Memorandum

MIAMI-DADE COUNTY

Date: April 21, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

Agenda Item No. 8(F)(7)

From: Carlos A. Gimenez
Mayor

Subject: Recommendation for Approval to Establish a Pre-Qualification Pool: Water and Sewer Payment Center/Agent Services

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Recommendation

It is recommended that the Board of County Commissioners (Board) approve this item, which does the following:

- Establishes pre-qualification pool, *RTQ-00122*, for the provision of payment center/agent services on behalf of the Water and Sewer Department; and
- Authorizes the designation of the pre-qualified vendors as agents of the County for the purpose of collecting and processing water and sewer utility bills.

The establishment of a pool of pre-qualified vendors will enable the County to offer multiple options for residents to pay their water and sewer utility bills. The payment options may include in-person walk-in payment services at facilities located throughout the County, automated payment kiosks, and a mobile bill payment application. Payment location options shall be available, at a minimum, Monday through Friday from 8:00 AM to 7:00 PM. Such locations will serve in addition to the current four (4) full service County facilities actively processing water utility payments, which are located at the following locations: Water and Sewer Department headquarters at the Douglas Building; Water and Sewer Department's LeJeune Office; South Dade Government Center; and Caleb Center (temporarily relocated to Martin Luther King, Jr., Plaza while construction is ongoing at the Caleb Center).

The awarded payment agent shall also ensure that the hardware and software used to deliver the payment center services interface with the Water and Sewer Department's billing system. Awarded payment agents will be compensated through a convenience fee not to exceed $5.00 per transaction that will be charged to the customer for services rendered.

In addition to the four (4) full service County facilities actively processing water utility payments, TonyMar Drugs Corporation (*dba* Continental Rx) and Navarro Discount Pharmacies are authorized to act as County payment agents at one (1) of their locations. The authority was granted to each by Resolutions R-1326-94 and R-1187-99, respectively. However, it is important to note that the Navarro Discount Pharmacy is no longer actively accepting payments. This pool will replace those contracts to offer a wider selection of payment locations and options.

Scope

The impact of this item is countywide in nature.

Fiscal Impact and Funding Source

It is anticipated that the establishment of this pool will promote timely submission and receipt of utility payments due to the Water and Sewer Department as a result of greater payment center/agent accessibility and options.

There is no fiscal impact to the County for the eight-year term as customers will pay a convenience fee directly to the awarded payment agent. The aggregate contract value, based on forecasted customer utilization (approximately 20 percent), is estimated to be $640,000 for the eight-year term.

Department	Allocation	Funding Source	Contract Manager
Water and Sewer	$640,000	Customer-Funded	Vladimir Murad
Total	**$640,000**		

Track Record/Monitor
Maria Carballeira 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 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. If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise all provisions of the pool contract, Section 2-8.1 of the County Code and Implementing Order 3-38.

Vendors Pre-Qualified for Pool
A Request to Qualify (RTQ) was issued on August 29, 2014 under full and open competition. The method of award was to pre-qualify all responsive and responsible vendors that met the minimum requirements as specified in the RTQ for participation in future competitions. Seven (7) vendors responded to the solicitation.

Vendors	Address	Principal
TonyMar Drugs Corporation	505 SW 8 Street Miami, FL	Javier Peral
AMSCOT Corporation	600 N Westshore Blvd., Suite 1200 Tampa, FL	Ian MacKechnie
Global Express Money Orders, Inc.	8819 Monard Drive Silver Spring, MD	Randy J. Mersky

Vendors Not Pre-Qualified for Pool

Vendors	Reason
Intuit Inc Software, Inc.	Vendor(s) failed to submit documents that meet the RTQ's requirements. Upon receipt and verification of the required documents, the vendor(s) will be added to the pool.
MoneyGram Payment System, Inc.	
Western Union Finanacial Services, Inc.	
Graybar Electric	Vendor responded to solicitation with a "No Bid"

Due Diligence
Pursuant to Resolution R-187-12, 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.

Applicable Ordinances and Contract Measures
- The two (2) percent User Access Program provision does not apply.
- The Small Business Enterprise Bid Preference does not apply.
- Local Preference will be applied for competitions under the pool.
- The Living Wage Ordinance does not apply.

Jack Osterholt
Deputy Mayor

MEMORANDUM
(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: April 21, 2015

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

SUBJECT: Agenda Item No. 8(F)(7)

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)(7)
4-21-15

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-00122 IN A TOTAL ESTIMATED CUSTOMER-FUNDED AMOUNT OF $640,000.00 FOR WATER AND SEWER PAYMENT CENTER/AGENT SERVICES; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO CONDUCT SPOT BIDS, AWARD SUBSEQUENT CONTRACTS, ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS, EXECUTE CONTRACTS, AND EXERCISE OPTIONS-TO-RENEW CANCELLATION PROVISIONS, AND ANY 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:

Section 1. This Board authorizes the establishment of prequalification pool Contract No. RTQ-00122 for water and sewer payment center/agent services in a total estimated customer-funded amount of $640,000.00 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. A copy of the contract is on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

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

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:

Jean Monestime, Chairman
Esteban L. Bovo, Jr., Vice Chairman

Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Audrey M. Edmonson
Sally A. Heyman	Barbara J. Jordan
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
Juan C. Zapata	

The Chairperson thereupon declared the resolution duly passed and adopted this 21st day of April, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the 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.

Henry N. Gillman