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

# Memorandum

MIAMI-DADE COUNTY

**Date:** July 20, 2010

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

**From:** George M. Burgess
County Manager

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

Resolution No. R-845-10

**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. 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 item in the accompanying OTR package is countywide in nature.

**Fiscal Impact/Funding Source**

***Funding will be expended only if departmental budgets can support the expenditures approved in their Resource Allocation Plan adopted annually by the Board.*** There is no additional fiscal impact beyond what is stated on the individual items in this package. Allocations have been rounded consistent with standard auditing practices.

**Track Record/Monitor**

There are no known performance issues with the vendor recommended for award in the accompanying agenda item. The departments' 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 contract listed in the accompanying package.

**Background**

The competitively bid contract listed in this item requires approval to exercise OTRs contained in the contract that would, if exercised, bring the cumulative value of the contract over $1 million. This contract was 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.

The contracts in this package were awarded prior to the effective date of Ordinance 09-52 which requires the Mayor to obtain Board authorization to award contracts where the renewal options

would bring the cumulative value of the contract above one million dollars ($1,000,000).

Prior to exercising any Options-to-Renew (OTR) periods, market research is conducted to ensure that continuing to purchase from the awarded vendor 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: Work Uniforms** seeks authority to exercise the second OTR period for purchase of work uniforms for various County departments. The amount being requested for the first option term is **$318,000.**

**Item No. 2: Photographic Processing Services & Supplies** seeks authority to exercise the third OTR period for purchase of photographic processing services and supplies for various County departments. The amount being requested for the third option term is **$141,000.**

Assistant County Manager

# MEMORANDUM

(Revised)

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

**DATE:** July 20, 2010

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

**SUBJECT:** Agenda Item No. 8(O)(1)(A)

**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**

_____ **Ordinance creating a new board requires detailed County Manager'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(O)(1)(A)
7-20-10

RESOLUTION NO. R-845-10

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIODS FOR CERTAIN COMPETITIVE CONTRACTS DESCRIBED IN THE ITEM, SUBJECT TO THE MONETARY LIMITATIONS SET FORTH THEREIN, AWARDED UNDER THE COUNTY MAYOR OR THE COUNTY MAYOR DESIGNEE'S DELEGATED AUTHORITY FOR THE PURCHASE OF GOODS AND SERVICES AND AUTHORIZING THE USE OF CHARTER COUNTY TRANSIT SYSTEM SURTAX FUNDS 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 the County Mayor's designee to execute any and all documents necessary to give effect to those renewals.

The foregoing resolution was offered by Commissioner Barbara J. Jordan, who moved its adoption. The motion was seconded by Commissioner Dennis C. Moss 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 | aye |
| Carlos A. Gimenez | aye | Sally A. Heyman | absent |
| Barbara J. Jordan | aye | Joe A. Martinez | aye |
| Dorrin D. Rolle | aye | Natacha Seijas | aye |
| Katy Sorenson | aye | Rebeca Sosa | absent |
| Sen. Javier D. Souto | aye | | |

The Chairperson thereupon declared the resolution duly passed and adopted this 20th day of July, 2010. This resolution shall become effective as follows: (1) 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 the Board, and (2) either i) the Citizen's Independent Transportation Trust (CITT) has approved same, or ii) in response to the CITT's disapproval, the County Commission re-affirms its award by two-thirds (2/3) vote of the Commission's membership and such reaffirmation becomes final.

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

HARVEY RUVIN, CLERK

By: **DIANE COLLINS**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez

**Item 1**

**Contract No.:** 8657-4/13-1

**Contract Title:** **Work Uniforms**

**Description:** It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the second Option-to-Renew (OTR) period for purchase of work uniforms for various County departments. The contract is in its first OTR period, which expires on September 30, 2010. The contract has three, one-year OTRs remaining. Exercising the second OTR will bring the cumulative value of the contract over $1 million.

| | | |
|---|---|---|
| **Initial Contract Term and Usage:** | October 1, 2008 to September 30, 2009 | $ 489,000 |
| **First OTR and Usage:** | October 1, 2009 to September 30, 2010 | $ 352,000 |
| **Second OTR and Estimated Usage:** | October 1, 2010 to September 30, 2011 | $ 318,000 |
| **Cumulative Value:** | | **$1,159,000** |

This contract includes the following modifications:

| Term | Department | Amount of Change | Type of Change |
|---|---|---|---|
| First OTR | Corrections and Rehabilitation, Park and Recreation, Public Works, Seaport, and Water and Sewer | ($172,000) | Decrease due to budget considerations. |
| First OTR | Solid Waste Management | $35,000 | Increase |
| Second OTR | Corrections and Rehabilitation, Public Works, and Solid Waste | ($34,000) | Decrease due to reduced need. |

**Using/Managing Departments and Funding Sources:**

| **Departments** | **Allocation** | **Funding Source** | **Contract Manager** |
|---|---|---|---|
| Corrections and Rehabilitation | $ 21,000 | General Fund | Mohammed Haq |
| Park and Recreation | $ 52,000 | General Fund / Proprietary Funds | Debbie Frost |
| Public Housing Agency | $ 22,000 | Federal Funds | Indira Rajkumar |
| Public Works | $ 32,000 | General Fund / Proprietary Funds | Orky Rodriguez |
| Solid Waste Management | $100,000 | Proprietary Funds | Olga Espinosa-Anderson |

| | | | |
|---|---|---|---|
| Water and Sewer | $ 91,000 | Proprietary Funds | Gregory Hicks |
| **Total:** | **$318,000** | | |

| **Vendors:** | **Address** | **Principal** |
|---|---|---|
| Global Trading, Inc. (Local Vendor) | 3399 NW 72 Avenue #129 Miami, FL 33122 | Viraj Wikramanayake |
| Monica Manufacturing, Inc. (Local Vendor) | 2605 West 8 Avenue Hialeah, FL 33010 | Elizabeth Baltodano |

**Performance Data:** There are no performance issues with the awarded firms.

**Compliance Data:** There are no compliance issues with the awarded firms.

**Contract Measure:** Small Business Enterprise Set Aside

**Review Committee Date:** March 19, 2008; Item #2-02

**Local Preference:** Applied in accordance with the Local Ordinance where permitted by funding source.

**Living Wage:** The services being provided are not covered under the Living Wage Ordinance

**User Access Program:** The User Access Program provision will apply. The 2% program discount is being collected on all purchases.

**DPM Contract Manager:** Abelin Rodriguez

**JUSTIFICATION**

This contract is utilized by various County departments for purchase of work uniforms for maintenance employees and field staff. Market research indicates current market prices are at least eight percent higher than the County's contract pricing. The City of Ft. Lauderdale's contract is 23% higher than the County's. The contract allows a price adjustment based on the Consumer Price Index (CPI) for the Miami – Ft. Lauderdale area. The most recent CPI report (April) for the region shows a general increase in prices of 0.9%. The two vendors have not requested adjustments to the awarded contract prices. It is therefore in the best interest of the County to exercise the second option-to-renew period for continuity of services.

**Item 2**

**Contract No.:** 8211-4/12-2

**Contract Title:** **Photographic Processing Services & Supplies**

**Description:** It is recommended that the Board authorize the County Mayor or the County Mayor's designee to exercise the third Option-to-Renew (OTR) period for photographic processing services and supplies for various County departments. The contract is in its second OTR period, which expires September 30, 2010. The contract has two, one-year OTRs remaining. Exercising the third OTR period will bring the cumulative value of the contract over $1 million.

| | | |
|---|---|---|
| **Initial Contract Term and Usage:** | October 1, 2007 to September 30, 2008 | $ 455,000 |
| **First OTR and Usage:** | October 1, 2008 to September 30, 2009 | $ 288,000 |
| **Second OTR and Usage:** | October 1, 2009 to September 30, 2010 | $ 163,000 |
| **Third OTR and Estimated Usage:** | October 1, 2010 to September 30, 2011 | $ 141,000 |
| **Cumulative Value:** | | **$1,047,000** |

**Using/Managing Departments and Funding Sources:**

| **Departments** | **Allocation** | **Funding Sources** | **Contract Managers** |
|---|---|---|---|
| Building Code Compliance Office | $ 3,000 | Proprietary Funds | Ava Hendrix |
| Department Of Environmental Resource Management | $ 6,000 | Proprietary Funds | John Lariosa |
| Government Information Center | $ 16,000 | General Fund | Deborah Dean |
| Department Of Human Services | $ 10,000 | General Fund, State Funds and Federal Funds | Kayra King |
| Medical Examiner Department | $ 22,000 | General Fund | Sergio Bonilla |
| Miami-Dade Transit | $ 10,000 | MDT Operating Funds | Angel Castro |
| Miami-Dade Police Department | $ 34,000 | General Fund | Laura Romano |
| Miami-Dade Park & Recreation | $ 5,000 | General Fund/ Proprietary Funds | Bill Solomon |
| Seaport Department | $ 3,000 | Proprietary Funds | Phillip Rose |
| Department Of Solid Waste Management | $ 2,000 | Proprietary Funds | Olga Espinosa-Anderson |

| | | | |
|---|---|---|---|
| Miami-Dade Public Housing Agency | $ 5,000 | Federal Funds | Arlester Shorter |
| Miami-Dade Water & Sewer Department | $ 25,000 | Proprietary Funds | Gregory Hicks |
| **Total:** | **$141,000** | | |

| **Vendors:** | **Address** | **Principal** |
|---|---|---|
| Pitman Photo, Inc. (Local Vendor) | 13911 South Dixie Highway Miami, FL 33176 | Lowel Elsea |
| Hot Shots Studio, Inc. (Local Vendor) | 152 NW 57 Ave.nue Miami, FL 33126 | Edgar H. Villegas |

**Performance Data:** There are no performance issues with the awarded firms.

**Compliance Data:** There are no compliance issues with the awarded firms.

**Contract Measure:** The Small Business Enterprise Bid Preference is applied at the point of competition.

**Local Preference:** The Local Preference Ordinance applies to spot market quotes.

**Living Wage:** The services being provided are not covered under the Living Wage Ordinance

**User Access Program:** The User Access Program provision will apply. The 2% program discount is being collected on all purchases.

**DPM Contract Manager:** Martha Perez-Garviso, Department of Procurement Management

**JUSTIFICATION**

This contract provides photographic processing services and supplies for various County departments including the Medical Examiner and Miami-Dade Police Department for the processing of critical documents involving criminal cases and identification records. The Miami-Dade Water and Sewer Department uses this contract as a documentation tool for proof of damage to pipes and County property.

The contract established a pre-qualified pool of bidders to allow spot market competitions for each purchase, assuring the opportunity to obtain the most competitive pricing. Vendors who meet the criteria established in the original solicitation may be added during the term of the contract, which increases competition. The contract is listed on the Department of Procurement Management's e-Procurement site thereby establishing a perpetual advertisement to enhance the number of qualified pool members. It is therefore in the best interest of the County to exercise the third option-to-renew period for continuity of services.