

Memorandum



Date: November 15, 2011

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

Agenda Item No. 8(F)(18)

From: Carlos A. Gimenez
Mayor

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 (Board) delegate to the County Mayor or County Mayor's designee the authority to exercise, in their discretion, the Options-to-Renew (OTRs) set forth in this item. Ordinance #07-139 provides for committee review exemption.

Scope

The impact of the item in the accompanying OTR package is countywide in nature.

Fiscal Impact/Funding Source

The allocation and funding source by department/agency is listed in the attached OTR package.

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 the County departments and/or agencies. Funding will be expended only if departmental budgets can support the expenditures approved in their annual budget adopted by the Board. There is no additional fiscal impact beyond what is stated on the individual items in this package.

Track Record/Monitor

There are no known performance issues with the vendors recommended for award. The departments' contract managers are reflected in the attached OTR package.

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 competitively bid contracts listed in this item require approval to exercise OTRs contained in the contracts that would, if exercised, bring the cumulative value of the contracts to over \$1 million. These 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.

The contracts in this package were awarded prior to the effective date of Ordinance 09-52, which

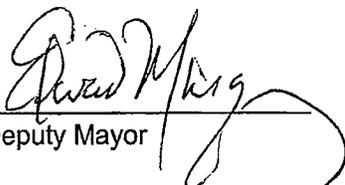
Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners
Page 2

requires obtaining Board authorization to award contracts where the renewal options would bring the cumulative value of the contract above \$1 million.

Prior to exercising any OTR periods, 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 OTRs for each contract in this package will be executed if determined to be in the best interest of the County.

Item No. 1: Printed Case File Folders seeks authority to exercise the remaining OTR term to purchase printed case file folders for the Clerk of Courts. The amount being requested for the remaining option term is **\$258,000**.

Item No. 2: Janitorial Services for Miami-Dade Police Department North Stations seeks authority to exercise the remaining OTR term to provide janitorial services for Miami-Dade Police North stations and Internal Services Department sites. The amount being requested for the remaining option term is **\$521,000**.


Deputy Mayor

Item 1

Contract No.: 7177-4/12-3

Contract Title: Printed Case File Folders

Description: It is recommended the Board of County Commissioners authorize the County Mayor or County Mayor's designee to exercise the final Option-to-Renew (OTR) term to purchase printed case file folders for the Clerk of Courts. The contract is in its third OTR term which was approved by the Board on October 19, 2010 (R-1048-10) and expires on November 30, 2011. Exercising the final OTR will bring the cumulative value of the contract to \$1,618,000

| | | |
|---|---|--------------------|
| Initial Contract Term and Estimated Usage: | November 28, 2007 to November 27, 2008 | \$ 328,000 |
| First OTR and Estimated Usage: | November 28, 2008 to November 27, 2009 | \$ 344,000 |
| Second OTR and Estimated Usage: | November 28, 2009 to November 27, 2010 | \$ 344,000 |
| Third OTR and Estimated Usage: | November 28, 2010 to November 30, 2011* | \$ 344,000 |
| Fourth OTR and Estimated Usage**: | November 28, 2011 to November 30, 2012 | <u>\$ 258,000</u> |
| Cumulative Value | | \$1,618,000 |

* Ending date of OTR term was adjusted to November 30th to coincide with the end of the month.

** This represents the final OTR requested for approval under this item.

JUSTIFICATION

This contract is used by the Clerk of Courts to purchase printed case file folders to store court-filed documents. The contract allows a price adjustment based on the Consumer Price Index (CPI) for the Miami-Ft. Lauderdale area. The current CPI report for the region shows a general increase of 4.0%, and the County negotiated the adjustment down to 3.5%. Market research shows the County's prices remain competitive. It is therefore in the best interest of the County to exercise the fourth option-to-renew period for continuity of services.

Using/Managing Department and Funding Source:

| Department | Allocation | Funding Source | Contract Manager |
|---------------------|-------------------|-----------------------|-------------------------|
| Office of the Clerk | <u>\$258,000</u> | Clerk's Revenue | Dee Harvard |
| Total: | \$258,000 | | |

Contract Measure: Small Business Enterprise Bid Preference.

Review Committee Date: August 22, 2007, Item #6-02.

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

Living Wage: The Living Wage Ordinance does not apply.

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

| Vendors: | Address | Principal |
|--|--|-------------------|
| Advanced Filing System, Inc. (Non-local vendor) | 4350 Oakes Road Suite 525 Fort Lauderdale, FL 33314 | Jan L. Stoutamire |

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

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

Procurement Contracting Officer: Sherry Crockett

Item 2

Contract No.: 8469-4/12-3

Contract Title: **Janitorial Services For Miami-Dade Police Department North Stations**

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) term to provide janitorial services for Miami-Dade Police North stations and Internal Services Department sites. The contract is in the third OTR period which expires on November 30, 2011. Exercising the final OTR will bring the cumulative value of the contract to \$2,143,000.

| | | |
|---|--|--------------------|
| Initial Contract Term and Usage: | December 01, 2007 to November 30, 2008 | \$ 237,000 |
| First OTR and Usage: | December 01, 2008 to November 30, 2009 | \$ 393,000 |
| Second OTR and Usage: | December 01, 2009 to November 30, 2010 | \$ 482,000 |
| Third OTR and Usage: | December 01, 2010 to November 30, 2011 | \$ 510,000 |
| Fourth OTR and Estimated Usage*: | December 01, 2011 to November 30, 2012 | <u>\$ 521,000</u> |
| Cumulative Value: | | \$2,143,000 |

* This represents the final OTR requested for approval under this item.

JUSTIFICATION

This contract provides janitorial services for Miami-Dade Police Department North stations and Internal Services Department (ISD). The first, second and third OTRs reflect inclusion of additional allocations to ISD for additional sites and additional services to existing sites, as well as Living Wage increases for all departments. The fourth OTR includes additional services to ISD sites and Living Wage for all departments. The services provided through this contract will be competitively bid through the new countywide janitorial services performance-based Invitation-To-Qualify.

5

Using/Managing Department and Funding Source:

| Department | Allocation | Funding Source | Contract Manager |
|------------------------------|-------------------|------------------------|-------------------------|
| Internal Services Department | \$254,000 | Internal Service Funds | Lucy Romano |
| Miami-Dade Police | <u>\$267,000</u> | General Funds | Laura K. Romano |
| Total | \$521,000 | | |

| Vendors: | Address | Principal |
|--|--------------------------------------|------------------|
| Best Janitorial & Supplies, Inc. (Local Vendor) | 6900 NW 37 Avenue Miami, FL 33147 | Pedro M. Diaz |

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.

Review Committee Date: August 8, 2007, Item 2-02

Local Preference: The Local Preference was applied in accordance with the Ordinance.

Living Wage: The services being provided are covered under the Living Wage Ordinance.

User Access Program: The User Access Program Provision applies. The two percent discount is collected on all purchases.

Procurement Contracting Officer: Albert Falcon

6

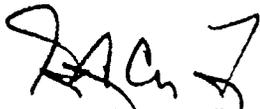


MEMORANDUM

(Revised)

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

DATE: November 15, 2011

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

SUBJECT: Agenda Item No. 8(F)(18)

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

7

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(F) (18)
11-15-11

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.

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 15th day of November, 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

HB