

Memorandum



Date: October 4, 2011

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

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

From: Carlos A. Gimenez
Mayor

Subject: Resolution Requesting Authority to Exercise Option-to-Renew Period Under Existing Competitively Bid Contract 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 Option-to-Renew (OTR) set forth in this item. Ordinance #07-139 provides for committee review exemption. **Contract amount 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 item 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 agenda item. The departments' contract managers are 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 the OTR 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.

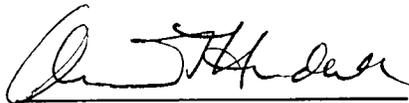
The contract in this package was awarded prior to the effective date of Ordinance 09-52 which requires the Mayor to obtain Board authorization to award contracts where the renewal options

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and Members, Board of County Commissioners
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would bring the cumulative value of the contract above \$1 million.

Prior to exercising the Options-to-Renew (OTR) term, market research is conducted to ensure that 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 OTR for the contract in this package will be executed if determined to be in the best interest of the County.

Item No. 1: Janitorial Supplies for MDPHA seeks authority to exercise the third OTR term to provide janitorial supplies for Miami-Dade Public Housing Authority. The amount being requested for the third option term is **\$250,000**.



County Manager/Deputy Mayor

Item 1

Contract No.: 8550-3/11-2

Contract Title: **Janitorial Supplies for MDPHA**

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 to provide janitorial supplies for Miami-Dade Public Housing Authority. The contract is in the second OTR period which expires on October 6, 2011. Exercising the final OTR will bring the cumulative value of the contract to \$1,313,000.

Initial Contract Term and Usage:	April 7, 2008 to April 6, 2009	\$ 438,000
First OTR and Usage:	April 7, 2010 to April 6, 2010	\$ 250,000
Second OTR and Usage:	April 7, 2010 to October 6, 2011*	\$ 375,000
Third OTR and Estimated Usage:	October 7, 2011 to October 6, 2012	<u>\$ 250,000</u>
Cumulative Value:		\$1,313,000

*Option-to-renew term was prorated for six months

JUSTIFICATION

This contract provides Miami-Dade Public Housing Authority with janitorial supplies on an as needed basis.

Market research shows the County's contract prices are competitive when compared with Broward County and the City of Fort Lauderdale's. In accordance with the terms and conditions of the contract, the vendor may request an adjustment to prices resulting from documented manufacturer price increases. The vendors did not request adjustment to the current prices. If the County exercises the option-to-renew (OTR), the current prices will remain the same for the next contract term. Based on the market research, it is in the best interest of the County to exercise the third Option-to-Renew period to ensure continuity of services.

Using/Managing Department and Funding Source:

Department	Allocation	Funding Source	Contract Manager
Public Housing Authority	<u>\$250,000</u>	Federal Funds	Mari Saydal-Hamilton
Total	\$250,000		

Vendors:	Address	Principal
Acuity Specialty Products, Inc / ZEP Sales & Service (Local Vendor)	1000 Park Center Blvd Suite 430 Miami, FL 33169	Mark A. Kramarz

Buckeye International Inc. (Local Vendor)	4093 North 28 Way Hollywood, FL 33020	Antonio Santiago
Calico Industries Inc. (Non- local Vendor)	9045 Junction Dr. Annapolis Junction, MD 20701	Michael L. Heverly
Central Poly Corp. (Non- local Vendor)	18 Donaldson, Place Linden, NJ 07036	Andrew Hoffer
Interboro Packaging Corp. (Non- local Vendor)	114 Bracken Road Montgomery, NY 12549	Rose Mandel
Neeled Paper Supplies Inc / Janitors Supply Outlet (Non- local Vendor)	3395 Lake Worth Rd, Ste. 14 Lake Worth, FL 33461	Kathleen A. Healy

- 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 was applied in accordance with the Ordinance.
- Review Committee Date:** October 17, 2007, Item 5-02
- Local Preference:** The Local Preference was applied in accordance with the Ordinance but did not affect the outcome.
- Living Wage:** The services being provided are not covered under the Living Wage Ordinance
- User Access Program:** The User Access Program provision does not apply due to funding source.
- Procurement Contract Manager:** Martha Garofolo



MEMORANDUM

(Revised)

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

DATE: October 4, 2011

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

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

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 _____

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10-4-11

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIOD FOR CERTAIN COMPETITIVE CONTRACT 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 option-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.

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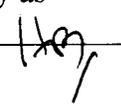
The foregoing resolution was offered by Commissioner _____,
who moved its adoption. The motion was seconded by Commissioner _____
and upon being put to a vote, the vote was as follows:

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
4th day of October, 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

Approved by County Attorney as
to form and legal sufficiency. 

Hugo Benitez

By: _____
Deputy Clerk

