Memorandum

MIAMI-DADE COUNTY

Date: June 3, 2014

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Agenda Item No. 8(F)(14)

Subject: Recommendation for Approval to Establish a Pre-Qualification Pool: Animal Care Products

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Recommendation

It is recommended that the Board of County Commissioners (Board) approve establishment of a pre-qualification pool, *Bid No. 9797-1/24* for the purchase of various animal care products. The supplies include, but are not limited to, animal cage banks, food bowls, leashes, grooming supplies and dental care kits. Pre-qualified vendors are invited to participate in future spot market competitions.

The products under this contract will be primarily used by the Animal Services Department to support daily operations. ASD will also use the contract to purchase supplies for its new facility, which is expected to open during Fiscal Year 2014-15. Parks, Recreation, and Open Spaces will also utilize this contract for Zoo Miami needs. The remaining County departments listed below have various responsibilities for the care of animals, which include search and rescue efforts, security searches and general law enforcement tasks that require access to this contract to purchase supplies for those animals.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the initial five-year term is $970,000. If the single, $970,000 five-year option-to-renew is exercised, the contract's cumulative value will be $1,940,000. The contract's allocation is based on the user departments' projected needs. There is no previous contract satisfying this need, as departments were using small purchase orders to acquire necessary supplies. The proposed allocation is as follows:

Department	Allocation	Funding Source	Contract Manager
Animal Services	$875,000	Proprietary Funds	Virginia Diaz
Aviation	5,000	Proprietary Funds	Neivy Garcia
Corrections and Rehabilitation	5,000	General Fund	Mohammad Haq
Fire Rescue	5,000	Fire District Funds	Sylvia Novela
Parks, Recreation and Open Spaces	75,000	General Fund	Maria Quinoa
Police	5,000	General Fund	Laura Romano
Total	**$970,000**		

Track Record/Monitor

Denis Chung, CPPB, of the Internal Services Department is the Procurement Contracting Officer.

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 the County Mayor's 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 the County Mayor's 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 the

County Mayor's 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.

Vendor(s) Pre-Qualified for Pool

An Invitation to Bid (ITB) was issued under full and open competition on December 20, 2013. The method of award was to all responsive and responsible vendors that met the minimum requirements as specified in the ITB for participation in future spot market competitions. Additional qualified vendors may be added to the pool at any time during the contract term subject to ratification by the Board on a bi-annual basis. The vendors listed in the table below met the pre-qualification criteria.

Awardees	Address	Principal
Lavcor, LLC (MICRO/SBE)	986 NW 99 Court Miami, FL	Leonel Valdes
Animal Care Equipment & Services, LLC	3075 75 Street, Unit 2 Boulder, CO	Andrew Katers
Tomahawk Live Trap, LLC	6151 US HWY 51 Hazelhurst, WI	Jenny Smith

Vendor(s) Not Pre-Qualified for Pool

Vendor	Reason for Not Recommending
Patterson Veterinary Supply, Inc.	Vendor failed to submit the required Affirmation Action Plan. Upon receipt and approval of the plan, the vendor will be added to the pool.

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 two percent User Access Program provision applies and will be collected on all purchases.
- The Small Business Enterprise Bid Preference and Local Preference Ordinances will be applied at the time of spot market competition. A Small Business Enterprise set-aside also applies for spot market competition up to $100,000 when there are three or more certified Small Business Enterprise firms available.
- The Living Wage Ordinance does not apply.

Edward Marquez
Deputy Mayor

MEMORANDUM
(Revised)

TO: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

DATE: June 3, 2014

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

SUBJECT: Agenda Item No. 8(F)(14)

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 Mayor'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)(14)
6-3-14

RESOLUTION NO. _____

RESOLUTION ESTABLISHING PRE-QUALIFICATION POOL CONTRACT 9797-1/24 ANIMAL CARE SERVICES IN A TOTAL AMOUNT UP TO $1,940,000 FOR 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:

Section 1. This Board authorizes the establishment of a pool contract for the purchase of goods and services as set forth in the incorporated memorandum in a total amount of up to $1,940,000, and authorizes the County Mayor or County Mayor's designee to conduct spot bids, award subsequent contracts, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

Section 2. This Board authorizes the County Mayor or County Mayor's designee to execute contracts for the items approved herein and exercise contract modifications, options-to-renew, any cancellation provisions, and any other rights contained therein in accordance with the terms and conditions of such contracts.

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:

Rebeca Sosa, Chairwoman
Lynda Bell, Vice Chair

Bruno A. Barreiro	Esteban L. Bovo, Jr.
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Jean Monestime	Dennis C. Moss
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of June, 2014. 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