

Memorandum



Date: April 4, 2011

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

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

From: Carlos Alvarez
Mayor

George M. Burdes
County Manager

Subject: Resolution Requesting Authority to Exercise Option-to-Renew Periods Under Existing Non-Competitive Contracts

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. 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 vendors recommended for award in the accompanying OTR package. 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 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.

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: Tour Andover HVAC Maintenance Services seeks authority to exercise the three remaining OTR periods to purchase inspection, parts, labor, repair, preventative maintenance, database protection, and emergency support service for Tour Andover Building Maintenance Systems. The amount being requested for the three remaining option terms is **\$435,000**.

Item No. 2: Photo ID & Security System Maintenance seeks authority to exercise the four remaining OTR periods to purchase annual software maintenance, technical support services, and consumables for existing Digital Photo Identification Systems and Security Access Systems for the Miami-Dade Police and Human Resources departments. The amount being requested for the four remaining option terms is **\$308,000**.



Assistant County Manager

Item 1

Contract No.: SS9240-3/15

Contract Title: Tour Andover HVAC Maintenance Services

Description: It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the remaining options-to-renew (OTR) to purchase inspection, parts, labor, repair, preventative maintenance, database protection, and emergency support services for Tour Andover Building Maintenance Systems. The contract is in its initial term which expires May 31, 2011. The contract has three, one-year OTRs remaining. Exercising the remaining OTRs will bring the cumulative value of the contract to \$535,000.

Initial Contract Term and Usage:	April 1, 2010 to May 31, 2011	\$100,000
First OTR and Estimated Usage:	June 1, 2011 to May 31, 2012	\$145,000
Second OTR and Estimated Usage:	June 1, 2012 to May 31, 2013	\$145,000
Third OTR and Estimated Usage:	June 1, 2013 to May 31, 2014	<u>\$145,000</u>
Cumulative Value:		\$535,000

Using/Managing Department and Funding Source:

Department	Allocation	Funding Source	Contract Manager
GSA	\$100,000	Internal Services Fund	Carol Dickson
Corrections & Rehabilitation	<u>\$ 45,000</u>	General Fund	Gilberto Figueroa
Total:	\$145,000		

Vendor:	Address	Principal
Advanced Control Corporation, Inc. (Non-local vendor)	6001 NE 14 th Avenue Ft. Lauderdale, FL 33334	Matthew W. Jones

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

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

Contract Measure: No Measure-Sole Source

Review Committee Date: March 3, 2010; Item #2-06

- Local Preference:** Not Applicable-Sole Source
- 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:** Lourdes Betancourt

JUSTIFICATION

This contract is for purchase of inspection, parts, labor, repair, preventative maintenance, database protection and emergency support services for Tour Andover Building Maintenance Systems. These systems are used by the Miami-Dade Corrections Department (MDCR) Women's Detention Center, and at the Overtown Transit Village (OTV) buildings managed by General Services Administration (GSA). Included in GSA's allocation is \$45,000 for OTV South which will be added to the contract during next OTR period.

These building automation solutions include security, lighting control, heating, ventilating, and air conditioning functions, access card control, temperature control, and digital video surveillance in an integrated system. Advance Control Corporation (ACC) also provides technical support, maintenance, and reporting services. Due to the systems' proprietary nature, ACC is the sole authorized representative for Tour Andover Controls Corporation that can provide the necessary support for this integrated system. It is therefore in the best interest of the County to exercise the remaining OTRs for continuity of services.

Item 2

Contract No.: BW9275-4/15

Contract Title: Photo ID & Security System Maintenance

Description: It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the remaining options-to-renew (OTR) to purchase annual software maintenance, technical support services, and consumables for the existing Digital Photo Identification Systems and Security Access Systems for the Miami-Dade Police (MDPD) and Human Resources (MDHR) departments. The contract is in its initial term which expires May 31, 2011. The contract has four, one-year OTRs remaining. Exercising the remaining OTR periods will bring the cumulative value of the contract to \$385,000.

Initial Contract Term and

Usage: May 1, 2010 to May 31, 2011 \$ 77,000

First OTR and Estimated

Usage: June 1, 2011 to May 31, 2012 \$ 77,000

Second OTR and Estimated

Usage: June 1, 2012 to May 31, 2013 \$ 77,000

Third OTR and Estimated

Usage: June 1, 2013 to May 31, 2014 \$ 77,000

Fourth OTR and Estimated

Usage: June 1, 2014 to May 31, 2015 \$ 77,000

Cumulative Value: \$385,000

Using/Managing Departments and Funding Sources:

Department	Allocation	Funding Source	Contract Manager
Police	\$52,000	General Fund	Laura Romano
Human Resources	<u>\$25,000</u>	General Fund	Edsel Abreu
Total:	\$77,000		

Vendor:	Address	Principal
A & R Fixit Inc. (Local Vendor)	5905 South University Drive, Davie, FL 33328	Jeffrey Nunberg

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

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

Contract Measure: No Measure-Bid Waiver

Review Committee Date: March 3, 2010; Item #2-05

Local Preference: Not Applicable

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: Leida Altman Carrillo

JUSTIFICATION

This contract allows the Miami-Dade Police (MDPD) and the Human Resources (HR) departments to procure annual software maintenance, technical support services, and consumables for existing Digital Photo Identification and Security Access systems. These Systems allow MDPD and HR to issue County personnel identification badges and access cards to allow staff entry into restricted areas within the Police Personnel Management Bureau and Stephen P. Clark Center. The Systems are proprietary products of A & R Fixit, Inc. No other vendor is authorized to provide maintenance and support services for these products. It is therefore in the best interest of the County to exercise the remaining option-to-renew periods for continuity of services.



MEMORANDUM

(Revised)

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

DATE: April 4, 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)
4-4-11

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIODS FOR CERTAIN NON-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
Rebeca Sosa	Senator Javier D. Souto

The Chairperson thereupon declared the resolution duly passed and adopted this 4th day of April, 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