

# Memorandum



**Date:** March 7, 2017

**To:** Honorable Chairman Esteban L. Bovo, Jr.  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Recommendation for Approval to Award Animal Food

Agenda Item No. 8(F)(15)

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve award of *Contract No. FB-00325, Animal Food*, for multiple Miami-Dade County departments. The awarded vendors shall provide a wide assortment of foods integral to animal nutrition, growth and longevity. The contract will be primarily used by the Parks, Recreation and Open Spaces and Animal Services departments to support daily operations at Zoo Miami and the new Pet Adoption and Protection Center, respectively. Additionally, the Aviation, Corrections and Rehabilitation, Fire Rescue and Police departments will use the contract to purchase food for canines assisting in search and rescue efforts, security searches and general law enforcement tasks.

An Invitation to Bid was issued under full and open competition, and four (4) bids were received in response to the solicitation. The solicitation included two (2) groups: Group A, which was awarded to the lowest responsive and responsible bidder on an item by item basis, and Group B, which establishes a prequalified vendor pool to participate in future spot market competitions. All responsive and responsible bidders will be prequalified for Group B. Additional vendors may qualify to be added to Group B at any time during the term of the pool.

The County Mayor rescinded an earlier recommendation for approval to award this animal food contract (see attached). The decision to rescind was required after one (1) of the recommended vendors, Vet Brands International, Inc. (Vet Brands), notified the County of its inability to offer the items it was awarded. Subsequently, it was determined that awarding to the next lowest bidder would be cost-prohibitive. A separate solicitation will be issued in January 2017 to award the items previously recommended for award to Vet Brands.

## Scope

The impact of this item is countywide in nature.

## Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$3,570,000. The previous contract, 9411-4/15-4, was valued at \$5,500,000 for five (5) years and six (6) months, expired on August 31, 2016. The allocation requested for the Parks, Recreation and Open Spaces Department is lower than under the previous contract due to the removal of items awarded to Vet Brands. As indicated above, those items will be re-solicited under a separate forthcoming solicitation. All other departmental allocations are substantially similar to the allocations under the current contract.

Department	Allocation	Funding Source	Contract Manager
Animal Services	\$1,000,000	General Fund	Gilda M. Nuñez
Aviation	100,000	Proprietary Funds	Neivy Garcia
Corrections and Rehabilitation	30,000	General Fund	Mohammad Haq
Fire Rescue	60,000	Fire District	Mariahela Betancourt

Department	Allocation	Funding Source	Contract Manager
Parks, Recreation and Open Spaces	2,200,000	General Fund	Lluís Gorgoy
Police	180,000	General Fund	Laura Romano
<b>Total</b>	<b>\$3,570,000</b>		

**Track Record/Monitor**

Robin Webb of the Internal Services Department is the Procurement Contracting Officer.

**Delegated Authority**

Group A: If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, including any cancellation, renewal and extension provisions.

Group B: If this item is approved, the County Mayor or County Mayor's designee will have the authority to solicit pricing and award contracts up to the aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor's designee will also have the authority to (a) 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.

**Vendors Recommended for Award**

Awardee	Principal Address	Address of Branch Offices or Headquarters in Miami-Dade or Broward*	Number of Employee Residents	Principal	Award
			1)Miami-Dade 2)Broward 3)Percentage*		
HMS Zoo Diets, Inc.	1222 Echo Lane Bluffton, IN	None	0	Janice K. Higginbottom	Group A (5 Items) Group B
			0		
			0%		
Lavcor, LLC (SBE/Micro)	936 NW 104 Avenue Miami, FL	Same	1	Leonel Valdes	Group A (21 Items) Group B
			0		
			100%		
Robbie's Feed & Supply, Inc.	22390 SW 177 Avenue Miami, FL	Same	20	Robbie N. Addison	Group A (22 Items) Group B
			0		
			100%		
			23		
			89%		

\*The information in this table is being provided pursuant to Resolution No. R-1011-15. The percentage of employee residents is the percentage of the vendors' employees who reside in Miami-Dade or Broward County as compared to the vendor's total workforce.

**Vendor Not Recommended for Award**

Vendor	Reason for Not Recommending
Vet Brands International, Inc.	Vendor cannot supply any of the items bid.

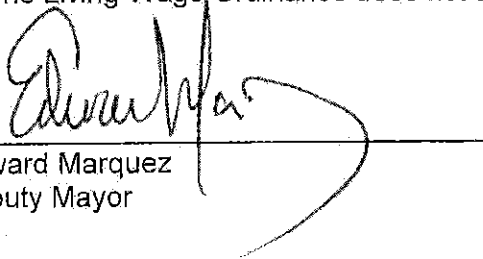
**Due Diligence**

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, review of performance or compliance issues and conducting a keyword internet search. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

Pursuant to Resolution No. R-140-15, prior to the re-procurement of this replacement contract, market research and a full review of the scope of services was conducted to ensure the replacement contract reflects the County's current needs. The scope of services was updated to add additional food necessary to meet the operational needs of the user departments.

**Applicable Ordinances and Contract Measures**

- The two (2) percent User Access Program provision applies and will be collected on all purchases.
- The Small Business Enterprise Bid Preference and Local Preference ordinances were applied to Group A and will be applied to Group B at the time of spot market competition.
- The Living Wage Ordinance does not apply.



Edward Marquez  
Deputy Mayor

# Memorandum



CLERK OF THE BOARD

**Date:**  
**To:** Honorable Chairman Jean Monestime  
 and Members, Board of County Commissioners  
**From:** Carlos A. Gimenez  
 Mayor  
**Subject:** Recommendation for Approval to Award Animal Food

2016 OCT 12 AM 10:50  
 CLERK OF THE BOARD  
 MIAMI-DADE COUNTY, FLA.  
 #1

**Recommendation**

It is recommended that the Board of County Commissioners approve award of *Contract No. FB-00325, Animal Food* for various Miami-Dade County departments. The awarded vendors will provide a wide variety of foods that provide essential nutrition for growth and longevity of animals for various County departments. This contract will be primarily used by the Miami-Dade Parks, Recreation and Open Spaces and Animal Services departments to support daily operations at Zoo Miami and the new Animal Services facility, respectively. Additionally, the Aviation, Corrections and Rehabilitation, Fire Rescue and Police Departments will use the contract to purchase food for canines that are used for search and rescue efforts, security searches and general law enforcement tasks.

An Invitation to Bid was issued under full and open competition on March 30, 2016 and four (4) bids were received in response to the solicitation. The solicitation included two groups: Group A, which was awarded to the lowest responsive and responsible bidder on an item by item basis, and Group B, which establishes a pre-qualified pool of vendors to participate in future spot market competitions. All responsive and responsible bidders will be pre-qualified for Group B. Additional vendors may qualify to be added to Group B at any time during the term of the pool.

**Scope**

The impact of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$8,870,000. The current contract, 9411-4/15-4, is valued at \$5,500,000 for five (5) years and six (6) months. The allocation requested for Parks, Recreation and Open Spaces is higher than under the current contract. The increase includes revisions to animal diets at Zoo Miami based on recommendations provided by the Zoo's nutritionist, as well as the expansion of the Zoo's animal collection during the contract term. The expansion includes additional elephants and koalas along with various animals to be included in the Florida Exhibit. All other departmental allocations are substantially similar to the allocations under the current contract.

Department	Allocation	Funding Source	Contract Manager
Animal Services	\$1,000,000	General Fund	Kathy Labrada
Aviation	100,000	Proprietary Funds	Neivy Garcia
Corrections and Rehabilitation	30,000	General Fund	Mohammad Haq
Fire Rescue	60,000	Fire District	Mariánela Betancourt
Parks, Recreation and Open Spaces	7,500,000	General Fund	Lluís Gorgoy
Police	180,000	General Fund	Laura Romano
<b>Total</b>	<b>\$8,870,000</b>		

**Track Record/Monitor**

Allan M. Garcia 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 all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38, including any cancellation, renewal and extension provisions.

**Vendor Recommended for Award**

Awardee	Principal Address	Address of Branch Offices or Headquarters in Miami-Dade or Broward*	Number of Employee Residents			Principal	Award
			1)Miami-Dade	2)Broward	3)Percentage*		
HMS Zoo Diets, Inc,	1222 Echo Lane Bluffton, IN	None	0	Janice K. Higginbottom	0%	Group A (5 Items) Group B	
			0				
			0%				
Lavcor, LLC (SBE/Micro)	936 NW 104 Avenue Miami, FL	Same	1	Leonel Valdes	100%	Group A (19 Items) Group B	
			0				
			100%				
Robbie's Feed & Supply, Inc.	22390 SW 177 Avenue Miami, FL	Same	20	Robbie N. Addison	100%	Group A (25 Items) Group B	
			0				
			100%				
Vet Brands International, Inc.	10467 N Commerce Parkway Miramar, FL	Same	2	John N. Honeycutt	89%	Group A (40 Items) Group B	
			23				
			89%				

\*The information in this table is being provided pursuant to Resolution No. R-1011-15. The percentage of employee residents is the percentage of the vendors' employees who reside in Miami-Dade or Broward County as compared to the vendor's total workforce.

**Vendors Not Recommended for Award**

None

**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 list that were referenced include: convicted bidders, debarred bidders, delinquent contractors, suspended bidders, and federal excluded parties. There were no adverse findings related to contractor responsibility.

Pursuant to Resolution No. R-140-15, prior to the re-procurement of this replacement contract, a full review of the scope of services was conducted to ensure the replacement contract reflects the County's current needs which included conducting market research. The scope of services was updated to add additional food necessary to meet the operational needs of the user departments.

**Applicable Ordinances and Contract Measures**

- The two (2) percent User Access Program provision applies and will be collected on all purchases.
- The Small Business Enterprise Bid Preference and Local Preference Ordinance were applied to Group A, and will be applied to Group B, at the time of spot market competition.
- The Living Wage Ordinance does not apply.

Edward Marquez  
 Deputy Mayor

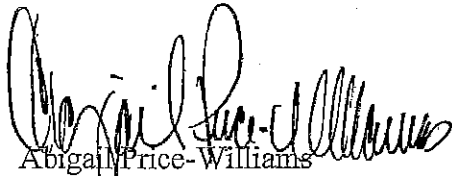


# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Esteban L. Bovo, Jr.  
and Members, Board of County Commissioners

**DATE:** March 7, 2017

**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 \_\_\_\_\_

Agenda Item No. 8(F)(15)  
3-7-17

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

RESOLUTION APPROVING AWARD OF GROUP A CONTRACT NO. FB-00325, FOR PURCHASE OF ANIMAL FOOD FOR COUNTY DEPARTMENTS; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO GIVE NOTICE OF GROUP A AWARD, ISSUE THE APPROPRIATE PURCHASE ORDER TO GIVE EFFECT TO SAME AND EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE CODE AND IMPLEMENTING ORDER 3-38; AUTHORIZING ESTABLISHMENT OF GROUP B PREQUALIFICATION POOL FB-00325; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING FOR GROUP B, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA 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; AND AUTHORIZING AGGREGATE EXPENDITURE AUTHORITY FOR GROUPS A AND B IN A TOTAL AMOUNT NOT TO EXCEED \$3,570,000.00 FOR THE CONTRACT AND PREQUALIFICATION POOL COMBINED OVER THE FIVE-YEAR TERM

**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 approves award of a Group A Contract No. FB-00325 for purchase of animal food for County departments as set forth in the incorporated memorandum, and authorizes the County Mayor or County Mayor's designee to give notice of this award, issue the appropriate purchase order to give effect to same and exercise all provisions of the contract

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.

Section 2. This Board authorizes the establishment of a Group B prequalification pool FB-00325 for the purchase of animal food and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to the aggregate amount of the allocation authorized by the Board, (b) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38, and (c) 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 resulting contracts are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

Section 3. This Board further authorizes aggregate expenditure authority in a total amount not to exceed \$3,570,000.00 for the Group A contract and Group B prequalification pool combined over the five-year term.

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:

Esteban L. Bovo, Jr., Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
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 7<sup>th</sup> day of March, 2017. 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