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

Memorandum

MIAMI-DADE COUNTY

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

Resolution R-887-10

Date: September 10, 2010

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

From: Carlos Alvarez
Mayor

George M. Burgess
County Manager

Subject: Resolution Requesting Authority to Exercise Option-to-Renew Period Under Existing Non-Competitive Contract

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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 Option-to-Renew (OTR) set forth in this item. Ordinance #07-139 provides for committee review exemption. ***Contract amounts and/or 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

Funding will be expended only if departmental budgets can support the expenditures as approved in their Resource Allocation Plan adopted annually by the Board. There is no additional fiscal impact beyond what is stated on the item 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 OTR package. The 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 OTR in accordance with the terms and conditions of the contracts listed in the accompanying package.

Background

The non-competitive contract listed in this item requires approval to exercise OTRs contained in the contract. Item No. 1 was awarded under the County Mayor or County Mayor's designee's delegated authority ($100,000 for non-competitive procurements) pursuant to Section 2-8.1 (b) of the County Code and the Master Procurement Administrative Order, A.O. 3-38. The first

OTR was adopted by the Board via Resolution No. R-1210-09. As outlined in the adopted resolution, the second OTR is now being presented to the Board for approval.

Prior to exercising any 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 OTR for the contract in this package will be executed if determined to be in the best interest of the County.

Item No. 1: Water and Sewer Billing System Professional Support Services seeks authority to exercise the second OTR period for professional support services for Pitney Bowes Software utilized by the Miami-Dade Water and Sewer Department. The amount being requested for the second option term is **$51,000**.

Assistant County Manager

MEMORANDUM
(Revised)

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

DATE: September 10, 2010

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

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

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)(F)
9-10-10

RESOLUTION NO. R-887-10

RESOLUTION AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE OPTION-TO-RENEW PERIODS FOR CERTAIN NON-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

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 Dorrin D. Rolle, who moved its adoption. The motion was seconded by Commissioner Sally A. Heyman and upon being put to a vote, the vote was as follows:

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

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

The Chairperson thereupon declared the resolution duly passed and adopted this 10th day of September, 2010. 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 the Board.

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.

Item 1

Contract No.: BW8203-3/12-1

Contract Title: **Water and Sewer Billing System Professional Support Services**

Description: It is recommended that the Board authorize the County Mayor or County Mayor's designee to exercise the second Option-to-Renew (OTR) to procure professional support services for Pitney Bowes Software utilized by the Miami-Dade Water and Sewer Department (WASD) for address validation, bill generation, zip code verification, mail sorting and field order processing. The contract is in its first OTR period which was approved by the Board on October 20, 2009 (R-1210-09) and expires October 31, 2010. The contract has a remaining one-year OTR. Exercising the second OTR will bring the cumulative value of the contract to $200,000.

Initial Contract Term and Usage:	November 2, 2007 to October 31, 2009	$ 98,000
First OTR and Usage:	November 1, 2009 to October 31, 2010	$ 51,000
Second OTR and Estimated Usage:	November 1, 2010 to October 31, 2011	$ 51,000
Cumulative Value:		**$200,000**

Using/Managing Department and Funding Source:

Department	Allocation	Funding Source	Contract Manager
WASD	$51,000	Proprietary Funds	George Par
Total:	**$51,000**		

Vendors:	Address	Principal
Pitney Bowes Software, Inc. (Non-local Vendor)	One Elmcroft Rd MSC 6101 Stamford, CT 06926	Michael Hickey

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

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

Contract Measure: No Measure-Bid Waiver

Review Committee Date: January 24, 2007; Item #2-04

Local Preference: Not Applicable-Bid Waiver

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

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

DPM Contract Manager: Beth Goldsmith

JUSTIFICATION

The Miami-Dade Water and Sewer Department (WASD) uses this contract for professional support services for Pitney Bowes' proprietary software applications to assist with billing and collection functions. The software was acquired as part of the Customer Information System (CIS) implementation and is used for address validation, bill generation, printing, zip code verification, mail sorting, and field order processing for approximately 1.6 million bills annually. In the upcoming year, WASD will require professional services from Pitney Bowes to update and enhance the software. This contract will allow programming support to provide customers with instant bill printing, and to implement an automated online archive and retrieval system for water bills.

Through staff-initiated negotiations, the vendor agreed to waive the 3% escalation for the renewal term and kept the current hourly rates fixed throughout the next renewal term.

Pitney Bowes is the proprietary owner and developer of the software. No other vendor is capable of providing the required services. The renewal of the contract is necessary to ensure continuity of services and implementation of new initiatives for this system that is vital to departmental operations. It is therefore in the best interest of the County to exercise the second option-to-renew.