

# Memorandum



**Date:** November 7, 2017

Agenda Item No. 8(F)(9)

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

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Recommendation to Reject All Bids: Mailing Services

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve the rejection of all bids received under *Invitation to Bid No. FB-00544, Mailing Services*, for multiple County departments. Due to the volume of outgoing mail generated by the County, as well as the net savings on first-class postage rates, the County uses an outside vendor for the pick-up and delivery of mail to United States Postal Services facilities from various locations throughout the County. The County generates approximately three million pieces of first-class mail per year due to the daily operations of departments and agencies.

The County issued a solicitation under full and open competition to obtain a contract for bulk mailing and related services. Three bids were received in response to the solicitation, including one "No Bid." During the evaluation, staff discovered errors in the estimated quantities in the solicitation. The annual quantities for three of the line items did not accurately reflect the County's anticipated spend, which did not provide bidders with a reasonable estimate from which to base their offer. A replacement solicitation was issued for these services and a recommendation for award is anticipated to be presented for Board consideration near the end of the calendar year.

## Scope

The scope of this item is countywide in nature.

## Fiscal Impact/Funding Source

There is no fiscal impact to the County for the rejection of bids.

Department	Allocation	Funding Source	Contract Manager
Aviation	\$75,000	Proprietary Funds	Neivy Garcia
Clerk of Courts	\$230,000	Clerk Funds	Jose Cardona
Finance	\$530,000	Proprietary Funds	Blanca Padron
Internal Services	\$1,600,000	Internal Service Funds	David Campos
Library System	\$10,000	Library District	Anna Rodriguez
Water and Sewer	\$304,000	Proprietary Funds	Susan Pascual
<b>Total:</b>	<b>\$2,749,000</b>		

## Track Record/Monitor

Celeste S. Walker, CPSM, CPPO of the Internal Services Department, is the Procurement Contracting Manager.

## Vendor Recommended for Award

None.

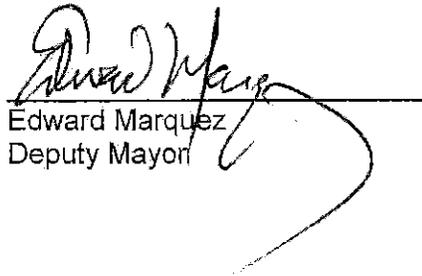
**Vendors Not Recommended for Award**

Vendor	Reason for Not Recommending
AutoMail, LLC	No Bid*
Arrowmail Presort Company, Inc.	Rejection of Bids
Postal Center International, Inc.	

\*A "No Bid" means the vendor indicated it would not be submitting an offer in response to the solicitation.

**Applicable Ordinances and Contract Measures**

- The two percent User Access Program provision would have applied.
- The Small Business Enterprise Bid Preference and Local Preference were included in the solicitation in accordance with the ordinances.
- The Living Wage Ordinance would have applied.



Edward Marquez  
Deputy Mayor

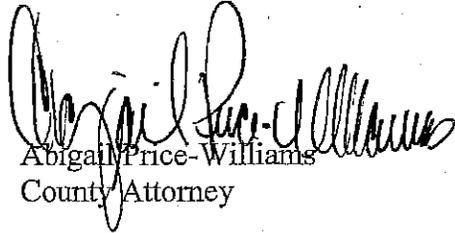


# MEMORANDUM

(Revised)

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

**DATE:** November 7, 2017

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

**SUBJECT:** Agenda Item No. 8(F)(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. 8(F)(9)  
11-7-17

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

RESOLUTION APPROVING REJECTION OF ALL BIDS  
RECEIVED IN RESPONSE TO INVITATION TO BID NO. FB-  
00544 FOR THE PURCHASE OF MAILING SERVICES FOR  
MULTIPLE COUNTY DEPARTMENTS

**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 approves rejection of all bids received in response to Invitation to Bid No. FB-00544 for the purchase of Mailing Services for multiple County departments. A copy of the solicitation document and the bids received in response to it 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:

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 November, 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