

Memorandum



Date: February 1, 2011

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

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

From: George M. Burgess
County Manager

A handwritten signature in black ink, appearing to read "Burgess", written over the printed name of the 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: Bell Helicopter Replacement Parts (Pre-qualification) seeks authority to exercise the fourth OTR period for purchase of original equipment manufacturer parts and components for use in Bell Helicopters. The amount being requested for the fourth option term is **\$350,000**.

Item No. 2: Executive Search and Consulting Services Pool seeks authority to exercise the third OTR period to purchase executive search and consulting services. The amount being requested for the third option term is **\$100,000**.

Item No. 3: Digital Geo-Reference Oblique Aerial Imagery Solution seeks authority to exercise the third OTR to procure maintenance and support services for the existing digital geo-referenced oblique aerial imagery software and services. The amount being requested for the third option term is **\$314,000**.


Assistant County Manager

Item 1

Contract No.: EPP8146-9/16-3

Contract Title: Bell Helicopter Replacement Parts, (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 original equipment manufacturer (OEM) parts and components from qualified manufacturer's list for use in Bell Helicopters. The contract is in its third OTR period as approved by the BCC on December 15, 2009 (R-1429-09) and expires February 28, 2011. The contract has six, one-year OTRs remaining. Exercising the fourth OTR will bring the cumulative value of the contract to \$1,600,000.

Initial Contract Term and Usage:	February 8, 2007 to January 31, 2008	\$ 350,000
First OTR and Usage:	February 1, 2008 to January 31, 2009	\$ 350,000
Second OTR and Usage:	February 1, 2009 to January 31, 2010	\$ 200,000
Third OTR and Usage:	February 1, 2010 to February 28, 2011	\$ 350,000
Fourth OTR and Estimated Usage:	March 1, 2011 to February 28, 2012	<u>\$ 350,000</u>
Cumulative Value:		\$1,600,000

Includes the following modifications:

Term	Department	Amount of Change	Type of Change
Third OTR	Police	\$150,000	Increase to add department to contract
Third OTR	Fire Rescue and Police	\$0	Additional time

Using/Managing Departments and Funding Sources:

Department	Allocation	Funding Source	Contract Managers
Fire Rescue	\$200,000	General Fund	Marianela Betancourt
Police	<u>\$150,000</u>	General Fund	Laura Romano
Total:	\$350,000		

Vendors:	Address	Principal
Eastern Aero Marine (Local vendor)	5502 N.W. 37 th Avenue Miami Springs, FL 33266	Steven J. Kuras

Item 2

Contract No.: EPP-RFQ 81-2(3)

Contract Title: **Executive Search and Consulting Services Pool**

Description: It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the third Option-to-Renew (OTR) to purchase executive search and consulting services. The contract is in its second OTR period as approved by the BCC on December 15, 2009 (R-1429-09) and expires February 13, 2011. The contract has one OTR remaining. Exercising the final OTR will bring the cumulative value of the contract to \$1,450,000.

Initial Contract Term and Usage:	December 14, 2005 to December 13, 2008	\$ 900,000
First OTR and Usage:	December 14, 2008 to February 13, 2010	\$ 300,000
Second OTR and Usage:	February 14, 2010 to February 13, 2011	\$ 150,000
Third OTR and Usage:	February 14, 2011 to February 13, 2012	<u>\$ 100,000</u>
Cumulative Value:		\$1,450,000

Using/Managing Department and Funding Source:

Departments	Allocation	Funding Sources	Contract Manager
Human Resources	<u>\$100,000</u>	General Fund	Mary Lou Rizzo
Total:	\$100,000		

Vendors:	Address	Principal
CPS Human Resources Services (Non-local vendor)	115 Perimeter Center Place Suite 1070B Atlanta, GA 30346	Marjory H. Young
Korn/Ferry International (Local vendor)	200 S. Biscayne Boulevard Suite 4450 Miami, FL 33131	Bonnie M. Crabtree
Phair Consultants, Inc. (Local vendor)	16850 Collins Avenue, Bldg. 112 Suite 241 Sunny Isles Beach, FL 33160	Calvetta Phair
Colin Baenziger & Associates	12970 Dartford Trail	Colin Baenziger

(Non-local vendor)	Suite 8 Wellington, FL 33414	
Larrieu & Associates Management Consultants Corp. (Local vendor)	3971 SW 8th Street Suite 205 Miami, FL 33134	Rene P. Larrieu
DHR International (Non-local vendor)	1085 Raymond Boulevard Newark, NJ 07102	James Abruzzo
Global Search Associates, LLC T/A Boyden Global Executive Search (Non-local vendor)	217 E. Redwood Street Suite 1600 Baltimore, MD 21202	Timothy C. McNamara
Westaff (USA), Inc. (Local vendor)	419 W. 49th Street Suite 111 Hialeah, FL 33012	Kemp Mobley
Management Recruiters of Woodbridge, Inc. (Non-local vendor)	1 Woodbridge Center Suite 720 Woodbridge, NJ 07095	Harsh Jiandani

- Performance Data:** There are no performance issues with the awarded firms.
- Compliance Data:** There are no compliance issues with the awarded firms.
- Contract Measure:** A Small Business Enterprise Selection Factor was applied in accordance with the Ordinance.
- Review Committee Date:** June 22, 2005; Item #6-03
- Local Preference:** Applied in accordance with the 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:** Pearl Bethel

JUSTIFICATION

This pool of pre-qualified vendors was established through an open competitive Request for Qualifications process. The awarded firms have experience in identifying, recruiting, and placing high-level managerial and executive personnel. At the County's discretion, qualified vendors who meet the requirements set forth in the solicitation may be added to this pool.

Before accessing this pool, the Human Resources Department evaluates the feasibility of conducting the executive search in-house. This may include publicizing the position via print media, websites, and professional associations, as well as contacting possible candidates. If these measures may not produce an effective recruitment, the County has the option to utilize the pool to conduct a nationwide search to increase available candidates. Members of the pool are able to streamline the recruitment process and identify candidates that are best suited for unique and/or hard to fill positions. To maintain access to these services, should they be needed, it is in the best interest of the County to exercise the final Option-to-Renew.

Item 3

Contract No.: EPP-RFP8444-5/13-2

Contract Title: Digital Geo-Reference Oblique Aerial Imagery Solution

Description: It is recommended that the Board authorize the County Mayor or County Mayor’s designee to exercise the third Option-to-Renew (OTR) to procure maintenance and support services for the digital geo-referenced oblique aerial imagery software and services. The Miami-Dade Property Appraiser and Enterprise Technology Services Department use this system to obtain high quality digital photography of various properties. The contract is in its second OTR period which expires February 13, 2011. The contract has three, one-year OTRs remaining. Exercising the third OTR will bring the cumulative value of the contract to \$1,329,000.

Initial Contract Term and			
Usage:	February 14, 2008 to February 13, 2009		\$ 309,000
First OTR and Usage:	February 14, 2009 to February 13, 2010		\$ 378,000
Second OTR and Usage:	February 14, 2010 to February 13, 2011		\$ 328,000
Third OTR and Estimated Usage:	February 14, 2010 to February 13, 2011		<u>\$ 314,000</u>
Cumulative Value:			\$1,329,000

Using/Managing Departments and Funding Sources:

Department	Allocation	Funding Source	Contract Managers
Property Appraiser	\$264,000	General Fund	Lazaro Solis
ETSD	<u>\$50,000</u>	Internal Service Fund	Mirta L. Cardoso
Total:	\$314,000		

Vendor:	Address	Principal
Pictometry International Corp. (Non-local Vendor)	100 Town Center Drive #A Rochester, NY 14623	Kenneth Anderson

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

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

Contract Measure: The Small Business Enterprise (SBE) Bid Preference was applied in accordance with the Ordinance.

Review Committee Date: August 8, 2007; Item #6-08

Local Preference: Not applicable

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

User Access Program: This contract includes the User Access Program provision. The 2% program discount is being collected on all purchases.

DPM Contract Manager: Beth Goldsmith

JUSTIFICATION

This contract provides the Miami-Dade Property Appraiser (PA) and the Enterprise Technology Services Department (ETSD) with digital geo-referenced oblique aerial imagery software maintenance and support services. These services are essential due to 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 requirements of Florida Statute 193.023. The oblique aerial imagery software also assists PA in the defense of assessments during appeals, and in identifying un-permitted improvements made on properties.

ESTD uses the oblique aerial photography services to view the digital mapping data that supports Geographic Information System (GIS) applications. Use of the photography services allows the County to publically display images on the Miami-Dade County web portal to assist citizens in property searches and queries over the internet as well as to access the product and imagery for County operations.

The third OTR period has been negotiated at a 5% discount from the initial term's pricing. Market research has identified similar contracts with other entities for these services. The pricing negotiated by the County provides significant value, with much lower rates by volume. Ongoing maintenance and support services for the digital geo-referenced oblique aerial imagery software are proprietary to Pictometry International Corp. It is in the best interest of the County to exercise the third Option-to-Renew period to ensure continuity of services at a good value.



MEMORANDUM

(Revised)

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: February 1, 2011

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)
2-1-11

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

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:

Joe A. Martinez, Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Lynda Bell
Jose "Pepe" Diaz	Carlos A. Gimenez
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Natacha Seijas	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of February, 2011. 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.



Hugo Benitez