

Memorandum



Date: June 14, 2011

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

From: Alina T. Hudak
County Manager

Subject: Resolution Establishing A Pre-qualification Pool for Purchase of Multifunctional Devices (Copier, Fax, and Scanning Equipment), Maintenance, and Solutions

IMFR
Agenda Item No. 3(V)

A handwritten signature in black ink, appearing to read "Alina T. Hudak", written over the printed name of the County Manager.

Recommendation

It is recommended that the Board of County Commissioners establish a pre-qualification pool of vendors for subsequent spot market competitions to purchase and/or lease multifunctional devices (copier, fax, and scanning equipment), maintenance, and solutions.

Scope

The impact of the items in the accompanying Award of Competitive Contracts Package is countywide in nature.

Fiscal Impact/Funding Source

The allocations and funding sources have been reviewed and approved by the Office of Strategic Business Management. There is no fiscal impact beyond what is stated in this award recommendation.

Track Record/Monitor

There are no known performance issues with the vendors recommended for award.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to conduct spot bids and award subsequent contracts, add vendors, conduct modifications, and exercise, in their discretion, any cancellation and renewal provisions in accordance with the terms and conditions of the contract on behalf of Miami-Dade County.

Background

This solicitation will establish a pre-qualified pool of vendors which will be used by County departments for purchase and/or lease of multifunctional devices, maintenance, and solutions. A multifunctional device is an office machine which incorporates the functionality of multiple devices in one, such as copying, faxing, scanning, and printing. A Solution is an approach based on vendor analysis of department's processes, workflow and efficiencies and how a combination of various multifunctional devices, services, and software may reduce costs and improve efficiencies

All of the devices procured through this contract must be ENERGY STAR compliant, be able to operate satisfactorily using 100% Post Consumer Waste (PCW) paper, meet or exceed Emissions Standards for ozone, dust, and styrene, and provide the County the availability of

a toner cartridge recycling program. This contract will take advantage of all emerging technology that promotes the sustainability of our environment such as the use of non-petroleum based toners and inks.

County departments may invite pre-qualified vendors to analyze their internal processes, workflows and efficiencies in order to develop a cost effective and efficient solution to reduce business costs. The proposed approach may take into account the specific needs of each department, current inventory of equipment, equipment type and functionality, copy and print volumes, and the processes necessary to create and distribute documents within each department. Results may include the removal of individual desktop printers and utilizing a centralized printing device that can print quicker and at a reduced cost. A combination of devices with intelligent software may also be proposed as they can automatically route print jobs to the best suited device or perform mass faxing of documents. This approach differs from the present method of acquiring multifunctional devices where the devices are replaced based on low price once the lease term matures and/or the device is beyond repair. Additionally, the pre-qualified vendors will be invited to submit pricing to establish an annual fixed pricing schedule for County departments to lease, purchase and maintain multifunctional devices.

The requested allocation is a conservative estimate based on the usage in all contracts for purchase, lease, and maintenance of multifunctional devices. The contracts used by the County will be eventually phased into this countywide master agreement as the leases and maintenance terms expire.

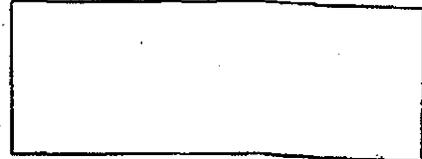
Additional vendors who meet the pre-qualification criteria may be added to the pool at any time during the term of the contract.


Assistant County Manager

Memorandum



Date:



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

From: Alina T. Hudak
County Manager

Subject: Recommendation to Establish a Pre-qualification Pool for Purchase of Multifunctional Devices (Copier, Fax, and Scanning Equipment), Maintenance, and Solutions

RECOMMENDATION

It is recommended that the Board of County Commissioners establish a pre-qualification pool of vendors for subsequent spot market competitions to purchase and/or lease multifunctional devices (Copier, Fax, and Scanning Equipment), maintenance, and solutions.

CONTRACT NUMBER: 9301-0/20

CONTRACT TITLE: Pre-qualification Pool for Purchase of Multifunctional Devices, Maintenance, and Solutions

DESCRIPTION: To establish a pre-qualification pool of vendors for purchase and/or lease of multifunctional devices, maintenance and solutions for various County departments through subsequent spot market competitions.

TERM: The contract term for the pool will be for ten years. Individual leases are established for two, three, or five year periods.

APPROVAL TO ADVERTISE: March 22, 2010

CONTRACT AMOUNT: \$34,000,000

PREVIOUS CONTRACT AMOUNT: \$34,648,847 for a seven-year term

USING/MANAGING AGENCIES AND FUNDING SOURCES:

Department	Allocation	Funding Source	Contract Manager
Animal Services Department	\$ 47,000	General Fund/Proprietary Funds	Angel Villarreal
Building and Neighborhood Compliance Department	\$ 280,000	General Fund/Proprietary Funds	Stanley Krafick

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

Consumer Services Department	\$ 95,000	General Fund/Proprietary Funds	Mayra Beltran Myra Marlow
County Attorney's Office	\$ 19,000	General Fund	Shirley McElroy
Department of Planning and Zoning	\$ 92,000	General Fund/Proprietary Funds	Manuel Blanco
Department of Procurement Management	\$ 68,000	Proprietary Funds	Marcia Casamayor
Department of Solid Waste Management	\$ 271,000	Proprietary Funds	Olga Espinosa-Anderson
Elections Department	\$ 30,000	General Fund	Patricia Prochnicki
Finance Department	\$ 190,000	Proprietary Funds	Armando Fresnedo
General Services Administration	\$ 524,000	Internal Service Funds	Kelly Castellar
Government Information Center	\$ 45,000	General Fund	Regla Lee
Juvenile Services Department	\$ 233,000	General Fund	Cindy Akerman
Office of Capital Improvements	\$ 40,000	Proprietary Funds	Eugene Codner
Office of Citizens' Independent Transportation Trust	\$ 15,000	PTP Funds	Marlene Amaro
Office of Inspector General	\$ 32,000	General Fund	Maria McNally Cathy O'Sullivan
Office of the Clerk	\$ 1,900,000	Clerk's Revenue	Dee Harvard
Public Works Department	\$ 217,000	General Fund	Ruth Rodriguez
Medical Examiner Department	\$ 109,000	General Fund	Theresa Bryant
Miami-Dade Aviation Department	\$ 1,730,000	Proprietary Funds	Neivy Garcia
Miami-Dade Board of County Commissioners	\$ 225,000	General Fund	Miriam Rivero
Miami-Dade Fire Rescue Department	\$ 310,000	Fire District Funds	Marianela Betancourt
Miami-Dade Police Department	\$ 1,300,000	General Fund	Joy Stewart
Miami-Dade Public Housing Agency	\$ 420,000	Federal Funds / Proprietary	Barry Cowwins
Miami-Dade Transit	\$ 1,500,000	MDT Operating (non-federal)	Daryl Hurston
Vizcaya Museum and Gardens	\$ 14,000	Proprietary Funds	Anabel Miro
Total:	\$9,706,000*		
The allocations and funding sources have been reviewed and approved by the Office of Strategic Business Management. There is no fiscal impact beyond what is stated in this award recommendation.			

*The departmental allocations are based on departments' current lease payments for three and five year lease agreements. These departmental allocations are the basis for the estimated allocation of \$34,000,000 required for a ten-year period, assuming the departments re-solicit at the end of their respective lease terms.

Miami-Dade Transit has confirmed that no Federal funds will be used for this contract.

DPM OFFICER: Leonard Gonzalez

METHOD OF AWARD: To all responsive and responsible bidders who meet the pre-qualification requirements as specified in the solicitation for participation in future spot market competitions. Additional qualified vendors may be added at any time during the contract term.

VENDORS RECOMMENDED FOR AWARD:

Vendor	Address	Principal
Barlop Inc (Local Vendor)	8376 NW 68 th Street Miami, FL 33166	Madelyn Lopez
Canon Business Solutions (Non-Local Vendor)	300 Commerce Square Blvd Burlington, NJ 08016	Ryoichi Bamba
Konica Minolta Business Solutions (Non-Local Vendor)	100 William Drive Ramsey Lakes, NJ 07466	Jun Haraguchi
Sharp Business Systems (Non-Local Vendor)	Sharp Plaza Box B Mahwah, NJ 07430	Koshima Daisuke
Toshiba Business Solutions (Non-local Vendor)	6401 Nob Hill Road Tamarac, FL 33321	Matthew L. Barnes
Xerox Corporation (Non-Local Vendor)	45 Glover Avenue Norwalk, CT 06856	Burns M. Ursula
Zeno Office Solutions (Non-Local Vendor)	1101 N Ward Street Tampa, FL 33607	Rick Lott

VENDORS NOT RECOMMENDED FOR AWARD:

The vendors that are not recommended for award may be added to the pool after complying with all qualifying requirements.

Ikon Office Solutions: The County Attorney's Office determined that the bid submitted by this vendor is non-responsive as the entire bid was marked confidential. (Copy of the CAO opinion is attached)

PC Solutions Integrations: Vendor did not provide a certificate or letter of authorization from Original Equipment Manufacturer.

Suntone Office Solutions: Vendor did not provide a certificate or letter of authorization from Original Equipment Manufacturer.

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- PERFORMANCE DATA:** There are no performance issues with the recommended firms.
- COMPLIANCE DATA:** There are no compliance issues with the recommended firms.
- CONTRACT MEASURES:** Selection Factor: A Small Business Enterprise Selection Factor will be applied in accordance with the Ordinance.

Bid Preference: A Small Business Enterprise Bid Preference will be applied in accordance with the 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 will be collected on all purchases where permitted by funding source.
- LOCAL PREFERENCE:** The Local Preference will be applied in accordance with the Ordinance.
- ESTIMATED CONTRACT COMMENCEMENT DATE:** Upon approval by the Board of County Commissioners and expiration of the mayoral veto period.

BACKGROUND

This solicitation will establish a pre-qualified pool of vendors which will be used by County departments for purchase and/or lease of multifunctional devices, maintenance, and solutions. A multifunctional device is an office machine which incorporates the functionality of multiple devices in one, such as copying, faxing, scanning, and printing. A Solution is an approach based on vendor analysis of department's processes, workflow and efficiencies and how a combination of various multifunctional devices, services, and software may reduce costs and improve efficiencies

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volumes, and the processes necessary to create and distribute documents within each department. Results may include the removal of individual desktop printers and utilizing a centralized printing device that can print quicker and at a reduced cost. A combination of devices with intelligent software may also be proposed as they can automatically route print jobs to the best suited device or perform mass faxing of documents. This approach differs from the present method of acquiring multifunctional devices where the devices are replaced based on low price once the lease term matures and/or the device is beyond repair. Additionally, the pre-qualified vendors will be invited to submit pricing to establish an annual fixed pricing schedule for County departments to lease, purchase and maintain multifunctional devices.

The requested allocation is a conservative estimate based on the usage in all contracts for purchase, lease, and maintenance of multifunctional devices. The contracts used by the County will be eventually phased into this countywide master agreement as the leases and maintenance terms expire.

Additional vendors who meet the pre-qualification criteria may be added to the pool at any time during the term of the contract.


Assistant County Manager

Memorandum



Date: May 24, 2010
To: Leonard Gonzalez
Procurement Contracting Officer
From: Oren Rosenthal
Assistant County Attorney
Subject: Request for Direction – ITB 9301-0/20 – Purchase of Multifunctional Devices,
Maintenance, and Solutions, Prequalification Pool – IKON

You have asked this office for direction on how to handle a bid from IKON Office Solutions, Inc. ("IKON") which states that the entire bid is "Proprietary and Confidential." In accordance with the solicitation requirements and the trade secrets requirements of Florida Statutes, the entire bid must be returned unread and unevaluated. As this is an open prequalification pool, IKON is free to resubmit its bid for the prequalification portion of this solicitation at any time provided that such reservation of confidentiality of their documents is removed.

You also ask if the notation that the bid does "not represent an offer or a binding agreement" is fatal to the proposal. Any offer to the County that contains this language would be not responsive. As previously noted however, IKON is free to resubmit its bid for the prequalification portion of this solicitation at any time provided that such language is removed.

A handwritten signature in black ink, appearing to read "Oren", written over a horizontal line.

Oren Rosenthal

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MEMORANDUM
(Revised)

TO: Honorable Chairman Joe A. Martinez DATE: June 7, 2010
and Members, Board of County Commissioners

FROM: R. A. Cuevas, Jr. SUBJECT: Agenda Item No.
County Attorney

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 Agenda Item No.
Veto _____
Override _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT NO. 9301-0/20 IN THE AMOUNT OF \$34,000,000 FOR THE ESTABLISHMENT OF A PRE-QUALIFICATION POOL FOR PURCHASE OF MULTIFUNCTIONAL DEVICES (COPIER, FAX, AND SCANNING EQUIPMENT), MAINTENANCE, AND SOLUTIONS, AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO CONDUCT SPOT BIDS AND AWARD SUBSEQUENT CONTRACTS, ADD VENDORS, CONDUCT MODIFICATIONS, EXERCISE, IN THEIR DISCRETION, ANY CANCELLATION AND RENEWAL PROVISIONS, AND TO EXERCISE ALL OTHER RIGHTS CONTAINED THEREIN

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 hereby directs the County Mayor or County Mayor's designee to authorize the award of Contract No. 9301-0/20 in the amount of \$34,000,000 for the establishment of a Pre-Qualification Pool for Purchase of Multifunctional Devices (Copier, Fax, and Scanning Equipment), Maintenance, and Solutions, and authorizes the County Mayor or County Mayor's designee to conduct spot bids and award subsequent contracts, add vendors, conduct modifications, exercise, in their discretion, any cancellation and renewal provisions in accordance with the terms and conditions of the contract on behalf of Miami-Dade County, and all other rights contained therein.

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
Esteban L. Bovo, Jr.	Jose "Pepe" Diaz
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this 7th day of June, 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.



Oren Rosenthal