

# Memorandum

MIAMI-DADE  
COUNTY

**Date:** July 23, 2019

**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Recommendation for Approval to Establish a Prequalification Pool for Canopies and  
Awnings, Purchase/Repair/Materials

Agenda Item No. 8(F)(7)

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**This item was amended at the July 17, 2019 Health Care and County Operations Committee to remove Charter Transportation Surtax Language on the Subject line, Fiscal Impact/Funding Source section, and under the Fiscal Impact table for the Department of Transportation and Public Works. Additionally, the authorization to use Charter Transportation Surtax funds was removed from the resolution.**

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-01107 Canopy and Awning Purchase/Repair/Materials*, for multiple County Departments. The current pool, *6939-0/15*, was approved by the Board on December 7, 2010 for a five-year term and subsequently extended on January 20, 2016 for five additional years. Awnings and canopy structures are installed countywide at various locations such as walkways, parking lots, building entrances, aircraft operating areas, cruise ship terminals and at bus shelters all along the South Dade Transitway.

This item is placed for Board review pursuant to Miami-Dade County Code Section 29-124(f). The Board may only consider this item if the Citizens' Independent Transportation Trust (CITT) has forwarded a recommendation to the Board prior to the date scheduled for Board consideration or 45 days have elapsed since the issuance of this recommendation. If CITT has not forwarded a recommendation and 45 days have not elapsed since the issuance of this recommendation, a withdrawal of this item will be requested.

## **Background**

The pool will provide the County with access to canopy and awning purchase, installation, and repair services for existing canopies and awnings, as well as the option to purchase raw canopy and/or awning shade cloth, as needed.

The establishment of this replacement pool was undertaken pursuant to County Resolution R-1032-18, directing the Strategic Procurement Division to conduct a procurement to establish a pool of qualified vendors available on a push-button basis for the repair or replacement of awnings and canopies along the South-Dade Transitway. Once the replacement pool is established, the current pool will be terminated, following a reasonable transition period. The current pool includes geographical restrictions which requires vendors to have a Local Business Tax Receipt for either Miami-Dade County or Broward County. As such, the County is ineligible to receive reimbursement from the Federal Emergency Management Agency for any disaster related expenditures, as was experienced with Hurricane Irma in 2017. This replacement pool does not include geographical restrictions.

Five vendors responded to this solicitation, with one vendor submitting a "No Bid." Three vendors are being recommended for inclusion in the pool, of which two have a local address and one is a

certified Small Business Enterprise. A total of 495 vendors were notified upon advertisement. Outreach efforts were made to increase local vendor participation including sending an invitation to all seven vendors in the current pool, as well as to vendors with related local business tax receipts. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added.

**Scope**

The scope of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$7,662,000. The current pool, 6939-0/15, is valued at \$8,076,000 for a ten-year and two-month term and expires on February 28, 2021. The allocation under the replacement pool is higher than the current pool on an annualized basis due to estimated usage during the term of the pool and the possibility of purchasing raw materials in preparation for an emergency.

Department	Allocation	Funding Source	Contract Manager
Community Action and Human Services	\$150,000	General Fund/Federal Funds	Richard Signori
Fire Rescue	\$88,000	Fire District	Marianela Betancourt
Internal Services	\$202,000	Internal Service Funds	Jennyfer Calderon
Parks, Recreation and Open Spaces	\$347,000	General Fund/Proprietary Funds	Bernie Rodriguez
Police	\$88,000	General Fund	Laura Romano
PortMiami	\$5,000,000	Proprietary Funds	Gyselle Pino
Public Housing and Community Development	\$68,000	Federal Funds	Indira Rajkumar-Futch
Solid Waste Management	\$31,000	Proprietary Funds/General Fund	Karina Careaga
Transportation and Public Works	\$1,570,000	DTPW Operating/Federal Funds	Angela Mathews-Tranumn
Water and Sewer	\$118,000	Proprietary Funds	Susan Pascual
<b>Total:</b>	<b>\$7,662,000</b>		

**Track Record/Monitor**

Jessica Tyrrell of the Internal Services Department is the Procurement Contracting Manager.

**Delegated Authority**

Upon approval of this item, a pool of prequalified 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. 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 and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

**Vendors Prequalified for Pool**

A Request to Qualify was issued under full and open competition. Five vendors responded to the solicitation, including one "No Bid." Three vendors are being recommended for inclusion in the pool, as set forth in the table below. Two of the three vendors have a local address, and one is a certified Small Business Enterprise.

Pursuant to Resolution No. R-477-18, fewer than 75 percent of the vendors recommended for inclusion in the pool are local due to a smaller number of vendor submittals. Staff outreach efforts included sending invitations to all incumbent vendors in the current pool, as well as vendors identified via the County's Local Business Tax Receipts database based on related commodity codes for which they were registered. Staff will continue to reach out to vendors to encourage their participation in the pool. This pool has three groups: Group A, Purchase of Canopy or Awning Materials; Group B, Furnish, Repair, Replace, and Install Canopies; and Group C, Furnish, Repair, Replace, and Install Awnings.

Vendor	Principal Address	Local Address	Principal	Groups Prequalified
Industrial Shadeports, Inc.	1975 NW 18 Street, Pompano Beach, FL	None	Stanley D. Breitweiser	A, B
No Equal Design Company	6995 NW 46 Street Suite A Miami, FL	Same	Casparus D. Otto	A, B, C
Paradise Awnings Corporation (SBE)	4310 NW 36 Avenue Miami, FL	Same	Juan Chaviano	A, C

**Vendors Not Prequalified for Pool**

Vendor	Local Address	Reason for Not Recommending
Awning Brokers A B, Inc.	Yes	Vendor is not a registered Miami-Dade County Vendor. Upon completion of vendor registration, the vendor may be added to the pool.
Hendee Enterprises, Inc.	No	No Bid*

\*A "No Bid" means the vendor responded indicating that it will not be providing an offer.

**Due Diligence**

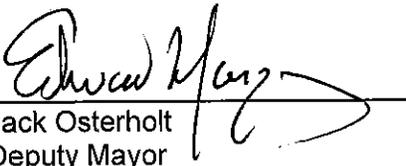
Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

Pursuant to Resolution No. R-140-15, prior to re-procurement, a full review of the scope of services was conducted to ensure the replacement pool reflects the County's current needs. The

review included conducting market research, posting a draft solicitation for industry comment, and holding meetings and drafting sessions with client departments. The scope of services was updated to remove unnecessary language, remove potential barriers to competition, streamline requirements, and include an additional group for purchase of raw materials in accordance with Resolution No. R-1032-18.

**Applicable Ordinances and Contract Measures**

- Each Work Order under this Prequalification Pool must be submitted to the Small Business Development Division for review and application of Small Business Enterprise measures to include: SBE Construction, SBE Goods & Services, Responsible Wages, Living Wages, Community Workforce Program goals, Resident First and Employ Miami-Dade County, if applicable.
- The two percent User Access Program provision applies where permitted by the funding source.
- The Local Preference applies where permitted by the funding source.

  
b Jack Osterholt  
Deputy Mayor



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** July 23, 2019

**FROM:** Abigail Price-Williams  
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
- 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 present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_) 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)  
7-23-19

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01107 IN A TOTAL AMOUNT UP TO \$7,662,000.00 FOR THE PURCHASE OF CANOPY AND AWNING PURCHASE, REPAIR, AND MATERIALS FOR MULTIPLE DEPARTMENTS FOR A FIVE-YEAR TERM; 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 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

**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]]~~<sup>1</sup> >>this<< Board authorizes the establishment of prequalification pool RTQ-01107 for the purchase of awning purchase, repair, and materials for multiple departments in a total amount up to \$7,662,000.00 for a five-year term; and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to an 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

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<sup>1</sup> Committee amendments are indicated as follows: Words double stricken through and/or [[double bracketed]] are deleted, words double underlined and/or >>double arrowed<< are added.

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 and available upon request from the Internal Services Department, Strategic Procurement Division.

~~[[Section 2. This Board authorizes the use of Charter County Transportation Surtax Funds for such purposes.]]~~

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:

Audrey M. Edmonson, Chairwoman

Rebeca Sosa, Vice Chairwoman

Esteban L. Bovo, Jr.

Jose "Pepe" Diaz

Eileen Higgins

Joe A. Martinez

Dennis C. Moss

Xavier L. Suarez

Daniella Levine Cava

Sally A. Heyman

Barbara J. Jordan

Jean Monestime

Sen. Javier D. Souto

The Chairperson thereupon declared the resolution duly passed and adopted this 23<sup>rd</sup> day of July, 2019. 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





## Memorandum



**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**From:** Javier A. Betancourt, Executive Director *JB*

**Date:** June 20, 2019

**Re: CITT AGENDA ITEM 7A:**

RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZE ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01107 IN A TOTAL AMOUNT UP TO **\$1,570,000.00** FOR THE PURCHASE OF CANOPY AND AWNING PURCHASE, REPAIR, AND MATERIALS FOR THE DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS FOR A FIVE-YEAR TERM; AND AUTHORIZE 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 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 AUTHORIZE THE USE OF CHARTER COUNTY TRANSPORTATION SURTAX FUNDS FOR SUCH PURPOSES CONTAINED IN EXHIBIT 1, AS AMENDED, OF THE PEOPLE'S TRANSPORTATION PLAN SECTION BUS SERVICE IMPROVEMENTS **(DTPW – BCC Legislative File No. 191072) SURTAX FUNDS REQUESTED**

On June 19, 2019, the CITT voted (7-0) to forward a recommendation of denial to the Board of County Commissioners (BCC) for the above referenced item. The vote was as follows:

Glenn J. Downing, CFP®, Chairperson – Nay  
Joseph Curbelo, 1<sup>st</sup> Vice Chairperson – Nay  
Alfred Holzman, 2<sup>nd</sup> Vice Chairperson – Nay

Oscar Braynon – Recuse  
Prakash Kumar – Nay  
Jonathan Martinez – Absent  
Marilyn Smith – Absent

Evan Fancher – Absent  
Hon. Anna E. Lightfoot-Ward, Ph.D. – Nay  
Miles E. Moss, P.E. – Nay  
L. Elijah Stiers, Esq. – Nay

The CITT then voted to forward a recommendation of approval to the BCC for a separate item, CITT Resolution No. 19-043 as follows:

RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZE ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01107 IN A TOTAL AMOUNT UP TO **\$1,570,000.00** FOR THE PURCHASE OF CANOPY AND AWNING PURCHASE, REPAIR, AND MATERIALS FOR THE DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS FOR A

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FIVE-YEAR TERM; AND AUTHORIZE 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 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, SO LONG AS NO SURTAX FUNDS ARE USED FOR THESE PURPOSES.

The vote was as follows:

Glenn J. Downing, CFP®, Chairperson – Aye  
Joseph Curbelo, 1<sup>st</sup> Vice Chairperson – Aye  
Alfred Holzman, 2<sup>nd</sup> Vice Chairperson – Aye

Oscar Braynon – Recuse  
Prakash Kumar – Aye  
Jonathan Martinez – Absent  
Marilyn Smith – Absent

Evan Fancher – Absent  
Hon. Anna E. Lightfoot-Ward, Ph.D. – Aye  
Miles E. Moss, P.E. – Aye  
L. Elijah Stiers, Esq. – Aye

cc: Alina Hudak, Deputy Mayor  
Bruce Libhaber, Assistant County Attorney