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OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

# Memorandum

MIAMI-DADE COUNTY

Agenda Item No. 8(F)(1)

**Date:** October 23, 2012

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

**From:** Carlos A. Gimenez
Mayor

**Subject:** Bifurcation of Recommendation to Award: Mailing Services

Resolution No. R-850-12

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The attached recommendation to award a contract for mailing services was originally part of the package authorizing the award and rejection of competitive contracts listed on the October 2, 2012 meeting agenda of the Board of County Commissioners (Item 14A11, Legistar 121652). Item 1.2, which is the award for mailing services, was bifurcated from the package and deferred to the October 23, 2012 meeting due to a bid protest.

A supplemental report on the bid protest that was filed and the Hearing Examiner's decision to uphold the award recommendation is presented on this same agenda.

# Memorandum

MIAMI-DADE COUNTY

**Date:** October 23, 2012

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

**From:** Carlos A. Gimenez
Mayor

**Subject:** Recommendation to Award: Mailing Services

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**Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the award contract *8058-0/17, Mailing Services* to Arrowmail Presort Co., Inc. and Postal Center International for purchase of bulk mailing and related services for various County departments.

Due to the volume of outgoing mail generated by the County, as well as the net savings on first class postage rates, the County uses outside vendors for the pick-up and delivery of mail to the United States Postal Service (USPS) from various locations throughout the County. The County as a whole generates approximately three million pieces of first class mail per year due to the daily operations of various departments, including the Clerk of Courts, Water and Sewer Department, Internal Services Department, and others. In addition, these services are used by various departments for non-first class mailings such as the annual TRIM Notice, tax bills, building permits, and citation notices, to name a few. These non-first class mailings generate an additional seven to eight million pieces of mail per year. Lastly, the County also uses these vendors for additional services such as folding, inserting, metering, tabbing, barcoding, and presorting of mail.

The vendors furnish all labor, equipment, supervision, transportation, and incidentals required to pick up, presort, process, and/or deliver County mail. The vendors merge and/or comingle the County's mail with first class mail from their other clients, allowing the vendors to accumulate large volumes of mail daily and benefit from substantial discounts on first class mailing rates. On average, and inclusive of the vendor's $0.009 per letter service charge, the County saves $0.076 per letter on first class mail. On other types of mail, such as the TRIM notice and building permit mailings, a variety of discounted postage rates are used to achieve the lowest possible postage cost.

While not a revenue-generating service to the County, this savings, coupled with the highly specialized equipment required for this service, afford the most efficient method of ensuring the County's bulk mailing services needs are met.

**Scope**

The impact of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year contract term is $6,450,000. The proposed allocations are based on past usage and are budgeted as follows:

| Department | Allocation | Funding Source | Contract Manager |
|---|---|---|---|
| Aviation | $ 75,000 | Proprietary Funds | Neivy Garcia |
| Clerk of Courts | 3,850,000 | Clerk's Funds | Charis Lubeck |
| Finance | 150,000 | General Fund | Geraldo Gomez |
| Internal Services | 1,600,000 | Internal Service Funds Fund | Steve Schmuger |
| Library | 20,000 | Library District Funds | Anna Rodriguez |
| Property Appraiser | 500,000 | General Fund | Bobby Flevaris |
| Water and Sewer | 230,000 | Proprietary Funds | Gregory Hicks |
| **Total** | **$ 6,450,000** | | |

The previous contract value was $7,138,000 for five and a half years.

**Track Record/Monitor**
The contract managers for each department are listed in the table above. Sherry Crockett of the Internal Services Department is the Procurement Contracting Officer.

**Delegated Authority**
If this item is approved, the County Mayor or the County Mayor's designee will have the authority to exercise, at their discretion, contract modifications, and extensions, and to issue work orders, in accordance with the terms and conditions of the contract.

**Due Diligence**
Due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine Contractor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include: convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to Contractor responsibility. This information is being provided pursuant to Resolution R-187-12.

**Vendor(s) Recommended for Award**
An invitation to bid was issued under full and open competition on March 27, 2012. Award of this contract was made to the lowest responsible, responsive vendor on a group-by-group basis. The groups represent specifications and estimated quantities for Internal Services, Clerk of Courts, Water and Sewer, and Property Appraiser. As needs arise for Aviation, Finance, and Library, these departments will identify which awarded group corresponds to their specification and quantities. A work order will be issued using the pricing and vendor for that group.

| Awardee(s) | Address | Principal | Award Group |
|---|---|---|---|
| Arrowmail Presort Co., Inc. | 9825 N.W. 17th Street Miami, FL | Cristina Fernandez | Group A (Internal Services), Group B (Clerk of Courts) and C (Water and Sewer) |
| Postal Center International | 3406 S.W. 26th Terrace Fort Lauderdale, FL | Stephen Gussman | Group D (Property Appraiser) |

*None of the firms above are certified as Small Business Enterprises.*

**Vendor(s) Not Recommended for Award**
None, as there were only two bidders.

**Applicable Ordinances and Contract Measures**
- The two percent User Access Program provision applies and will be collected on all purchases.
- The Small Business Enterprise Bid Preference and Local Preference were applied in accordance with the applicable ordinances.
- The services being provided are covered under the Living Wage ordinance.

Edward Marquez
Deputy Mayor

# MEMORANDUM
(Revised)

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

**DATE:** October 23, 2012

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

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

**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)(1)
10-23-12

RESOLUTION NO. R-850-12

RESOLUTION AUTHORIZING THE AWARD OF CONTRACT NO. 8058-0/17 IN THE AMOUNT OF $6,450,000 FOR THE PROCUREMENT OF MAILING SERVICES AND, WHERE AWARDED, AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE MODIFICATIONS, AND EXTENSIONS ESTABLISHED THEREUNDER

**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 hereby directs the County Mayor or County Mayor's designee to authorize the award of Contract No. 8058-0/17 in the amount of $6,450,000 for Mailing Services and authorizes the County Mayor or County Mayor's designee to exercise all modifications, options-to-renew and extensions established thereunder.

The foregoing resolution was offered by Commissioner **Rebeca Sosa**, 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:

| | | | |
|---|---|---|---|
| Joe A. Martinez, Chairman | | | **aye** |
| Audrey M. Edmonson, Vice Chairwoman | | | **aye** |
| Bruno A. Barreiro | **aye** | Lynda Bell | **absent** |
| Esteban L. Bovo, Jr. | **aye** | Jose "Pepe" Diaz | **aye** |
| Sally A. Heyman | **aye** | Barbara J. Jordan | **aye** |
| Jean Monestime | **absent** | 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 23rd day of October, 2012. 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.

Eduardo W. Gonzalez