

# Memorandum



**Date:** July 6, 2016

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

Agenda Item No. 8(F)(15)

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Recommendation for Approval to Exercise the Remaining Option to Renew Periods under Contract No. L9240-9/25, Tour Andover Building Management System Maintenance Services

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) authorize the County Mayor or the County Mayor's designee to approve the nine (9), one-year option to renew (OTR) terms under *Contract No. L9240-9/25, Tour Andover Building Management System Maintenance Services*, for the Internal Services and Corrections and Rehabilitation Departments. Board approval of the option to renew terms is required as the value of the requested renewal periods plus the initial contract term exceeds the County Mayor's delegated authority. This item is exempt from Committee review per Ordinance No. 07-139, which permits contract renewals to be heard directly by the Board.

This contract was awarded to Advanced Control Corporation, Inc. (ACC) in September 2015 under delegated authority for the delivery of an all-inclusive preventative maintenance program for the Tour Andover Building Management System (BMS). A BMS is a computer-based control system installed in a building to control and monitor the building's mechanical and electrical equipment such as ventilation, lighting, power, fire and security systems. Under the contract, ACC is responsible for maintaining the BMS at the Women's Detention Center and the South and North Buildings at the Overtown Transit Village. Such maintenance includes emergency and support services, database protection and modifications and software upgrades.

ACC is the sole authorized representative for all Miami-Dade County projects and services for Schneider Electric (Tour Andover) products. It is critical that the County's BMS be maintained consistent with original equipment manufacturer standards to ensure safety of all employees and visitors to these facilities. Accordingly, authorizing the contract's option terms is in the County's best interest.

## **Scope**

The impact of this item is to the three (3) County facilities – Women's Detention Center and the South and North Buildings at the Overtown Transit Village, all of which are located in Commission District 3 represented by Commissioner Audrey M. Edmonson.

## **Fiscal Impact/Funding Source**

The contract, which is in its initial one-year term, expires on September 30, 2016 and is valued at \$238,000. As seen in the table below, if all option to renew periods are exercised, the contract's expiration date will be September 30, 2025, and the contract's cumulative value will be an estimated \$2,651,000. Negotiations with the vendor yielded a fixed, flat rate schedule through the term of the contract.

Prior to the exercise of an option to renew period, the staff performs market research to ensure exercising the option to renew is in the County's best interest. Market research includes an

assessment of competitive factors such as pricing, quality, product features, operational functionality and capital commitment by the vendor.

Department	Requested Allocation for the Option to Renew Periods	Funding Source	Contract Manager
Corrections and Rehabilitation	\$545,000	General Fund	Emilio Palma
Internal Services	1,868,000	Internal Services Funds	David Garcia
<b>Total:</b>	<b>\$2,413,000</b>		

<b>Initial Contract Term with Total Allocation:</b>		
Initial Contract Term	October 1, 2015 to September 30, 2016	\$238,000
<b>Subtotal</b>		<b>\$238,000</b>
<b>OTRs Requested for Approval and Estimated Amounts under this Item:</b>		
First OTR	October 1, 2016 to September 30, 2017	\$238,000
Second OTR	October 1, 2017 to September 30, 2018	245,000
Third OTR	October 1, 2018 to September 30, 2019	252,000
Fourth OTR	October 1, 2019 to September 30, 2020	260,000
Fifth OTR	October 1, 2020 to September 30, 2021	267,000
Sixth OTR	October 1, 2021 to September 30, 2022	275,000
Seventh OTR	October 1, 2022 to September 30, 2023	284,000
Eighth OTR	October 1, 2023 to September 30, 2024	292,000
Ninth OTR	October 1, 2024 to September 30, 2025	300,000
<b>Subtotal</b>		<b>\$2,413,000</b>
<b>Cumulative Total</b>		<b>\$2,651,000</b>

**Track Record/Monitor**

Ralph Tipton of the Internal Services Department is the Procurement Contracting Officer.

**Delegated Authority**

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise the nine (9) option to renew terms. The County Mayor or County Mayor's designee will also have the authority to exercise all provisions of the contract, during the option to renew terms, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

**Awarded Vendor**

Vendor	Principal Address	Local Address	Principal
Advanced Control Corporation, Inc.	6001 NE 14 Avenue Ft. Lauderdale, FL	Same	Matthew W. Jones

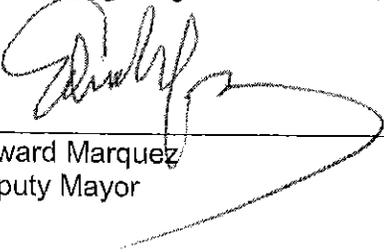
**Due Diligence**

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 or 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.

Honorable Chairman Jean Monestime  
and Members, Board of County Commissioners  
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**Applicable Ordinances and Contract Measures**

- The two (2) percent User Access Program provision applies.
- There are no applicable contract measures as this is a legacy contract.
- The Living Wage Ordinance does not apply.



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Edward Marquez  
Deputy Mayor



**MEMORANDUM**  
(Revised)

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

**DATE:** July 6, 2016

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(15)

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 \_\_\_\_\_

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7-6-16

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR THE COUNTY MAYOR'S DESIGNEE TO EXERCISE THE FIRST THROUGH NINTH ONE-YEAR OPTION TO RENEW PERIODS FOR CONTRACT NO. L9240-9/25, TOUR ANDOVER BUILDING MANAGEMENT SYSTEM (BMS) MAINTENANCE SERVICES, WITH AN ALLOCATION OF UP TO \$2,413,000.00 FOR THE INTERNAL SERVICES AND CORRECTIONS AND REHABILITATION DEPARTMENTS; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

**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 the County Mayor or the County Mayor's designee to exercise the first through the ninth one-year option to renew periods for Contract No. L9240-9/25, Tour Andover Building Management System (BMS) Maintenance Services, with an allocation of up to \$2,413,000.00 for the Internal Services and Corrections and Rehabilitation Departments; and authorizes the County Mayor or County Mayor's designee to exercise all provisions of the contract, during the option to renew periods, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the contract is 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 6<sup>th</sup> 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.



Oren Rosenthal