imagery software are proprietary to Pictometry International Corporation. It is in the best interest of the County to exercise the second Option-to-Renew period to ensure continuity of services to the County.