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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

Memorandum

MIAMI-DADE COUNTY

Date: January 22, 2009

To: Honorable Chairman Dennis C. Moss
and Members, Board of County Commissioners

From: George M. Burgess
County Manager

Agenda Item No. 8(O)(1)(G)

Resolution No. R-51-09

Subject: Resolution Requesting Authority to Exercise Option-to-Renew Periods Under Existing Competitively Bid Contracts that Would Bring the Cumulative Contract Value to More than $1 Million

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Recommendation

It is recommended that the Board of County Commissioners delegate to the County Mayor or County Mayor's designee the authority to exercise, in his discretion, the Options-to-Renew (OTRs) set forth in this item when in the best interest of Miami-Dade County. Ordinance #07-139 provides for committee review exemption. ***Contract amounts and department allocations represent the maximum spending authority based on estimated past usage. This action does not guarantee that the total contract amount/value will be expended by County departments and/or agencies.***

Scope

The impact of the items in the accompanying OTR package is countywide in nature.

Fiscal Impact/Funding Source

The accompanying OTR package states the allocation amount and funding source for each department utilizing a contract. ***Funding will be expended only if departmental budgets can support the expenditures approved in their Resource Allocation Plan adopted annually by the Board.***

Track Record/Monitor

There are no known performance issues with the vendors recommended for award in the accompanying OTR package. Each department's contract manager is reflected in the accompanying agenda item.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise OTRs in accordance with the terms and conditions of the contracts listed in the accompanying package.

Background

The competitively bid contracts listed in this item require approval to exercise OTRs contained in each contract that would, if exercised, bring the cumulative value of the contract over $1 million. Each of the contracts were awarded under the County Mayor or County Mayor's designee's delegated authority ($1 million for competitive procurements) pursuant to Section 2-8.1(b) of the County Code and the Master Procurement Administrative Order, A.O. 3-38.

Prior to exercising any Options-to-Renew (OTR) periods, market research is conducted to ensure continuing to purchase from the awarded vendors is in the best interest of the County. Market research includes competitive factors such as pricing, quality, product features, technology, and lead time. It may also include commercial factors such as environmental issues, other governmental entity practices, industry trends, support and capabilities. The OTRs for each contract in this package will be executed if determined to be in the best interest of the County.

Item No. 1: **System Furniture Services** seeks authority to exercise OTRs for a contract to purchase system furniture services for Miami-Dade Aviation and General Services Administration departments. The amount being requested is **$3,468,252**.

Item No. 2: **Oil / Water Separation Equipment and Water Drainage Filtering Systems (Maintenance and / or Repair) Unskilled** seeks authority to exercise OTRs for a contract to purchase services for storm water drainage filtration systems maintenance and repair for Miami-Dade Fire Rescue, General Services Administration, Miami-Dade Transit and Miami-Dade Water and Sewer departments. The amount being requested is **$2,116,000**.

Item No. 3: **Key Punch Services** seeks authority to exercise OTRs for a contract to purchase key punch services for the Miami-Dade Fire and Rescue Department. The amount being requested is **$258,103**.

Item No. 4: **Golf Course Green Mixes, Pre-qualification of Vendors** seeks authority to exercise OTRs for a contract to purchase golf course green mixes for the Miami-Dade Park and Recreation Department. The amount being requested is **$600,000**.

Assistant County Manager

MEMORANDUM

(Revised)

TO: Honorable Chairman Dennis C. Moss and Members, Board of County Commissioners

DATE: January 22, 2009

FROM: R. A. Cuevas, Jr. County Attorney

SUBJECT: Agenda Item No. 8(O)(1)(G)

Please note any items checked.

_____ "4-Day Rule" ("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

_____ Bid waiver requiring County Manager's written recommendation

_____ Ordinance creating a new board requires detailed County Manager's report for public hearing

_____ Housekeeping item (no policy decision required)

__✓__ No committee review

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(O)(1)(G)
1-22-09

RESOLUTION NO. **R-51-09**

RESOLUTION AUTHORIZING THE COUNTY MAYOR TO EXERCISE OPTIONS-TO-RENEW FOR COMPETITIVELY BID CONTRACTS AWARDED UNDER THE COUNTY MAYOR'S DELEGATED AUTHORITY FOR THE PURCHASE OF GOODS AND SERVICES

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 delegates to the County Mayor or County Mayor's designee the authority to exercise, in his discretion, the options-to-renew set forth in this item when in the best interest of Miami-Dade County; and the Board further authorizes the County Mayor or County Mayor's designee to execute any and all documents necessary to give effect to those renewals.

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:

The foregoing resolution was offered by Commissioner **Joe A. Martinez**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Dennis C. Moss, Chairman **aye**
Jose "Pepe" Diaz, Vice-Chairman **absent**

Bruno A. Barreiro	**aye**	Audrey M. Edmonson	**absent**
Carlos A. Gimenez	**aye**	Sally A. Heyman	**aye**
Barbara J. Jordan	**absent**	Joe A. Martinez	**aye**
Dorrin D. Rolle	**aye**	Natacha Seijas	**absent**
Katy Sorenson	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**aye**		

The Chairperson thereupon declared the resolution duly passed and adopted this 22nd day of January, 2009. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: **Kay Sullivan**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez

Item No. 1

Contract No.: 2044-4/12-1

Contract Title: **System Furniture Services**

Description: It is recommended that the Board authorize the County Mayor, or County Mayor's designee, to exercise the three remaining Option-to-Renew (OTR) periods to purchase system furniture services for the Miami-Dade Aviation (MDAD) and General Services Administration (GSA) departments. The contract is in its first OTR period which expires on March 31, 2009. Exercising the remaining three OTRs will bring the cumulative value of the contract to $5,508,997.

Initial Contract Term and Usage:	April 9, 2007 to March 31, 2008	$ 995,000
First OTR and Estimated Usage:	April 1, 2008 to March 31, 2009	$1,045,745*
Three OTRs and Estimated Usage:	April 1, 2009 to March 31, 2011	$3,468,252**
Cumulative Value:		$5,508,997

*This OTR was approved by the Board at its meeting of February 2, 2008.
**Includes a 5.1 percent Consumer Price index adjustment for each OTR year in accordance with the terms and conditions of the contract.

Allocation/Managing Agencies/Funding Sources:

Allocation	Department	Funding Source
$ 552,300	MDAD	Operating Revenue
$ 546,778	GSA	Internal Service Funds
$1,099,078 for one year		

Contract Measure: Small Business Enterprise Bid Preference

Review Committee Date: August 23, 2006; Item #6-01

Local Preference: Applied in accordance with the Local Preference Ordinance.

Living Wage: The Living Wage Ordinance does not apply.

User Access Program: This contract includes the User Access Program provision. The 2% program discount is being collected on all purchases where permitted by the funding source.

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Vendor:	Address	Principal
•Wegman Associates of Georgia, Inc. (Local vendor)	3950 Executive Way Miramar, Fl 33025	Manny Gastillano

Performance Data: There are no performance issues with this firm.

Compliance Data: There are no compliance issues with this firm.

Contract Managers: Michael Laughlin, Department of Procurement Management

Neivy Garcia, Miami-Dade Aviation Department

George Rauback, General Services Administration

JUSTIFICATION

This contract is utilized by various County departments to purchase system furniture services. The systems furniture installers will perform specific manual work requiring specialized knowledge, skills and experience. Current assignments under this contract include dismantling, reconfiguring and reassembly of various types of systems furniture, and loading and unloading of system related materials to and from various County facilities.

The allocations requested for this contract are based on the expected usage for projects in the upcoming year. Exercising the Option-to-Renew (OTR) periods will provide continuity of services, and inclusion of the appropriate Consumer Price Index increases. Exercising the OTRs constitutes an overall savings to the County of over 30 percent from the current market price of labor for this service.

Item No. 2

Contract No.: 5477-4/12

Contract Title: **Oil / Water Separation Equipment and Water Drainage Filtering Systems (Maintenance and / or Repair)**

Description: It is recommended that the Board authorize the County Mayor, or County Mayor's designee, to exercise the four remaining Option-to-Renew (OTR) periods to purchase services for storm water drainage filtration systems maintenance and repair for Miami-Dade Fire Rescue (MDFR), General Services Administration (GSA), Miami-Dade Transit (MDT), and Miami-Dade Water and Sewer (WASD) departments. The contract is in its initial term which expires on March 31, 2009. Exercising the remaining four OTRs will bring the cumulative value of the contract to $2,645,000.

Initial Contract Term and Estimated Usage:	April 1, 2008 to March 31, 2009	$ 529,000
Four OTRs and Estimated Usage:	April 1, 2009 to March 31, 2013	$2,116,000
Cumulative Value:		$2,645,000

Allocation/Managing Agencies/Funding Sources:

Allocation	Department	Funding Source
$ 5,000	MDFR	Fire District Funds
$150,000	GSA	Internal Service Funds
$350,000	MDT	Operating Revenue
$ 24,000	WASD	Operating Revenue

Total: **$529,000 for one year**

Contract Measure: Small Business Enterprise Bid Preference

Review Committee Date: March 14, 2007; Item #6-04

Local Preference: Applied in accordance with the Local Preference Ordinance

Living Wage: The Living Wage Ordinance applies.

User Access Program: This contract includes the User Access Program provision. The 2% program discount is being collected on all purchases where permitted by the funding source.

Vendor:	**Address**	**Principal**
•Sorbant Environmental Corp. (Local vendor)	P.O. Box 802505 Aventura, FL 33280	Joel Friedland

Performance Data:	There are no performance issues with this firm.
Compliance Data:	There are no compliance issues with this firm.
Contract Managers:	Jesus Lee, Department of Procurement Management
	Marianela Betancourt, Miami-Dade Fire Rescue Department
	Martin Dareff, General Services Administration
	Fred Shields, Miami-Dade Transit
	Gregory Hicks, Miami-Dade Water and Sewer Department

JUSTIFICATION

This contract provides for the purchase of oil / water separation equipment with maintenance and repair services for water drainage filtration systems. The filtration system filters and suspends storm water pollutants from entering the sewer system at over 200 storm drains on County property. The contractor services the storm drains on a monthly basis and provides needed repairs.

A filtration system is an important part of the Storm Water Pollution Prevention Plan and the National Pollutant Discharge Elimination System federal permit requirement. The system removes pollutants by suspending them in a filter media housed in boxed frames inside catch basins. The permit requires the proper maintenance of the catch basin drains and yearly sampling and analysis of storm water run-off.

This contract was awarded to the lowest responsive, responsible bidder in the aggregate. The prices are firm and fixed for each term of the contract, with annual price adjustments based on Living Wage increases. It is more cost effective for the County to maintain the existing system then to replace the entire system for a product from a different company. Use of the Sorbant Environmental filtration system is a cost effective solution for maintenance of various sizes and number of catch basins in the County. It is therefore recommended that the Option-to-Renew periods be exercised.

Item No. 3

Contract No.:	6215-4/09-3
Contract Title:	**Key Punch Services**
Description:	It is recommended that the Board authorize the County Mayor, or County Mayor's designee, to exercise the remaining Option-to-Renew (OTR) period to purchase key punch services for the Miami-Dade Fire Rescue Department (MDFR). The contract is in its third OTR period which expires on February 28, 2009. Exercising the remaining OTR period will bring the cumulative value of the contract to $1,021,480.

Initial Contract Term and Estimated Usage:	March 1, 2005 to February 28, 2006	$ 144,000
Three OTRs and Usage:	March 1, 2006 to February 28, 2009	$ 619,377*
Fourth OTR and Estimated Usage:	March 1, 2009 to February 28, 2010	$ 258,103**
Cumulative Value:		$1,021,480

*This contract was modified to increase the allocation by $88,800, and in addition, it includes 4.2 percent Consumer Price Index as allowed by the terms and conditions of the contract.
**Includes a 6.4 percent Consumer Price Index as allowed by the terms and conditions of the contract.

Managing Agency/Funding Source:	MDFR – Fire District Funds
Contract Measure:	No measure
Review Committee Date:	August 25, 2004; Item #2-06
Local Preference:	Applied in accordance with the Local Preference Ordinance.
Living Wage:	The Living Wage Ordinance did not apply to this solicitation.
User Access Program:	This contract includes the 2% User Access Program provision. The program discount is being collected on all purchases.

Vendor:	**Address**	**Principal**
•ARDEM, Inc.	41 Black Horse Run Belle Mead, NJ 08502	Arun Malhotra

Performance Data:	There are no performance issues with this firm.
Compliance Data:	There are no compliance issues for with firm.

Contract Managers: Martha Perez-Garviso, Department of Procurement Management

Rick Recio, Miami-Dade Fire Rescue Department

JUSTIFICATION

This contract is currently utilized to collect information from hand written field reports created by emergency personnel in the Miami-Dade Fire Rescue Department (MDFR). The vendor is required to pick up the reports from the County, key punch, and verify information. The vendor then returns the original reports along with a CD-ROM within a specified time frame for a particular job.

The services provided by this contract are mandated by the State of Florida for MDFR's medical record accountability, where MDFR is required to capture information on emergency incident reports. Key punch services are used to collect information from handwritten field reports created by MDFR emergency personnel. This information is used internally for operations protocol compliance and management planning purposes.

Market research was conducted. Market pricing is currently higher than the current contractual rate on the County's contract. It is in the County's best interest to exercise the Option-to-Renew periods.

Item No. 4

Contract No.: 6593-4/11-2

Contract Title: **Golf Course Green Mixes, Pre-qualification of Vendors**

Description: It is recommended that the Board authorize the County Mayor, or County Mayor's designee, to exercise the two remaining Option-to-Renew (OTR) periods to purchase golf course green mixes for the Miami-Dade Park and Recreation Department (MDPR). The contract is in its second OTR period which expires on March 31, 2009. Exercising the remaining two OTRs will bring the cumulative value of the contract to $1,500,000.

Initial Contract Term and Usage:	April 1, 2006 to March 31, 2007	$ 300,000
Two OTRs and Usage:	April 1, 2007 to March 31, 2009	$ 600,000
Two OTRs and Estimated Usage:	April 1, 2009 to March 31, 2011	$ 600,000
Cumulative Value:		$1,500,000

Managing Agency/Funding Source: MDPR – General Fund and Proprietary Revenue

Contract Measure: Small Business Enterprise Bid Preference

Review Committee Date: July 20, 2005; Item #6-05

Local Preference: Applied in accordance with the Local Preference Ordinance.

Living Wage: The Living Wage Ordinance does not apply.

User Access Program: This contract includes the User Access Program provision. The 2% program discount is being collected on all purchases.

Vendors:	**Address**	**Principal**
•Florida Silica Sand Co., Inc. (Local vendor)	4491 S. State Road 7 Suite 312 Fort Lauderdale, FL 33314	Betty Pegram
•Soil Tech Distributors, Inc. (Local vendor)	3355 N.W. 41st Street Miami, FL 33142	Bernardo Mijares
•Florida Superior Sand, Inc. (Non-local vendor)	P. O. Box 5901 Lighthouse Point, FL 33074	Lena R. Arena
•Pro-Grounds Product, Inc. (Local vendor)	8834 S.W. 131st Street Miami, FL 33176	Kimberly S. Hardy

Performance Data: There are no performance issues with any of the four firms.

Compliance Data: There are no compliance issues with any of the four firms.

Contract Managers: Jose A. Sanchez, Department of Procurement Management

Marie Valenti, Miami-Dade Park and Recreation Department

JUSTIFICATION

This contract is utilized by the Miami-Dade Park and Recreation Department to purchase various green mixes to maintain the greens in County golf courses in excellent condition. This contract was established through an open competitive Invitation to Bid process to establish a pre-qualified pool of vendors for future price competition. Pre-qualified vendors participate in spot market purchases through competitive requests for quotes. Qualified vendors may be added to this pool contract to maximize competition and provide fair market pricing. The spot market bidding process utilized on this contract provides the County with the best opportunity to obtain the most competitive pricing. It is therefore in the best interest of the County to exercise the Option-to-Renew periods.