

Memorandum



Date: January 20, 2021

To: Honorable Chairman Jose "Pepe" Diaz and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

Subject: Request for Approval to Exercise the Final Option to Renew Term and Authorize Additional Expenditure Authority under Contract No. L9439-4/21-3, Pitney Bowes Group1 Software Maintenance

Agenda Item No. 8(F)(5)

Recommendation

It is recommended that the Board of County Commissioners (Board) authorize approval to exercise the final option to renew term and additional expenditure authority to *Contract No. L9439-4/21-3, Pitney Bowes Group1 Software Maintenance*, for the Information Technology Department. The Department is requesting approval to exercise the fourth and final option to renew term and additional expenditure authority in the amount of \$167,000 for the current term. This contract provides ongoing maintenance and support services for the existing software applications from Pitney Bowes Software, Inc.

Information Technology manages this contract on behalf of the Miami-Dade Water and Sewer Department. The Water and Sewer Customer Care and Billing System (System) was competitively procured in 1998 through RFP No. 000049, and awarded by the Board pursuant to Resolution No. R-882-98 for Water and Sewer. This legacy contract was awarded in July 2016 under delegated authority to Pitney Bowes Software, Inc., for a one-year term with four, one-year option to renew terms. The first three, one-year option to renew terms were approved by the Board pursuant to Resolution No. R-27-18.

Water and Sewer utilizes various Pitney Bowes software applications to integrate with the System to generate customer bills and perform address validation for processing by the United States Postal Service. The System verifies, standardizes, and corrects address elements, as well as produces delivery point bar codes to enable pre-sorting for postal automation discounts.

Pitney Bowes Software, Inc. is the proprietary owner and sole provider of maintenance, support, and professional services for these software applications. Therefore, no other vendor is capable of providing the required services which are essential to the billing operations of Water and Sewer. The County owns the licenses for the software applications, and since 2011, through various acquisitions, the County has invested approximately \$1,434,000 in this software solution, inclusive of upgrades and standardization. A Request for Information, RFI-01733, was advertised from September 28, 2020 through October 5, 2020, to determine the availability of vendors capable of providing these services. One response was received, from JeanComputech Corporation, but the firm did not provide the requested documentation from Pitney Bowes verifying it is authorized to provide maintenance and support services for Pitney Bowes software applications.

Additionally, replacing the existing System would disrupt the current program. Accordingly, it's in the County's best interest to exercise the final option to renew term to ensure there is no lapse in service delivery for Water and Sewer. County staff will continue to monitor the industry for new technology to determine, if a competitive process is feasible for the replacement contract.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The contract term expires on February 28, 2021 and has a current cumulative allocation of \$763,000. If this request is approved, the contract will have a modified cumulative allocation of \$930,000 and will expire on February 28, 2022.

Department	Current Cumulative Allocation	Allocation Requested for the Option to Renew Term	Modified Cumulative Allocation	Funding Source	Contract Manager
Information Technology	\$763,000	\$167,000	\$930,000	Proprietary Funds	Julian Manduley
Total:	\$763,000	\$167,000	\$930,000		

Track Record/Monitor

Sade Chaney of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

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

Awarded Vendor

Vendor	Principal Address	Local Address	Principal
Pitney Bowes Software, Inc.	350 Jordan Road Troy, NY	None	Robert E. Guidotti

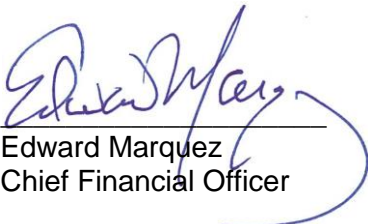
Due Diligence

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 were no adverse findings relating to contractor responsibility.

Pursuant to Resolution No. R-98-12, staff contacted the vendor to negotiate a reduction in pricing for the option to renew term. Those efforts resulted in the vendor honoring pre-negotiated pricing for the maintenance and support services as established at the contract's inception.

Applicable Ordinances and Contract Measures

- The User Access Program provision applies where permitted by the funding source.
- The Small Business Enterprise measures and Local Preference do not apply.
- The Living Wage does not apply.



 Edward Marquez
 Chief Financial Officer



MEMORANDUM
(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: January 20, 2021

FROM: 
Gen Bonzon-Keenan
Successor County Attorney

SUBJECT: Agenda Item No. 8(F)(5)

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)(5)
1-20-21

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE THE FOURTH AND FINAL OPTION TO RENEW TERM AND AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$167,000.00 FOR A MODIFIED CONTRACT AMOUNT OF \$930,000.00 FOR LEGACY CONTRACT NO. L9439-4/21-3 FOR THE PURCHASE OF PITNEY BOWES GROUP 1 SOFTWARE MAINTENANCE FOR THE INFORMATION TECHNOLOGY DEPARTMENT ON BEHALF OF THE MIAMI-DADE WATER AND SEWER DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT DURING THE OPTION TO RENEW TERM, INCLUDING ANY RENEWALS, EXTENSIONS OR CANCELLATION PROVISIONS, PURSUANT TO COUNTY CODE SECTION 2-8.1 AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purpose 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 authorizes the County Mayor or County Mayor's designee to exercise the fourth and final option to renew term and authorizes additional expenditure authority in an amount up to \$167,000.00 for a modified contract amount of \$930,000.00 for Legacy Contract No. L9439-4/21-3 for the purchase of Pitney Bowes Group 1 Software Maintenance for the Information Technology Department on behalf of the Miami-Dade Water and Sewer Department.

Section 2. This Board further authorizes the County Mayor or County Mayor's designee to exercise all provisions of such contract during the option to renew term, including any

extensions or cancellation provisions, 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, Strategic Procurement 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:

- | | |
|---------------------------------------|------------------------|
| Jose "Pepe" Diaz, Chairman | |
| Oliver G. Gilbert, III, Vice-Chairman | |
| Sen. René García | Keon Hardemon |
| Sally A. Heyman | Danielle Cohen Higgins |
| Eileen Higgins | Joe A. Martinez |
| Kionne L. McGhee | Jean Monestime |
| Raquel A. Regalado | Rebeca Sosa |
| Sen. Javier D. Souto | |

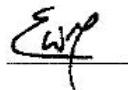
The Chairperson thereupon declared this resolution duly passed and adopted this 20th day of January, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override 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