# MEMORANDUM

Agenda Item 15(A)1

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

DATE: February 21, 2012

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

Christopher Agrippa, Division Chief
Clerk of the Board Division

SUBJECT: Resolution Approving Implementing Order 3-56: Procurement of the Office of the Miami-Dade County Property Appraiser

Ordinance 08-62 adopted by the Miami-Dade County Board of County Commissioners provides that the Property Appraiser may submit resolutions, ordinances, or reports related to his duties to the Clerk of the Board Division for placement on the next available agenda of the Miami-Dade County Board of County Commissioners.

Attached for placement on the February 21, 2012, Board of County Commissioners' agenda, is a proposed resolution submitted by the Property Appraiser approving implementing Order 3-56: Procurement of the Office of the Miami-Dade County Property Appraiser.

CA/fcd
Attachment

# MEMORANDUM

(Revised)

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

**DATE:** February 21, 2012

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

**SUBJECT:** Agenda Item No. 15(A)(1)

**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. 15(A)(1)
2-21-12

RESOLUTION NO. _____

RESOLUTION APPROVING IMPLEMENTING ORDER 3-56: PROCUREMENT OF THE OFFICE OF THE MIAMI-DADE COUNTY PROPERTY APPRAISER

**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 the Board approves Implementing Order 3-56 for Procurement of the Office of the Miami-Dade County Property Appraiser as attached hereto; and authorizes the County Mayor or designee to exercise any and all 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 |
| 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 21st day of February, 2012. 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

**I.O. No.:** 3-56
**Ordered:**
**Effective:**

MIAMI-DADE COUNTY
IMPLEMENTING ORDER

Procurement of the Office of the Miami-Dade County Property Appraiser

**AUTHORITY:**
Sections 5.03 and 5.04 of the Miami-Dade County Charter; Sections 2-70 and 2-71 of the Code of Miami-Dade County

**SCOPE:**
This Implementing Order governs the process utilized by the Office of the Property Appraiser for the purchase of goods and services, including professional services. By exception, this Implementing Order does not govern the purchase of architecture, engineering, or those other services covered under Section 2-10.4 and Administrative Order 3-39, and for those purchases, the Property Appraiser shall be subject to the process set forth in those provisions. The purchases covered by this Implementing Order shall not be covered by Administrative Order 3-38. The provisions of this Implementing Order are directory in nature only, intended to give guidance to the processes to be utilized by the Office of the Property Appraiser in conducting its procurement processes, but shall not serve as the basis by a disappointed bidder to challenge the award of a contract. The purchases of the Property Appraiser shall be subject to the County's Procurement regulation only to the extent set forth in Section 2-71 of the Code of Miami-Dade County and in this Implementing Order.

**POLICY:**
It is the policy of the Property Appraiser to obtain the best value for the taxpayers and to promote equitable economic participation by all segments of the community. The Property Appraiser establishes this Implementing Order to accomplish those purposes through the use of a simplified, equitable and transparent process.

**METHODS FOR PURCHASING GOODS AND SERVICES:**
The Property Appraiser shall determine the method to procure the necessary goods and services based on their estimated cost, adhering to the following guidelines:

1. Purchases up to $250,000. Competitive bids shall not be required. The Property Appraiser, or his or her designee shall make all reasonable effort to obtain a competitive price for the good or service procured, and shall maintain a written record describing those efforts. Efforts to obtain a competitive price shall include but not be limited to obtaining quotes, and the comparison of prices to published prices and to prices in other contracts, including County contracts. There shall be no protest of purchases within this category.
2. Purchase from $250,000 up to $1,000,0000. A simplified competitive process shall be followed. Wherever possible, competitive bids shall be used and the process determined solely by price. The Property Appraiser shall develop a simplified protest process which allows for protests in writing to be supplemented by oral presentations to the Property Appraiser only where in his or her discretion the same would be necessary or helpful to resolve an issue in dispute.

3. Purchases of $1,000,000 or more. A competitive process shall be followed. The Property Appraiser shall develop a protest process which provides for protests to be heard by the panel of hearing examiners which are maintained by the County under Section 2-8.4 of the Code. The hearing examiners shall make a recommendation to the Property Appraiser for his or her final determination.

The Property Appraiser shall, with the assistance of the County Attorney's Office, develop form bid, RFP and RFQ documents, and policies and procedures to implement the intent of the Implementing Order. The Property Appraiser shall be authorized to designate members of selection committees in his or her discretion for any competitive process under this Implementing Order. Nothing in this Implementing Order shall prohibit the Property Appraiser from utilizing the County's procurement processes in his or her discretion.

**BID WAIVERS:**
When the purchase is subject to this Implementing Order, and where otherwise permitted by law, the Property Appraiser shall be authorized to waive the requirement that a purchase be competitively bid when in his or her discretion such waiver is in the best interest of the County. The Property Appraiser shall document the reason for the waiver in writing.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

Approved by County Attorney as
to form and legal sufficiency. _____