

Memorandum



Date: September 4, 2012

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

From: Carlos A. Gimenez
Mayor 

Subject: Recommendation for Approval to Establish a Pre-Qualification Pool: Reproduction and Binding Services

Agenda Item No. 8(F)(6)

This substitute version differs from the original because the allocation for the Regulatory and Economic Resources is correctly reflected at \$1,047,000 and not \$410,000. The total allocations for the initial five-year term and one, five-year OTR have been adjusted accordingly.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a pre-qualification pool for reproduction and binding services for various County departments. Reproduction and binding services for business documents, including architectural renderings, are needed to supplement internal print capabilities. Use of this pool contract will provide the County with competitive pricing, high quality reproduction services, and access to the current technology. The primary users of this contract are the Water and Sewer Department and the Regulatory and Economic Resources Department.

The pre-qualified vendors are listed below. The proposed allocation for this replacement contract is based on anticipated usage, and approximately \$320,000 lower than the existing allocation for the initial five-year term. Additionally, six of the seven firms in this pool are local firms.

Contract Number and Title

8254-1/22, Reproduction and Binding Services Pre-Qualification Pool

Scope

The impact of this item is countywide in nature.

Fiscal Impact and Funding Source

The fiscal impact for the initial five-year term is up to \$1,908,000. If the one, five-year option-to-renew period is exercised the fiscal impact will be up to \$3,816,000. The allocations are budgeted as follows:

Department	Allocation	Funding Source	Contract Manager
Aviation	\$ 30,000	Proprietary Funds	Neivy Garcia
Office of Management and Budget	20,000	General Fund	Christopher Kong
Community Action and Human Services	50,000	Federal Funds	Kyra King
Finance	20,000	Proprietary Funds	Irasela Flores
Fire Rescue	50,000	Fire District Fund	Marianela Betancourt
Community Information and Outreach	10,000	General Fund	Deborah Dean
Public Housing and Community Development	100,000	Federal Funds	Barry Cowin
Internal Services	50,000	Internal Support Funds	Celia Hudson
Miami-Dade Economic Advocacy Trust	8,000	General Fund / Proprietary Funds	Angela Vaughns
Metropolitan Planning Organization	150,000	Federal Funds	Oscar Camejo
Parks, Recreation and Open Spaces	8,000	General Fund	Bill Solomon
Public Works and Waste Management	25,000	General Fund / Proprietary Funds	Yvonne Walker
Regulatory and Economic Resources	1,047,000	General Fund / Proprietary Funds	Mike Iturrey/Vivian Sotolongo
Seaport	40,000	Proprietary Funds	Phill Rose
Water and Sewer	300,000	Proprietary Funds	Cheryl Thomas-Hughes
Total	\$ 1,908,000		

*The previous five-year allocation was for \$2,228,000.

Track Record/Monitor

The contract managers for each department are listed in the table above.

Delegated Authority

Upon approval of this item, a pool of pre-qualified vendors will be established to participate in spot market competitions. The County Mayor or designee will have the authority to solicit pricing and award contracts up to an aggregate contract amount of the allocation authorized by the Board. Additionally, the County Mayor or designee may add qualified vendors to the pool at any time during the contract term, subject to bi-annual ratification by the Board. The County Mayor or designee will also have the authority to exercise, at their discretion, contract modifications, options-to-renew, and other extensions in accordance with the terms and conditions of the pool contract.

Vendors Recommended for Pre-Qualification Pool

Vendor	Address	Principal
Blue Digital Corp	7290 NW 7 th Street, Unit 107 Miami, FL	Wayne O Barclay
Copy Depot Inc.	8325 24 th Avenue, Suite 2 Hialeah, FL	Fernando S. Aran
Doral Digital Reprographics Corp	2638 NW 97 th Avenue, Doral, FL	Morgan Gregory
Lexprint LLC	4255 SW 72 nd Avenue, Miami, FL	Raciel Chiralde
Prison Rehab Industries & Diversified Enterprises, Inc. (PRIDE)	9400 4 th Street N., Suite 200, St. Petersburg, FL	Wilber E. Brewton
Quadco Printing & Signs Inc.	8953 NW 23 rd Street, Doral, FL	Jorge Quadreny
Ridgeways LLC	3946 N. Miami Avenue, Miami, FL	Suri K Suriyakumar

Vendors Not Recommended

None

Due Diligence

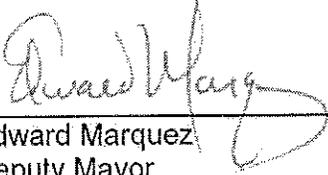
Due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine Contractor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include: convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to Contractor responsibility. This information is being provided pursuant to Resolution R-187-12.

Applicable Ordinances and Contract Measures

The Small Business Enterprise (SBE) Bid Preference and Local Preference will be applied in accordance with the Ordinances at time of spot market competitions. The services provided are covered under the Living Wage Ordinance. This contract includes the 2% User Access Program provision which will be collected on all purchases, where permitted by funding source.

Background

An Invitation to Bid was issued under full and open competition on March 14, 2012 to establish a pool of pre-qualified vendors for purchase of reproduction and binding services for various County departments. The Water and Sewer Department uses this contract for reproduction of blueprints that are provided to vendors, primarily for construction projects. The Regulatory and Economic Resources Department mainly uses this contract for conversion of paper building plans and associated documents to a digital format so that they may be uploaded to its permitting system to facilitate concurrent plan review by the various divisions. Upon approval of this item, a pool of pre-qualified vendors will be established to participate in spot market competitions.



Edward Marquez
Deputy Mayor



MEMORANDUM

(Revised)

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

DATE: September 4, 2012

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

SUBJECT: Agenda Item No. 8(F)(6)

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(F)(6)
9-4-12

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PRE-QUALIFICATION POOL FOR CONTRACT NO. 8254-1/22, REPRODUCTION AND BINDING SERVICES PRE-QUALIFICATION POOL, IN AN AMOUNT UP TO \$1,908,000 FOR THE INITIAL FIVE YEAR TERM, OR \$3,816,000 IF THE RENEWAL OPTION IS EXERCISED, AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO CONDUCT SPOT BIDS AND AWARD SUBSEQUENT CONTRACTS, ADD VENDORS, CONDUCT MODIFICATIONS, AND EXERCISE, IN THEIR DISCRETION, ANY CANCELLATION 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 establishment of a pre-qualification pool for Contract No. 8254-1/22, Reproduction and Binding Services Pre-Qualification, in an amount up to >>\$1,908,000<<¹ [~~\$1,271,000~~] for the initial five year term; or >>\$3,816,000<< [~~\$2,542,000~~] if the renewal option is exercised, and authorizes the County Mayor or County Mayor's designee to conduct spot bids and award subsequent contracts, add vendors, subject to ratification by the Board on a bi-annual basis, conduct modifications, and exercise, in their discretion, any cancellation provisions in accordance with the terms and conditions of the contract on behalf of Miami-Dade County, and all other rights contained therein.

¹ The difference between the substitute and the original item are as follows: words stricken through and/or [[double bracketed]] shall be deleted, words underscored and/or >>double arrowed<< constitute the substitute proposed.

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 September, 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.



Oren Rosenthal