

# Memorandum



**Date:** December 7, 2010

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

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

**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.*** 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 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 \$1 million. Each of the contracts were 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

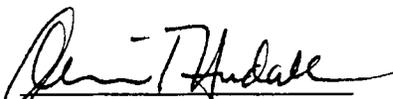
lead time. It may also include commercial factors such as environmental issues, other governmental entity practices, industry trends, support and capabilities. The OTRs for each contract in this package will be executed if determined to be in the best interest of the County.

**Item No. 1: Liquid Level Control System (Pre-qualification)** seeks authority to exercise the fourth OTR period for purchase of units, parts, service, and installations of liquid level control systems for the Miami-Dade Water and Sewer Department. The amount being requested for the fourth option term is **\$454,000**.

**Item No. 2: Janitorial Services for the Joseph Caleb Center** seeks authority to exercise the second OTR period for purchase of janitorial services for the Joseph Caleb Center. The amount being requested for the second option term is **\$225,000**.

**Item No. 3: Refurbished Telecom Equipment (Pre-qualification)** seeks authority to exercise the fourth OTR period for purchase of refurbished telecommunications equipment for the Enterprise Technology Services Department. The amount being requested for the fourth option term is **\$220,000**.

**Item No. 4: Towing Services County Vehicles** seeks authority to exercise the second OTR period for purchase of towing services for various County departments. The amount being requested for the second option term is **\$1,438,000**.

  
Assistant County Manager



# MEMORANDUM

(Revised)

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

**DATE:** December 7, 2010

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

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

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)(F)  
12-7-10

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 TRANSPORTATION 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	Lynda Bell
Audrey M. Edmonson	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Joe A. Martinez	Jean Monestime
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 7<sup>th</sup> day of December, 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.:** 5469-6/13-3

**Contract Title:** Liquid Level Control System (Pre-qualification)

**Description:** It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the fourth Option-to-Renew (OTR) to purchase units, parts, service, and installations of liquid level control systems for the Miami-Dade Water and Sewer Department. The contract is in its third OTR period which was approved by the Board on December 15, 2009 (R-1429-09) and expires December 31, 2010. The contract has three one-year OTRs remaining. Exercising the fourth OTR will bring the cumulative value of the contract to \$1,807,000.

<b>Initial Contract Term and Usage:</b>	January 29, 2007 to December 31, 2007	\$ 195,000
<b>First OTR and Usage:</b>	January 1, 2008 to December 31, 2008	\$ 250,000
<b>Second OTR and Usage:</b>	January 1, 2009 to December 31, 2009	\$ 454,000
<b>Third OTR and Usage:</b>	January 1, 2010 to December 31, 2010	\$ 454,000
<b>Fourth OTR and Estimated Usage:</b>	January 1, 2011 to December 31, 2011	<u>\$ 454,000</u>
<b>Cumulative Value:</b>		<b>\$1,807,000</b>

Includes the following modifications:

<b>Term</b>	<b>Department</b>	<b>Amount of Change</b>	<b>Type of Change</b>
Initial Term	Water and Sewer	\$45,000	Increase due to need to address emergencies
First OTR	Water and Sewer	\$55,000	Increase due to additional needs to maintain system controllers/ emergencies
Second OTR	Water and Sewer	\$204,000	Increase due to need to convert 17 City of Miami Spring sewer stations, acquired by the County.

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**Using/Managing Department and Funding Source:**

<b>Department</b>	<b>Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
Water and Sewer	<u>\$454,000</u>	Proprietary Funds	Gregory Hicks
<b>Total:</b>	<b>\$454,000</b>		

<b>Vendors:</b>	<b>Address</b>	<b>Principal</b>
Multitrode, Inc. (Non-local vendor)	990 S. Rogers Circle Suite 3 Boca Raton, FL 33487	Barbara J. Macneilly
Alttec Corporation (Non-local vendor)	4260 114 <sup>th</sup> Terrace North Clearwater, FL 33762	John D. Cattel
M.P. Electronics, Inc. (Non-local vendor)	2464 Vulcan Road Apopka, FL 32703	Mark S. McCartney
John Mader Enterprises (Non-local vendor)	18161 N. Tamiami Trail North Ft. Myers, FL 33903	John R. Mader

**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 Bid Preference

**Review Committee Date:** July 26, 2006; Item #6-02

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

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

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

**DPM Contract Manager:** Albert Falcon

**JUSTIFICATION**

The Miami-Dade Water and Sewer Department (WASD) uses this contract to purchase units, parts, service, and installations of liquid level control systems. The control systems are installed in all standard lift stations in the County's sewage collection systems. The contract established a pre-qualified pool of vendors that allow for spot market competitions. Vendors who meet the criteria established in the original solicitation may be added during the term of the contract, which increases competition. The method of award ensures the County receives the best pricing available in the market at the time the department requires the commodity or service. The lift station control system addresses an ongoing operational needs of automatically purging wastewater wells and preventing overflows. It is therefore in the best interest of the County to exercise the fourth option-to-renew.

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**Item 2**

**Contract No.:** EPP-RFP8275

**Contract Title:** Janitorial Services for the Joseph Caleb Center

**Description:** It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the second Option-to-Renew (OTR) period for janitorial services for the Joseph Caleb Center (JCC). JCC is comprised of three buildings with approximately 99,000 square feet. Janitorial services are provided to maintain a clean and safe facility for the public and County employees who work in these buildings. The contract is in its first OTR period which expires December 30, 2010. The contract has three, one-year OTRs remaining. Exercising the second OTR will bring the cumulative value of the contract to \$1,093,000.

**Initial Contract Term and**

<b>Usage:</b>	July 1, 2007 to June 30, 2009	\$ 480,000
<b>First OTR and Usage:</b>	July 1, 2009 to December 30, 2010	\$ 388,000
<b>Second OTR and Usage:</b>	December 31, 2010 to December 30, 2011	\$ <u>225,000</u>

**Cumulative Value:** **\$1,093,000**

Includes the following modifications:

<b>Term</b>	<b>Department</b>	<b>Amount of Change</b>	<b>Type of Change</b>
First OTR	General Services Administration	\$21,000	Increase (Living Wage)
First OTR	General Services Administration	\$128,000	Proration (Contract Extension)

**Using/Managing Departments and Funding Sources:**

<b>Department</b>	<b>Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
General Services Administration	<u>\$225,000</u>	Internal Service Funds	Adrian Callwood
<b>Total:</b>	<b>\$225,000</b>		

<b>Vendor:</b>	<b>Address</b>	<b>Principal</b>
Vista Building Maintenance Services, Inc (Local vendor)	8200 Coral Way Miami, FL 33155	James Haley

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

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

**Contract Measure:** Small Business Enterprise Set-Aside

- Local Preference:** Applied in accordance with Local Preference Ordinance.
- Living Wage:** The services being provided are 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 where permitted by funding source.
- DPM Contract Manager:** Amado Gonzalez, Procurement Contracting Officer

**JUSTIFICATION**

This contract provides janitorial services for the Joseph Caleb Center. The prices are guaranteed for the contract term and option to renew periods. Adjustments to the janitorial supply component of the contract price are allowable based on changes in the Consumer Price Index, and adjustments to the labor prices are also allowed pursuant to the County's Living Wage Ordinance. The current term was extended in order to negotiate better prices in light of budgetary challenges. Through market research and an assessment of the services being provided, it was determined that service levels could be altered to achieve a cost savings without affecting the quality. Negotiations with the vendor resulted in modified service levels and price reductions. These are essential services for the effective operation of three buildings. The pricing on this contract is now in line with other County janitorial contract pricing. It is therefore in the County's best interest to exercise the second option to renew period.

**Item 3**

**Contract No.:** 6327-9/16-3

**Contract Title:** **Refurbished Telecom Equipment (Pre-Qualification)**

**Description:** It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the fourth Option-to-Renew (OTR) to obtain refurbished telecommunications equipment for the Enterprise Technology Services Department. The contract is in its third OTR as approved by the Board on December 15, 2009 (R-1429-09), and expires December 31, 2010. The contract has six one-year OTRs remaining. Exercising the fourth OTR will bring the cumulative value of the contract to \$1,820,000.

**Initial Contract Term and**

<b>Usage:</b>	January 4, 2007 to December 31, 2007	\$ 500,000
<b>First OTR and Usage:</b>	January 1, 2008 to December 31, 2008	\$ 400,000
<b>Second OTR and Usage:</b>	January 1, 2009 to December 31, 2009	\$ 400,000
<b>Third OTR and Usage:</b>	January 1, 2010 to December 31, 2010	\$ 300,000
<b>Fourth OTR and Estimated Usage:</b>	January 1, 2011 to December 31, 2011	<u>\$ 220,000</u>
<b>Cumulative Value:</b>		<b>\$1,820,000</b>

Includes the following modifications:

<b>Term</b>	<b>Department</b>	<b>Amount of Change</b>	<b>Type of Change</b>
Third OTR	Enterprise Technology Services	(\$100,000)	Decrease due to Reduced Need
First OTR	Enterprise Technology Services	(\$80,000)	Decrease due to Reduced Need

**Using/Managing Departments and Funding Sources:**

<b>Department</b>	<b>Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
Enterprise Technology Services	<u>\$220,000</u>	Internal Service Funds	Manny Fernandez
<b>Total:</b>	<b>\$220,000</b>		

<b>Vendor:</b>	<b>Address</b>	<b>Principal</b>
Enterprise Systems Corporation (Non-local vendor)	4325 W. Sam Houston Parkway Houston, TX 77043	Darlene Gonzalez

Cableexpress Corp (Non- local vendor)	5404 South Bay Road Syracuse, NY 13212	Lina Yusim
Kaisercomm Inc (Non- local vendor)	4362 Round Lake Road West St. Paul, MN 55112	Bruce Marlin
Empire Technologies LLC (Non- local vendor)	246 Industrial Way West Eatontown, NJ 07724	Cordell Toson
Siemens Enterprise Communications (Non- local vendor)	1001 Yamato Road Boca Raton, FL 33487	Rafael Muina
Telesource Services LLC (Non- local vendor)	1450 Highwood East Pontiac, MI 48340	Michael J. Woods
Vibes Technologies Inc (Non- local vendor)	100 South 5 <sup>th</sup> Street Suite 1075 Minneapolis, MN 55402	Nick Toscano
Liberty Communications Inc (Non- local vendor)	680 Hale Avenue North Suite 170 Oakdale, MN 55128	Boyd R. Petru
Midwest Telecom Resellers LLC (Non-local vendor)	1288 Research Boulevard St. Louis, MO 63132	Scott C. Ross
A-1 Teletronics Inc (Non- local vendor)	2510 118 <sup>th</sup> Avenue North St. Petersburg, FL 33716	Michael Galinski
Creative Communication Company of Florida (Non- local vendor)	700 7 <sup>th</sup> Avenue North St. Petersburg, FL 33701	James Layton
Miami Business Telephones (Local vendor)	4933 SW 74 <sup>th</sup> Court Miami, FL 33155	Nestor Collantes

**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 Bid Preference

**Review Committee Date:** October 18, 2006, Item #6-03

**Local Preference:** Will be applied in accordance with the Local Preference Ordinance.

**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:** Erick Martinez

**JUSTIFICATION**

This contract is used by the Enterprise Technology Services Department (ETSD) to purchase refurbished telecommunications equipment. The contract established a pre-qualified pool of vendors that allow for spot market competitions. Vendors who meet the criteria established in the original solicitation may be added during the term of the contract, which increases competition. This method of award ensures that the County receives the best pricing available in the market at the time the department requires this commodity.

The County saves money by purchasing less expensive refurbished equipment in situations when it is not necessary to purchase new equipment at full price. This is an essential contract to support countywide telecommunications. It is therefore in the best interest of the County to exercise the fourth option-to-renew for continuity of services.

**Item 4**

**Contract No.:** 8736-5/14-1

**Contract Title:** Towing Services County Vehicles

**Description:** It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the second Option-to-Renew (OTR) period for towing services for various County departments. The contract is in its first OTR period as approved by the Board on November 3, 2009 (R-1275-09), and expires December 31, 2010. The contract has three, one-year OTRs remaining. Exercising the second OTR will bring the cumulative value of the contract to \$4,372,000.

**Initial Contract Term and**

<b>Usage:</b>	December 15, 2008 to November 30, 2009	\$1,467,000
<b>First OTR and Usage:</b>	December 1, 2009 to December 31, 2010	\$1,467,000
<b>Second OTR and Estimated Usage:</b>	January 1, 2011 to December 31, 2011	<u>\$1,438,000</u>
<b>Cumulative Value:</b>		<b>\$4,372,000</b>

Includes the following modifications:

Term	Department	Amount of Change	Type of Change
First OTR	All participating departments	Term Adjustment Only	Starting date of OTR term was adjusted to December 1
First OTR	All participating departments	Term Adjustment Only	Ending date of OTR term was adjusted to December 31
Second OTR	All participating departments	(\$29,000)	Decrease - Negotiated price reduction

**Using/Managing Departments and Funding Sources:**

Department	Allocation	Funding Source	Contract Manager
Aviation	\$ 5,000	Proprietary Funds	Neivy Garcia
Fire Rescue	\$ 32,000	Fire District	Marianela Betancourt
General Services Administration	\$ 425,000	Internal Service Funds	Martin Dareff
Public Housing Agency	\$ 3,000	Federal Funds	Arlester Shorter
Transit	\$ 700,000	MDT Operating	Angel Castro

Police	\$ 50,000	General Fund	Laura Romano
Park and Recreation	\$ 16,000	General Fund / Proprietary Funds	Maria Quinoa
Water and Sewer	\$ 62,000	Proprietary Funds	Greg Hicks
Unallocated	\$ 145,000		
<b>Total:</b>	<b>\$1,438,000</b>		

<b>Vendors:</b>	<b>Address</b>	<b>Principal</b>
Westbrook Motors, Inc. (Local vendor)	1759 Palm Avenue Hialeah, FL 33010	Raul Suarez
Blanco Towing, Inc. (Local vendor)	1301 SW 71 <sup>st</sup> Street Miami, FL 33144	Zeida Blanco
Banos Towing Service (Local vendor)	571 Mokeno Drive Miami Springs, FL 33166	Domingo Banos
Excalibur Towing Services (Local vendor)	14294 SW 142 <sup>nd</sup> Avenue Miami, FL 33186	Maria C. Crego
Kauff's of Miami, Inc. (Local vendor)	2435 Ali Baba Avenue Opa Locka, FL 33054	Francis G. Russell
Midtown Towing of Miami (Local vendor)	551 NW 72 <sup>nd</sup> Street Miami, FL 33150	Lauraine Litchamn
A-1 Redland Economy Tow (Local vendor)	111 SW 2 <sup>nd</sup> Street Homestead, FL 33030	Sandra L. Vanderford
Southwest Transport, Inc. (Local vendor)	3870 Shipping Avenue Miami, FL 33146	Peter F. Hernandez

**Performance Data:** Several performance issues were identified on this contract and on Contract No. RFQ 97, Police Towing, with vendors on this contract. The performance issues are noted below.

**Excalibur Towing Service , Midtown Towing of Miami and Westbrook Motors, Inc.:** During this contract's first OTR term, difficulties were identified with vendor invoicing procedures. These issues have been resolved following meetings with the vendors.

**Westbrook Motors, Inc.:** On RFQ 97, while conducting a site inspection due to the sale of the company, Miami Dade Police Department staff discovered this firm did not have sufficient inside storage space. This issue was resolved and the proper storage space is now available.

**Kauff's of Miami, Inc.:** On RFQ 97, this firm was overcharging citizens for towing services and failed to send letters notifying owners of tows via certified mail, and in a timely manner. These

issues were resolved and the company provided refunds to those that were overcharged.

**A-1 Redland Economy Towing:** On RFQ 97, Police Towing, this firm was overcharging citizens for towing services. These issues were resolved and the company provided refunds to those that were overcharged.

- Compliance Data:** There are no compliance issues with the awarded firms.
- Contract Measure:** Small Business Enterprise Bid Preference.
- Local Preference:** Applied in accordance with the Local Preference Ordinance.
- 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

#### **JUSTIFICATION**

This contract provides towing services for County-owned vehicles and equipment. The solicitation was divided into eight geographical zones, and subdivided into groups based on the size and weight of the equipment to be towed. The vendors are awarded as primary, secondary, tertiary, and quaternary vendors, by zone, and group. The method of award is based on the amount charged by the vendor for the first ten miles towed by zone and group.

Market research has shown that the County's pricing is competitive when compared to the prices paid by other jurisdictions in the South Florida area. A 2% price reduction has been negotiated and will be applied to the second option-to-renew (OTR) period. These towing services are needed to ensure safety and smooth passage of County-owned vehicles. It is therefore in the best interest of the County to exercise the second OTR period.

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