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

Memorandum

MIAMI-DADE COUNTY

Date: December 6, 2011

To: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

Agenda Item No. 8(F)(4)

From: Carlos A. Gimenez
Mayor

Resolution R-1045-11

Subject: Approval to Access a State of Florida Contract: Mail Processing Equipment

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RECOMMENDATION

It is recommended that the Board approve accessing a competitively established contract by the State of Florida for mail processing equipment and supplies for various County departments.

CONTRACT NUMBER:	600-760-11-1
CONTRACT TITLE:	Mail Processing Equipment
TERM:	Twenty-nine months through February 20, 2014, with three, one-year options to renew
METHOD OF AWARD:	To multiple responsive and responsible vendors for each manufacturer/brand per product group.
PREVIOUS CONTRACT ALLOCATION:	$529,000 for one year
CONTRACT AMOUNT:	$1,488,000 *If the County chooses to exercise the three one-year options-to-renew, the total contract value will be $3,336,000

BACKGROUND:

Various County departments require the purchase and lease of mail processing equipment, which includes mail machines, mail openers, inserters, folding equipment, bursters, mail related software systems, sealing machines, electronic scales, postage meter rentals and supplies. The main users of the contract are the Elections Department, Water and Sewer Department and Office of the Clerk.

This recommendation is to access a State of Florida contract for this equipment. In order to be recommended for award, the vendors on the State of Florida contract must comply with the County's requirements including vendor registration, and acceptance of the County User Access Program and the Inspector General fee provisions. Pitney Bowes, Inc. and its leasing agent in the contract, Pitney Bowes Global Financial Services, LLC, have complied with these requirements.

USING/MANAGING AGENCIES AND FUNDING SOURCES:

Department	Allocation	Funding Source	Contract Manager
Board of County Commissioners	$ 2,000	General Fund	Miriam Rivero
Building and Neighborhood Compliance	$ 30,000	General Fund/ Proprietary Funds	Stan Krafick
Solid Waste	$ 17,000	Proprietary Funds	Olga Espinosa-Anderson
Park and Recreation	$ 7,000	General Fund	William E. Solomon
Seaport	$ 5,000	Proprietary Funds	Phillip Rose
Water and Sewer	$ 750,000	Proprietary Funds	Gregory Hicks
Economic Advocacy Trust	$ 17,000	General Fund	Angela Vaughns
Medical Examiner	$ 3,000	General Fund	Theresa Bryant
Fire Rescue	$ 64,000	Fire District Funds	Marianela Betancourt
Office of the Clerk	$ 260,000	Proprietary Funds	Charis Lubeck
Human Services	$ 15,000	Federal Funds/ State Funds/ General Fund	Kyra H. King
Police	$ 67,000	General Fund	Laura Romano
Finance	$ 26,000	Proprietary Funds	Armando Fresnedo
Elections	$ 150,000	General Fund	John Mendez
Library	$ 22,000	Library District	Anna Rodriguez
General Services Administration	$ 45,000	Internal Service Funds	Audie Thompson
Public Housing Agency	$ 8,000	Federal Funds	Barry Cowvins
Total	**$ 1,488,000**		
The allocation and funding source have been reviewed and approved by the Office of Management and Budget. There is no fiscal impact beyond what is stated in this recommendation.			

PROCUREMENT CONTRACTING OFFICER: Constance Thame

VENDORS RECOMMENDED FOR AWARD:

Vendor	Address	Principal	Award
Pitney Bowes, Inc. (Non-local Vendor)	1 Elmcroft Road Stamford, CT 06926	Murray D. Martin	Equipment and supplies
Pitney Bowes Global Financial Services, LLC (Non-local Vendor)	1 Elmcroft Road Stamford, CT 06926	Murray D. Martin	Payment for leases

PERFORMANCE DATA: There are no performances issues with the recommended firms.

COMPLIANCE DATA:	There are no compliance issues with the recommended firms.
CONTRACT MEASURES:	No measure– accessing other entity contract.
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 will be collected on all purchases where permitted by funding.
LOCAL PREFERENCE:	The Local Preference does not apply – accessing other entity contract.
ESTIMATED CONTRACT COMMENCEMENT DATE:	Upon approval by the Board and expiration of the Mayoral veto period.
DELEGATED AUTHORITY:	If this item and attached resolution are approved, the County Mayor or designee will have the authority to exercise, at County Mayor's or designee's discretion, contract modifications, subsequent options-to-renew and other extensions in accordance with the terms and conditions of the contract.

County Manager/Deputy Mayor

MEMORANDUM
(Revised)

TO: Honorable Chairman Joe A. Martinez and Members, Board of County Commissioners

DATE: December 6, 2011

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

SUBJECT: Agenda Item No. 8(F)(4)

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(F)(4)
12-6-11

RESOLUTION NO. R-1045-11

RESOLUTION AUTHORIZING THE ACCESS OF A STATE OF FLORIDA CONTRACT IN THE AMOUNT OF $3,336,000 TO OBTAIN MAIL PROCESSING EQUIPMENT AND SUPPLIES, AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO ACCESS THE AGREEMENT FOR AND ON BEHALF OF MIAMI-DADE COUNTY, AND TO EXERCISE ANY CANCELLATION AND RENEWAL PROVISIONS, AND TO EXERCISE ALL OTHER RIGHTS CONTAINED THEREIN CONTRACT NO. 600-760-11-1

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 approves the access of State of Florida Contract No. 600-760-11-1 in the amount of $3,336,000, and authorizes the County Mayor or County Mayor's designee to access the agreement for and on behalf of Miami-Dade County, and to exercise any cancellation and renewal provisions and all other rights contained therein.

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

Joe A. Martinez, Chairman	aye		
Audrey M. Edmonson, Vice Chairwoman	aye		
Bruno A. Barreiro	aye	Lynda Bell	aye
Esteban L. Bovo, Jr.	aye	Jose "Pepe" Diaz	aye
Sally A. Heyman	aye	Barbara J. Jordan	aye
Jean Monestime	aye	Dennis C. Moss	aye
Rebeca Sosa	aye	Sen. Javier D. Souto	aye
Xavier L. Suarez	absent		

The Chairperson thereupon declared the resolution duly passed and adopted this 6th day of December, 2011. 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: Christopher Agrippa
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez