

Memorandum



Date: February 17, 2021

Agenda Item No. 8(F)(2)

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

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Subject: Request for Additional Time and/or Expenditure Authority to Pool No. RTQ-00439,
Furniture Office and Non-Office

Recommendation

It is recommended that the Board of County Commissioners (Board) approve this request to extend *Prequalification Pool No. RTQ-00439, Furniture Office and Non-Office*, for a one-year term and increase expenditure authority by \$19,239,000 for multiple County departments. In February 2018, this pool was established by the Board through Resolution No. R-95-18 for a one-year term with a requirement that annual requests for continuation of the pool be presented to the Board based on the approved budget for each Department. For Fiscal Years 2018-19 and 2019-20, agenda items were prepared and presented to the Board for the annual continuation of the pool, which were adopted by the Board through Resolution Nos. R-134-19 and R-37-20, respectively. ***This item is being presented to the Board for approval of a one-year continuation of the pool, with allocations based on each department's approved capital and operating budgets that were adopted by the Board for Fiscal Year 2020-21.***

County departments use this pool for the purchase and installation of systems furniture, including replacement parts, upholstery, and associated products and services. The furniture purchased under this pool also includes items required to furnish new or expanded County facilities and to replace furniture that has reached the end of its useful life. Additional vendors and manufacturer product lines may be added throughout the term of the pool. Purchases for this fiscal year are targeted to improve spaces utilized by residents, tourists, and staff in various County facilities. Examples of how the departments will use the pool during this fiscal year are as follows:

- 1) The Corrections and Rehabilitation Department is projecting to relocate staff and operations from the following facilities: Maya Warehouse (Food Services and Facilities Management), Miami Lakes Warehouse, and Women's Detention Center if a new lease is secured to house all facilities and staff in one new location. This potential move would require the purchase of approximately 180 L-shaped desks and 180 chairs. Some of the current furniture can be used, but a majority of the current furniture needs replacement to appropriately fit a new location.
- 2) The Cultural Affairs Department requires furniture at the South Miami-Dade Cultural Arts Center due to a café development. New furniture is required at the newly constructed Westchester Cultural Arts Center. Additionally, it is projected that new cabinets, collapsible high counters, work spaces, outdoor seating, desks, tables, and chairs will need to be purchased for the Miami-Dade County Auditorium, African Heritage Cultural Center, and the South Miami-Dade Cultural Arts Center during this fiscal year.
- 3) The Internal Services Department continues to utilize the furniture pool on behalf of other departments as part of their capital improvement plans by purchasing replacement furniture and parts, and upgrading systems furniture which has surpassed its useful life and poses a safety concern. Projects for this year include the systems furniture replacement of the Stephen P. Clark Center Floors 6, 8, 9, 20, North Dade Justice Center Floor 1, Data Processing Center Floor 6, and small projects that arise throughout the year.

- 4) The Medical Examiner Department requires new furniture such as sofas, chairs, tables, lobby chairs, and guest chairs to replace old and damaged furniture in family waiting rooms, the main lobby, and the records visiting area.
- 5) The Public Library System continues to utilize the furniture pool to carry out its capital improvement plan. In the coming year, capital projects will commence at the Coconut Grove, Coral Gables, Hialeah Gardens, Main, North Central, Sunny Isles Beach, and Tamiami Libraries, as well as the Westchester Health & Wellness Information Center. The pool has provided the ability to create and improve public spaces that are inviting, innovative, and improve the overall customer experience while further advancing the mission to provide extraordinary services, spaces, and experiences that promote literacy and learning.
- 6) The Parks, Recreation, and Open Spaces Department requires replacement of obsolete and damaged furniture at the following locations: Community Center Buildings, Swimming Pools, and Administration Offices. Some examples of the furniture that will be procured are desks, chairs, filing and storage cabinets, outdoor patio furniture, and steel shelving.
- 7) The Public Housing and Community Development Department is projecting to replace items such as dining tables, dining chairs, wall units, file cabinets, orator lecterns, office chairs, desks, bookcases, and work station units in departmental administrative offices and public housing sites due to wear and tear.
- 8) The Regulatory and Economic Resources Department is projecting to replace obsolete chairs and workstations at the following locations: Permitting and Inspection Center, Code Compliance Division, and improvements to the code compliance lien file room.
- 9) The Department of Transportation and Public Works is in the process of completing two new Compressed Natural Gas Fuel Island Stations which will require furniture items upon completion. The Bus Maintenance Division has requested items such as office furniture, mid-back chairs, mesh back chairs, 3-file drawers, storage cabinets, instant canopies, and bookcases for the fuel islands and supervisors' offices to make the spaces functional. The Public Works Division has requested chairs, file and storage cabinets, and bookcases.
- 10) The Water and Sewer Department is projecting the need to provide furniture for the New Business and Labor section of the department at the Lejeune Road offices. The purchases would include new workstations, desks, chairs, and tables for the staff.

In an effort to expand local vendor participation, the County provided the Greater Miami Chamber of Commerce and Beacon Council with the prequalification pool information; however, no responses have been received. In addition, local vendors listed under the office furniture commodity codes were sent a communication encouraging their participation in the prequalification pool; however, no responses were received. This pool remains open for additional vendors to be added upon submittal of the required prequalification documents. Internal Services Department staff will continue to encourage participation in the pool through vendor outreach initiatives.

On January 21, 2021, item 8F6 (Legistar No. 202543) was bifurcated by the Board. The Board voted separately to authorize additional time of one-year and expenditure authority up \$12,291,500 for the Aviation, Fire Rescue, Police, PortMiami, and Solid Waste Management departments and deferred consideration of the allocations of the remaining County departments until the Board's February 2, 2021 meeting. Pursuant to that deferral, the remaining allocations are being presented in this item for the Board's consideration.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The current term expires on February 28, 2021 and has an allocation of \$21,854,645. If this request is approved, the pool will expire on February 28, 2022 and the additional expenditure authority of \$19,239,000 will be allocated based on each department's approved budgets for Fiscal Year 2020-21. Refer to Attachment No. 1 for a listing of departments and allocations based on capital and operating budgets that were adopted by the Board.

Track Record/Monitor

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

Delegated Authority

There is no additional delegation of authority sought in this item as the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, 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 add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis, was granted when the pool was established under Resolution No. R-95-18.

Prequalified Vendors

There are currently 56 prequalified vendors under the pool, of which 14 have local addresses and six are certified Small Business Enterprise firms. Purchases requiring integration of newly purchased furniture with a facility's existing furniture, like cubicles and other systems furniture, are not locally available and participation of non-local vendors is required to ensure successful integration of existing and new furniture. Further, non-local vendors offer numerous product lines that meet the County's diverse furniture needs. Refer to Attachment No. 2 for a listing of the prequalified vendors.

The County provided the Greater Miami Chamber of Commerce and Beacon Council with the prequalification pool information in an attempt to expand vendor participation; however, no vendor responses have been received from this outreach. Staff also sent a blast communication to local vendors listed under the office furniture commodity codes encouraging their participation in the prequalification pool; however, no responses have been received from this outreach. This pool will remain open for additional vendors to be added upon submittal of the required prequalification documents. Internal Services Department staff will continue to encourage additional participation through vendor outreach initiatives.

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.

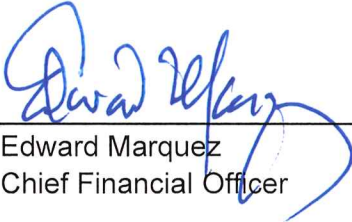
Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies where permitted by the funding source.
- The Small Business Enterprise (SBE) Bid Preference will be applied at the time of spot market competition where permitted by the funding source. An SBE set-aside applies for spot market competition up to \$100,000 where permitted by the funding source where there are three or more SBE-certified firms available.

Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners
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- The Local Preference will be applied at the time of spot market competition where permitted by the funding source.
- The Living Wage does not apply.

Attachments



Edward Marquez
Chief Financial Officer

Attachment 1
Departments and Allocations - Prequalification Pool No. RTQ-00439, Furniture Office and Non Office

Department	Capital Allocation Requested	Operating Budget Allocation Requested	Total Allocation Requested	Funding Source	Contract Manager
Corrections and Rehabilitation	\$0	\$300,000	\$300,000	General Fund	Zuleika Davidson
Cultural Affairs	\$3,305,000	\$50,000	\$3,355,000	Proprietary Funds	Regla Lee
Internal Services	\$7,900,000	\$0	\$7,900,000	Internal Service Funds	Jennyfer Calderon
Library System	\$3,550,000	\$450,000	\$4,000,000	Library District Funds	Mike Iturrey
Medical Examiner	\$0	\$10,000	\$10,000	General Fund	Aylin Concepcion
Parks, Recreation, and Open Spaces	\$100,000	\$150,000	\$250,000	General Fund	Bernie Rodriguez
Public Housing and Community Development	\$0	\$100,000	\$100,000	Federal Funds	Indira Rajkumar-Futch
Regulatory and Economic Resources	\$0	\$395,000	\$395,000	Proprietary Funds	Manuel Blanco
Transportation and Public Works	\$0	\$79,000	\$79,000	DTPW Operating Funds	Ana Rioseco
Water and Sewer	\$2,850,000	\$0	\$2,850,000	Proprietary Funds	Susan Pascual
Totals:	\$17,705,000	\$1,534,000	\$19,239,000		

Attachment 2

Prequalified Vendors - Prequalification Pool No. RTQ-00439, Furniture Office and Non Office

Vendor	Principal Address	Local Address	Principal
ABP Aventura, Inc. dba Relax The Back	8751 NW 99 Street Miami, FL	Same	Ernest Jordan
Advanced Filing Systems, Inc. dba Florida Office Systems (SBE)	1561 SW 68 Avenue Plantation, FL	9332 NW 101 Street Medley, FL	David L. Stoutamire
Affordable Interior Systems, Inc.	25 Tucker Drive Leominster, MA	None	Franco Bianchi
All Rack & Shelving, Inc.	773 Tree Side Lane Ponte Vedra, FL	None	Ronald Rossiter
Allsteel, Inc.	600 East 2 Street Muscatine, IA	None	Kris L. Yates
Apricot Office Interiors, Inc. (SBE)	20401 NW 2 Avenue Suite 220 Miami, FL	Same	Basil M. Bernard
Arconas Corporation	5700 Keaton Crescent Mississauga, ON	None	Dan Nussbaum
Bay View Industries, Inc. dba Surface Works	7821 S 10 Street Oak Creek, WI	None	Eugene T. Plitt
Berwin, Inc. dba JC White Architectural Interior Products	3501 Commerce Parkway Miramar, FL	None	Mark Feltingoff
Camilo Holdings, LLC	2333 Brickell Avenue Suite A-1 Miami, FL	Same	Camilo Lopez III
Classroom Outfitters, LLC (SBE)	19301 SW 106 Avenue Suite 11 Miami, FL	Same	Richard A. Brewer
Compass Office Solutions, LLC	3320 Enterprise Way Miramar, FL	None	William J. White
Corporate Design Choice, Inc.	2112 NW 99 Avenue Doral, FL	Same	Michael S. Macmullin
Creative Office Concepts, Inc. dba Creative Library Concepts	4374 Turkey Creek Road Plant City, FL	None	Brad Kingsburg
Dar Ran Furniture Industries, Inc.	2402 Shore Street High Point, NC	None	Jennifer H. Cashion
Dirtt Environmental Solutions, Inc.	7303 30 Street SE Calgary, AB	482 NE 93 Street Miami Shores, FL	Kevin O'Meara

Attachment 2

Prequalified Vendors - Prequalification Pool No. RTQ-00439, Furniture Office and Non Office

Vendor	Principal Address	Local Address	Principal
DSI Industries, Inc. dba OFGO	115 Cidermill Avenue Concord, ON	None	Nicole Shamir
Egan Visual West Inc.	222 W Merchandise Mart Place Chicago, IL	None	Jamie Noguchi
Empire Office, Inc.	105 Madison Avenue 15 Floor New York, NY	None	Lawrence Gaslow
Forms & Surfaces, Inc.	30 Pine Street Pittsburgh, PA	None	Jeffrey M. Stork
Galloway Office Supply, Inc. dba Galloway Office Supplies & Furniture (LDB)	10201 NW 21 Street Miami, FL	Same	Jaime Toural
Global Commercial Furnishings, Inc.	623 Windward Circle South Boynton Beach, FL	None	Jennifer L. Kirek
Global Industries, Inc. dba Evolve Furniture Group; dba Offices To Go	17 West Stow Road Marlton, NJ	None	Jon Soll
Hancock & Moore, LLC dba Cabot Wrenn	401 11 Street NW Hickory, NC	None	Brandon M. Hucks
Hon Company, LLC	200 Oak Street Muscatine, IA	None	Brandon Bullock
Hugh Robinson, Inc.	3051 NW 28 Street Lauderdale Lakes, FL	None	Thomas H. Robinson III
Humanscale Corporation	220 Circle Drive N Piscataway, NJ	None	Robert King
Kimball Office, Inc.	1600 Royal Street Jasper, IN	None	Kristie Juster
Knoll, Inc.	1235 Water Street East Greenville, PA	None	Andrew B. Cogan
Krueger International, Inc. dba KI	1330 Bellevue Street Green Bay, WI	None	Richard J. Resch
Lakeshore Equipment Company dba Lakeshore Learning Materials	2695 E Dominguez Street Carson, CA	None	David B. Kaplan
Landscape Forms, Inc.	7800 E Michigan Avenue Kalamazoo, MI	None	Jodi Havera

Attachment 2

Prequalified Vendors - Prequalification Pool No. RTQ-00439, Furniture Office and Non Office

Vendor	Principal Address	Local Address	Principal
Library Interiors of Florida, Inc.	10006 Cross Creek Boulevard Number 432 Tampa, FL	None	Jeffrey L. Hunt
Maxon Furniture, Inc.	600 East 2 Street Muscatine, IA	None	Jeffrey D. Lorenger
Mity-Lite, Inc.	1301 W 400 North Orem, UT	None	Christopher Galbraith
Nancy Reynolds Associates, Inc.	1201 River Reach Drive Apartment Suite 102 Fort Lauderdale, FL	None	Nancy A. Reynolds
National Office Furniture, Inc.	1600 Royal Street Jasper, IN	None	Kourtney Smith
Newton Seating Company, Inc.	2344 Harper Street Jacksonville, FL	None	Michael C. Bates
Office Dimensions, Inc. (SBE)	3621 NE 1 Court Miami, FL	Same	Danielle Syrop
Office Express Supplies, Inc. (SBE)(LDB)	8005 W 20 Avenue Hialeah, FL	Same	Libia Fuentes
OFS Brands, Inc.	1204 E 6 Street Huntingburg, IN	None	Robert H. Menke, Jr.
Offstation, Inc.	1405 SW 20 Street Fort Lauderdale, FL	None	George A. Lee, Jr
Patterson Pope, Inc.	1150 Emma Oaks Trail Suite 120 Lake Mary, FL	None	Dennis W. Hammack, Jr.
Pradere Manufacturing Corp. dba Pradere Office Products	7655 W 20 Avenue Hialeah, FL	Same	Maria V. Pradere
Prison Rehabilitative Industries and Diversified Enterprises, Inc. dba Pride Enterprises	223 Morrison Road Brandon, FL	None	James J. Reeves
R. George & Associates, Inc.	1435 S Leavitt Unit 103 Orange City, FL	None	Aaron J. Kemble

Attachment 2

Prequalified Vendors - Prequalification Pool No. RTQ-00439, Furniture Office and Non Office

Vendor	Principal Address	Local Address	Principal
Residential Kitchen Design, Inc.	5921 NW 176 Street Number 2 Miami, FL	Same	Ivonne Torres
Segis USA, Inc.	3431 W Andrew Johnson Highway Morristown, TN	None	Howard Shore
SSE & Associates Inc dba Southeastern Surfaces & Equipment	569 Canal Street New Smyrna Beach, FL	None	Tracie Ward
Spectrim Building Products, LLC	3020 Glenn Avenue Bensalem, PA	None	Mike Andersen
Sun Northwest, Inc.	350 26 Avenue Apartment 4 San Francisco, CA	None	Steven Paul Eliopoulos
Teknion, LLC	350 Fellowship Road Suite 100 Mt. Laurel, NJ	None	Maxine Mann
TJJA Architects PA (SBE)	14 Westward Drive Miami Springs, FL	Same	Todd Jay Jonas
Troutman Chair Company, LLC	134 Rocker Lane Statesville, NC	None	Edward C. Land
WRK Lab, Inc.	3605 NW 115 Avenue Doral, FL	Same	Daniel I. Garcia
Your Office, Inc.	609 NW 28 Street Wilton Manors, FL	None	Leroy Watkins




MEMORANDUM

(Revised)

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

DATE: February 17, 2021

FROM: 
Gen Bonzon-Keenan
Successor County Attorney

SUBJECT: Agenda Item No. 8(F)(2)

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)(2)
2-17-21

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADDITIONAL TIME OF ONE YEAR AND EXPENDITURE AUTHORITY UP TO \$19,239,000.00 FOR A TOTAL AMOUNT UP TO \$41,093,645.00 FOR PREQUALIFICATION POOL NO. 00439 FOR PURCHASE OF FURNITURE OFFICE AND NON-OFFICE FOR THE COUNTY DEPARTMENTS LISTED IN THE ACCOMPANYING MEMORANDUM; 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 COUNTY CODE 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 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 this Board authorizes additional time of one year and expenditure authority up to \$19,239,000.00 for a total amount up to \$41,093,645.00 for Prequalification Pool No. RTQ-00439 for the purchase of furniture office and non-office for the County departments listed in the accompanying memorandum, 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 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.

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	

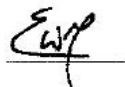
The Chairperson thereupon declared the resolution duly passed and adopted this 17th day of February, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override 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