Memorandum

MIAMI-DADE COUNTY

Date: July 19, 2016

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

From: Carlos A. Gimenez
Mayor

Agenda Item No. 14(A)(9)

Subject: Request for Additional Time and Expenditure Authority to Prequalification Pool No. 6712-5/15-5, Office Supplies

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Recommendation

It is recommended that the Board of County Commissioners (Board) authorize additional time of one (1) year and increased spending authority of $1,579,000 to *Prequalification Pool No. 6712-5/15-5, Office Supplies*, for the Internal Services Department. This pool was originally established in January 2006 by the Board for a five-year term with five (5), one-year options to renew and is used by the Internal Services Department to provide various office supplies and related products for County departments upon request.

A replacement solicitation for office supplies was issued to determine whether awarding to one (1) vendor rather than using the pool would reduce costs to the County and offer enhanced service delivery. The solicitation results are currently under review and a recommendation to the Board is forthcoming. The additional time and allocation for this pool is needed to cover departmental requirements while an assessment of the best long-term solution for the acquisition of office supplies countywide is completed.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

This pool, which is in its fifth option to renew, expires on July 31, 2016. The modified allocation reflects a six-month administrative extension. The requested additional allocation of $1,579,000 is based on anticipated usage during the one-year extension period and results in a modified allocation of $3,947,500 as set forth below. If this request is approved, the cumulative value of this pool will be $28,105,500 for 11 years.

Department	Existing Allocation for the Current Option to Renew Term	Additional Allocation Requested	Modified Allocation	Funding Source	Contract Manager
Internal Services	$2,368,500	$1,579,000	$3,947,500	Internal Service Funds/Proprietary Funds	Antoinette Boyer
Total	**$2,368,500**	**$1,579,000**	**$3,947,500**		

Track Record/Monitor

Allan M. Garcia of the Internal Services Department is the Procurement Contracting Officer.

Delegated Authority

There is no additional delegation of authority sought in this item as the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis, was granted when the pool was established by the Board.

Pre-Qualified Vendors

See Attachment No. 1, Vendor Table. There are currently 18 pre-qualified vendors, of which 11 have a local office.

Due Diligence

Pursuant to Resolution No. 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 review of performance and compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There are no adverse findings relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two (2) percent User Access Program provision applies.
- The Small Business Enterprise Bid Preference and Local Preference Ordinances will be applied at the time of spot market competition.
- The Living Wage Ordinance does not apply.

Edward Marquez
Deputy Mayor

Request for Additional Time and Expenditure Authority to
Prequalification Pool No. 6712-5/15-5, Office Supplies

ATTACHMENT 1 – PREQUALIFIED VENDORS

Vendors	Principal Address	Local Address	Principal
Advance Filing Systems, Inc. dba Florida Office Systems (SBE)	1919 NW 19 Street Suite 622 Fort Lauderdale, FL	Same	David L. Stoutamire
AFP Industries, Inc.	3125 NE 208 Terrace Miami, FL	Same	Art Goldman
American Business Promotions, A Division of American Business Forms, Incorporated dba American Solutions for Business	31 East Minnesota Avenue Glenwood, MN	None	Larry A. Zavadil
CDW Government, LLC	200 N Milwaukee Avenue Vernon Hills, IL	None	Thomas E. Richards
Clara S. Graham dba Clark Starks Graham & Associates	208 NE 46 Terrace Gainesville, FL	None	Clara S. Graham
Daboter, Inc. dba Smith Office & Computer Supply	1009 South 21 Avenue Hollywood, FL	Same	David Levy
Dominion Business Supplies, Inc.	3400 NE 192 Street Number 1406 Aventura, FL	Same	Pola Berggrun
Drew & Rogers, Inc.	30 Plymouth Street Fairfield, NJ	None	Anthony Brown III
Galloway Office Supplies, Inc. dba Galloway Office Supplies & Furniture (SBE)	10201 NW 21 Street Miami, FL	Same	Jaime Toural
Geotype of South Florida Inc. dba Easel Art Supply Center	470 NE 167 Street North Miami Beach, FL	Same	Mark J. Glicksman
Govconnection, Inc.	7503 Standish Place Rockville, MD	None	Robert Howard
J & E Office Supplies, Inc. (SBE)	7911 NW 72 Avenue Suite 110A Medley, FL	Same	Jaime Hernandez
Laser Products, Inc. (SBE)	11975 SW 142 Terrace Unit 105 Miami, FL	Same	Glenn Rudman
Office Depot, Inc.	6600 North Military Trail Boca Raton, FL	None	Roland C. Smith
Office Express Supply, Inc. (SBE)	8005 West 20 Avenue Hialeah, FL	Same	Randolph Garcia
Random Source, Inc.	3400 SW 26 Terrace A-8 Fort Lauderdale, FL	Same	Jeremy Schneiderman

ATTACHMENT 1 – PREQUALIFIED VENDORS

Staples Contract & Commercial, Inc. dba Staples Technology Solutions	500 Staples Drive Framingham, MA	None	Ronald L. Sargent
Toner Cartridge Recharge, Inc. (SBE)	2500 NW 163 Terrace Suite 267 Doral, FL	Same	Nino Clares-Preito

MEMORANDUM

(Revised)

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

DATE: July 19, 2016

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 14(A)(9)

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**

_____ **Statement of social equity 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. 14(A)(9)
7-19-16

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADDITIONAL TIME OF ONE-YEAR AND ADDITIONAL EXPENDITURE AUTHORITY IN A TOTAL AMOUNT UP TO $1,579,000.00 FOR PREQUALIFICATION POOL NO. 6712-5/15-5 FOR PURCHASE OF OFFICE SUPPLIES FOR THE INTERNAL SERVICES DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

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 authorizes additional time of one-year and additional expenditure authority in an amount up to $1,579,000.00 for Prequalification Pool No. 6712-5/15-5 for the purchase of office supplies for the Internal Services Department and authorizes the County Mayor or County Mayor's designee to solicit pricing, award contracts, exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, and add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document and the contracts once awarded are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

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	

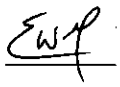
The Chairperson thereupon declared the resolution duly passed and adopted this 19th day of July, 2016. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by 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.



Eduardo W. Gonzalez