

Memorandum



Date: July 20, 2010

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

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

From: George M. Burgess
County Manager

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. There is no additional fiscal impact beyond what is stated on the individual items in this package. Allocations have been rounded consistent with standard auditing practices.

Track Record/Monitor

There are no known performance issues with the vendor recommended for award in the accompanying agenda item. The 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.

The contracts in this package were awarded prior to the effective date of Ordinance 09-52 which requires the Mayor to obtain Board authorization to award contracts where the renewal options

would bring the cumulative value of the contract above one million dollars (\$1,000,000).

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: Work Uniforms seeks authority to exercise the second OTR period for purchase of work uniforms for various County departments. The amount being requested for the first option term is **\$318,000**.

Item No. 2: Photographic Processing Services & Supplies seeks authority to exercise the third OTR period for purchase of photographic processing services and supplies for various County departments. The amount being requested for the third option term is **\$141,000**.



Assistant County Manager



MEMORANDUM

(Revised)

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

DATE: July 20, 2010

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

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

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)
7-20-10

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIODS FOR CERTAIN COMPETITIVE CONTRACTS DESCRIBED IN THE ITEM, SUBJECT TO THE MONETARY LIMITATIONS SET FORTH THEREIN, 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 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:

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
Dorrin D. Rolle	Natacha Seijas
Katy Sorenson	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 20th day of July, 2010. 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 the Board, and (2) either i) the Citizen's Independent Transportation Trust (CITT) has approved same, or ii) in response to the CITT's disapproval, the County Commission reaffirms 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

Item 1**Contract No.:** 8657-4/13-1**Contract Title:** Work Uniforms

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 purchase of work uniforms for various County departments. The contract is in its first OTR period, which expires on September 30, 2010. The contract has three, one-year OTRs remaining. Exercising the second OTR will bring the cumulative value of the contract over \$1 million.

Initial Contract Term and**Usage:** October 1, 2008 to September 30, 2009 \$ 489,000**First OTR and Usage:** October 1, 2009 to September 30, 2010 \$ 352,000**Second OTR and Estimated****Usage:** October 1, 2010 to September 30, 2011 \$ 318,000**Cumulative Value:** \$1,159,000

This contract includes the following modifications:

Term	Department	Amount of Change	Type of Change
First OTR	Corrections and Rehabilitation, Park and Recreation, Public Works, Seaport, and Water and Sewer	(\$172,000)	Decrease due to budget considerations.
First OTR	Solid Waste Management	\$35,000	Increase
Second OTR	Corrections and Rehabilitation, Public Works, and Solid Waste	(\$34,000)	Decrease due to reduced need.

Using/Managing Departments and Funding Sources:

Departments	Allocation	Funding Source	Contract Manager
Corrections and Rehabilitation	\$ 21,000	General Fund	Mohammed Haq
Park and Recreation	\$ 52,000	General Fund / Proprietary Funds	Debbie Frost
Public Housing Agency	\$ 22,000	Federal Funds	Indira Rajkumar
Public Works	\$ 32,000	General Fund / Proprietary Funds	Orky Rodriguez
Solid Waste Management	\$100,000	Proprietary Funds	Olga Espinosa-Anderson

Water and Sewer	<u>\$ 91,000</u>	Proprietary Funds	Gregory Hicks
Total:	\$318,000		

Vendors:	Address	Principal
Global Trading, Inc. (Local Vendor)	3399 NW 72 Avenue #129 Miami, FL 33122	Viraj Wikramanayake
Monica Manufacturing, Inc. (Local Vendor)	2605 West 8 Avenue Hialeah, FL 33010	Elizabeth Baltodano

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

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

Contract Measure: Small Business Enterprise Set Aside

Review Committee Date: March 19, 2008; Item #2-02

Local Preference: Applied in accordance with the Local Ordinance where permitted by funding source.

Living Wage: The services being provided are not covered under the Living Wage Ordinance

User Access Program: The User Access Program provision will apply. The 2% program discount is being collected on all purchases.

DPM Contract Manager: Abelin Rodriguez

JUSTIFICATION

This contract is utilized by various County departments for purchase of work uniforms for maintenance employees and field staff. Market research indicates current market prices are at least eight percent higher than the County's contract pricing. The City of Ft. Lauderdale's contract is 23% higher than the County's. The contract allows a price adjustment based on the Consumer Price Index (CPI) for the Miami – Ft. Lauderdale area. The most recent CPI report (April) for the region shows a general increase in prices of 0.9%. The two vendors have not requested adjustments to the awarded contract prices. It is therefore in the best interest of the County to exercise the second option-to-renew period for continuity of services.

Item 2

Contract No.: 8211-4/12-2

Contract Title: **Photographic Processing Services & Supplies**

Description: It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the third Option-to-Renew (OTR) period for photographic processing services and supplies for various County departments. The contract is in its second OTR period, which expires September 30, 2010. The contract has two, one-year OTRs remaining. Exercising the third OTR period will bring the cumulative value of the contract over \$1 million.

Initial Contract Term and

Usage:	October 1, 2007 to September 30, 2008	\$ 455,000
First OTR and Usage:	October 1, 2008 to September 30, 2009	\$ 288,000
Second OTR and Usage:	October 1, 2009 to September 30, 2010	\$ 163,000
Third OTR and Estimated Usage:	October 1, 2010 to September 30, 2011	<u>\$ 141,000</u>
Cumulative Value:		\$1,047,000

Using/Managing Departments and Funding Sources:

Departments	Allocation	Funding Sources	Contract Managers
Building Code Compliance Office	\$ 3,000	Proprietary Funds	Ava Hendrix
Department Of Environmental Resource Management	\$ 6,000	Proprietary Funds	John Lariosa
Government Information Center	\$ 16,000	General Fund	Deborah Dean
Department Of Human Services	\$ 10,000	General Fund, State Funds and Federal Funds	Kayra King
Medical Examiner Department	\$ 22,000	General Fund	Sergio Bonilla
Miami-Dade Transit	\$ 10,000	MDT Operating Funds	Angel Castro
Miami-Dade Police Department	\$ 34,000	General Fund	Laura Romano
Miami-Dade Park & Recreation	\$ 5,000	General Fund/ Proprietary Funds	Bill Solomon
Seaport Department	\$ 3,000	Proprietary Funds	Phillip Rose
Department Of Solid Waste Management	\$ 2,000	Proprietary Funds	Olga Espinosa-Anderson

Miami-Dade Public Housing Agency	\$ 5,000	Federal Funds	Arlester Shorter
Miami-Dade Water & Sewer Department	<u>\$ 25,000</u>	Proprietary Funds	Gregory Hicks
Total:	\$141,000		

Vendors:	Address	Principal
Pitman Photo, Inc. (Local Vendor)	13911 South Dixie Highway Miami, FL 33176	Lowel Elsea
Hot Shots Studio, Inc. (Local Vendor)	152 NW 57 Ave.nue Miami, FL 33126	Edgar H. Villegas

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

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

Contract Measure: The Small Business Enterprise Bid Preference is applied at the point of competition.

Local Preference: The Local Preference Ordinance applies to spot market quotes.

Living Wage: The services being provided are not covered under the Living Wage Ordinance

User Access Program: The User Access Program provision will apply. The 2% program discount is being collected on all purchases.

DPM Contract Manager: Martha Perez-Garviso, Department of Procurement Management

JUSTIFICATION

This contract provides photographic processing services and supplies for various County departments including the Medical Examiner and Miami-Dade Police Department for the processing of critical documents involving criminal cases and identification records. The Miami-Dade Water and Sewer Department uses this contract as a documentation tool for proof of damage to pipes and County property.

The contract established a pre-qualified pool of bidders to allow spot market competitions for each purchase, assuring the opportunity to obtain the most competitive pricing. Vendors who meet the criteria established in the original solicitation may be added during the term of the contract, which increases competition. The contract is listed on the Department of Procurement Management's e-Procurement site thereby establishing a perpetual advertisement to enhance the number of qualified pool members. It is therefore in the best interest of the County to exercise the third option-to-renew period for continuity of services.