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

Memorandum

MIAMI-DADE COUNTY

Agenda Item No. 8(F)(12)

Date: November 8, 2012

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

From: Carlos A. Gimenez
Mayor

Subject: 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

Resolution No. R-904-12

Recommendation

It is recommended that the Board of County Commissioners (Board) delegate to the County Mayor or County Mayor's designee the authority to exercise the Options-to-Renew (OTRs) set forth in this item. Ordinance #07-139 provides for committee review exemption.

Item No. 1 - Aerial Spraying for Mosquito Control: Seeks authority to exercise the final one-year OTR term to continue the mosquito control aerial spraying by the Public Works and Waste Management Department. The amount being requested for the last OTR term is **$188,000.**

Item No. 2 – Voter Registration System: Seeks authority to exercise the second and third OTR terms for renewal of the maintenance and support services to the Voter Registration System. The total amount being requested for these two OTR terms is **$1,000,000.**

Item No. 3 – Employee Wellness Center: Seeks authority to exercise the final OTR term for the operation and management of the wellness center at the Stephen P. Clark Center. The total amount being requested for the last OTR term is **$215,000.**

Item No. 4 - Janitorial Services for WASD: Seeks authority to exercise the final OTR term for the purchase of janitorial services by the Water and Sewer Department. The total amount being requested for the last OTR term is **$325,000.**

Item No. 5 – Janitorial Services for the Joseph Caleb Center: Seeks authority to exercise the final OTR term for the purchase of janitorial services for the Internal Services Department. The total amount being requested for the last OTR term is **$225,000.**

Item No. 6 – Professional Training Pre-Qualification Pool: Seeks authority to exercise the fourth and fifth OTR terms to obtain professional training for County staff. The total amount being requested for the option terms is **$648,000.**

Item No. 7 – Hauling of Bulk Material - Prequalification: Seeks authority to exercise the third and fourth OTR terms for the hauling of coarse aggregates, which include stone, sand, asphalt, and debris. The total amount being requested for the option terms is **$1,000,000.**

Scope

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

Fiscal Impact/Funding Source
The contract amounts and the 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 the departments. Funding will be expended only if departments' budgets can support the expenditure approved in their annual budget adopted by the Board.

Track Record/Monitor
There are no known performance issues with the vendors recommended for award. The departments' contract managers are reflected in the attached Items.

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

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.

Background
The competitively bid contracts listed in this item require approval to exercise the OTRs contained in the respective contracts that would, if exercised, bring the cumulative value of the contracts to over $1 million. These 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 Implementing Order (IO) 3-38. Some of the contracts in this package were awarded prior to the effective date of Ordinance 09-52, which requires obtaining Board authorization to award contracts where the renewal options would bring the cumulative value of the contracts to above $1 million.

Prior to exercising any OTR periods, market research is conducted to ensure that 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 the contracts in this package will be executed if determined to be in the best interest of the County.

Attachments

Edward Marquez
Deputy Mayor

MEMORANDUM

(Revised)

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

DATE: November 8, 2012

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

SUBJECT: Agenda Item No. 8(F)(12)

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)(12)
11-8-12

RESOLUTION NO. R-904-12

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

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 their 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 **Rebeca Sosa**, who moved its adoption. The motion was seconded by Commissioner **Lynda Bell** and upon being put to a vote, the vote was as follows:

Joe A. Martinez, Chairman			**aye**
Audrey M. Edmonson, Vice Chairwoman			**absent**
Bruno A. Barreiro	**aye**	Lynda Bell	**aye**
Esteban L. Bovo, Jr.	**aye**	Jose "Pepe" Diaz	**absent**
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	**aye**		

The Chairperson thereupon declared the resolution duly passed and adopted this 8th day of November, 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.

Hugo Benitez

Item 1
Contract No.: 7031-4/13-3

Contract Title: **Aerial Spraying for Mosquito Control**

Initial Contract Term and OTRs Usage:	September 1, 2008 through November 30, 2012	$ 999,000

OTR Requested for Approval Under This Item:

Fourth OTR and Estimated Usage:	December 1, 2012 through November 30, 2013	$ 188,000
Cumulative Value:		**$1,187,000**

JUSTIFICATION

This contract is used by the Public Works and Waste Management Department, on an as-needed basis, for aerial insecticide spraying for the eradication or reduction of mosquito infestations. Aerial spraying is employed to effectively and efficiently treat approximately 350,000 acres of County land not easily accessed via vehicles. The requested allocation for the final renewal term is slightly lower than prior terms due to a reduction in anticipated usage. The contract pricing continues to be competitive, and it is within the County's best interest to renew the contract for the remaining option term.

Using/Managing Departments and Funding Sources:

Department	Allocation for Remaining OTR Term	Funding Source	Contract Manager
Public Works and Waste Management	$188,000	General Funds	Olga Espinosa Anderson
Total:	**$188,000**		

Vendors:	Address:	Principal:
Clarke Environmental Mosquito Management	3036 Michigan Avenue, Kissimmee, FL	Clarke Wood

User Access Program: ☒ Applies where permitted by funding source ☐ Does not apply
Procurement Officer: Denis Chung

Item 2

Contract No.: EPP-RFP8248-1(5)

Contract Title: **Voter Registration System**

Initial Contract Term and OTRs Usage:	November 12, 2007 to December 31, 2012	$1,533,000
OTRs Requested for Approval Under This Item:		
Second OTR and Estimated Usage:	January 1, 2013 to December 31, 2014	$ 500,000
Third OTR and Estimated Usage:	January 1, 2015 to December 31, 2016	$ 500,000
Cumulative Value:		**$2,533,000**

JUSTIFICATION

The Miami-Dade Elections Department (Elections) utilizes the Voter Registration System (System) to obtain accurate, up-to-date, statewide voter registration information. The contract was awarded to VR Systems, Inc. in 2007 through a full and open competitive Request for Proposals process for software licenses, implementation, configuration, training, and ongoing maintenance and support services. The System is required by Elections for all aspects of conducting Miami-Dade County and municipal elections. It functions as a database of all registered voters in the state, helps in determining voter eligibility for elections, assists in petition signature verification, and ensures the Department fulfills numerous statutory requirements by providing voter data to the Florida State Division of Elections. The scope of services was expanded in November 2011 to include a Geographic Information System (GIS) interface through which maps, districts, precinct boundaries and new precinct splits can be drawn, and voter residential address and demographic information can be imported into the GIS software. It is in the best interest of the County to approve the upcoming two OTR periods to ensure continuity of services and uninterrupted use of the System through the remainder of the contract.

Using/Managing Departments and Funding Sources:

Department	Allocation for Two OTRs	Funding Source	Contract Manager
Elections	$1,000,000	General Fund	John Clouser
Total:	**$1,000,000**		

Vendors:	Address:	Principal:
VR Systems, Inc.	2840 Remington Green Circle, Tallahassee, FL	Jane Watson

User Access Program: ☒ Applies where permitted by funding source ☐ Does not apply
Procurement Officer: Kimberly Craig

Item 3
Contract No.: EPP-RFP645-2(3)

Contract Title: **Employee Wellness Center Management Services**

Initial Contract Term and OTRs Usage: January 5, 2009 to January 4, 2013 $ 860,000

OTRs Requested for Approval Under This Item:
Third OTR and Estimated Usage: January 5, 2013 to January 4, 2014 $ 215,000
Cumulative Value: **$1,075,000**

JUSTIFICATION
This contract provides for continuation of the management agreement for the Employee Wellness Center (Wellness Center). The Wellness Center, located in the Stephen P. Clark Center lobby, offers members the ability to exercise, receive various types of training classes, and basic fitness center services. Additionally, the County uses the contractor for special events to improve the health of County staff through health fairs and other promotional events.

Of the $215,000 allocation proposed for the renewal period, the actual contract with TFC Partners, Inc. d/b/a New Fitness Concepts (NFC) will be $156,000. As part of this OTR term, negotiations with NFC led to their agreeing to accept $8,000 less in fees from the County, and, will instead use that $8,000 to purchase additional card access controls and electronic gates on behalf of the County to better control access to the facility. The balance of $59,000 is used as a reserve for any capital improvements and/or equipment replacements that may be necessary throughout the year, and to reimburse NFC for fees paid to instructors/trainers for various classes paid separately by members. Funding for the Wellness Center contract is generated entirely by member fees from the approximately 1,000 members, and is not subsidized by any County funding. This continues to be a popular amenity for County employees, and, the contractor continues to operate and manage the Center in a manner consistent with other comparable fitness centers. As such, it is recommended that the County exercise the remaining option-to-renew term.

Using/Managing Departments and Funding Sources:

Department	Allocation for One OTR	Funding Source	Contract Manager
Internal Services Department	$215,000	Internal Service Funds	Dennys Gonzalez
Total:	**$215,000**		

Vendors:	Address:	Principal:
TFC Partners, Inc. d/b/a New Fitness Concepts	2137 Route 35 North, Suite 202, Holmdel, NJ	Linda C. Torres

User Access Program: ☒ Applies where permitted by funding source ☐ Does not apply	
Procurement Officer: Lydia Osborne	

Item 4
Contract No.: 8593-4/13-3

Contract Title: **Janitorial Services for WASD**

Initial Contract Term and OTRs Usage: June 1, 2008 to November 30, 2012 $1,298,000

OTR Requested for Approval Under This Item:
Fourth OTR and Estimated Usage: December 1, 2012 to November 30, 2013 $ 325,000
Cumulative Value: **$1,623,000**

JUSTIFICATION

Approval is requested to exercise the remaining option-to-renew (OTR) period of this contract for purchase of janitorial services by the Miami-Dade Water and Sewer Department (WASD) for various WASD facilities. Approval of this OTR through November 2013 will provide continuity of services and an orderly transition of firms while the recently approved consolidated countywide janitorial contract is being rolled-out. Janitorial services will be consolidated and quoted amongst the pre-qualified firms in the new pool as existing contracts reach final expiration. The consolidation will improve contract management and oversight, while enhancing small and local business participation. The OTR period is slightly higher in cost compared to the prior terms due to living wage adjustments.

Using/Managing Departments and Funding Sources:

Department	Allocation for Final OTRs	Funding Source	Contract Manager
Water and Sewer	$325,000	Proprietary Funds	Gregory Hicks
Total:	**$325,000**		

Vendors:	Address:	Principal:
Able Business Services, Inc. (DBE; Micro/SBE)	3187 NW 38th Street, Miami, FL	William L. Berry
National Cleaning Contractors USA (DBE; Micro/SBE)	14482 SW 36th Avenue, Miami, FL	Guillermo Alfonso
Neighborhood Maintenance Services (Micro/SBE)	26105 SW 130th Place, Miami, FL	Wenceslao Del Rosario

User Access Program: ☒ Applies where permitted by funding source ☐ Does not apply
Procurement Officer: Robin Webb

Item 5

Contract No.: EPP-RFP8275-3(4)

Contract Title: **Janitorial Services for the Joseph Caleb Center**

Initial Contract Term and OTRs Usage: July 1, 2007 to December 30, 2012 $1,318,000

OTR Requested for Approval Under This Item:

Fourth OTR and Estimated Usage: December 31, 2012 to December 30, 2013 $ 225,000

Cumulative Value: **$1,543,000**

JUSTIFICATION

Approval is requested to exercise the remaining option-to-renew (OTR) period of this contract for purchase of janitorial services for Joseph Caleb Center by the Internal Services Department. Approval of this OTR through December 2013 will provide continuity of services and an orderly transition of firms while the recently approved consolidated countywide janitorial contract is being rolled-out. Countywide janitorial services will be consolidated and quoted amongst the pre-qualified firms in the pool as existing contracts reach final expiration. The consolidation will improve contract management and oversight, while enhancing small and local business participation. The cost of the proposed OTR term is the same as the current OTR term.

Using/Managing Departments and Funding Sources:

Department	Allocation for Final OTRs	Funding Source	Contract Manager
Internal Services	$225,000	Internal Service Funds	Lucy Romano
Total:	**$225,000**		

Vendors:	Address:	Principal:
Vista Building Maintenance Services, Inc.	8200 Coral Way, Miami, FL	James Haley

User Access Program: ☒ Applies where permitted by funding source ☐ Does not apply
Procurement Officer: Robin Webb

Item 6
Contract No.: 8680-10/19-3

Contract Title: **Professional Training Pre-Qualification Pool**

Initial Contract Term and OTRs Usage:	August 20, 2008 to February 19, 2013	$994,000

OTR Requested for Approval Under This Item:

Fourth OTR and Estimated Usage:	February 20, 2013 to February 19, 2014	$ 324,000
Fifth OTR and Estimated Usage:	February 20, 2014 to February 19, 2015	$ 324,000
Cumulative Value:		**$1,642,000**

JUSTIFICATION

This contract provides the County with a prequalified pool of vendors to purchase professional training services for County staff. The Internal Services Department (ISD), Human Resources Division manages the contract on behalf of all County departments. Staff conducts spot market purchases on a periodic basis to obtain pricing specific for training engagements being requested by County departments. This pool provides the County with flexibility and access to a wide range of professional training ensuring open competition and awards made based on the lowest price.

Training is provided to County employees in various professional applications such as computer software, diversity training, management training, and web-based training. Approval is requested to exercise the two remaining option-to-renew periods to ensure access to this pool and continuity of services. Over the past year, the current allocation has not been sufficient to accommodate all training requests made by departments, and, given that departments reimburse ISD for use of this contract, it is requested to increase the allocation to ensure its availability as needed.

Using/Managing Departments and Funding Sources:

Department	Allocation for Fourth and Fifth OTRs	Funding Source	Contract Manager
Internal Services Department	$648,000	Internal Service Funds	Andrew Mullings
Total:	**$648,000**		

Vendor	Address	Principal
CentreLearn Solutions, LLC	73 E Forrest Ave, Shrewsbury, PA	Loretta Cameron
Paula Mydlenski	11355 First St, Treasure Island, FL	Paula Mydlenski
Global Knowledge Training LLC	9000 Regency Parkway, Cary, NC	Zach Zuravle
Seed Consultation Svcs, LLC	338 Spruce St, Boynton Beach, FL	Charles Woodward
Inspired E-learning Inc.	613 NW Loop 410, #410, San Antonio, TX	Britt Coleman
Kimberly J. Rainy	139 Skull Shoals Rd, Washington, GA	Kimberly Rainey

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Vendor	Address	Principal
Walter Daryl Russ	1500 NW 12th Ave., #1405, Miami, FL	Walter D Russ
Spears Holding Inc.	1301 Intl. Pkwy, #530, Sunrise, FL	Amy Spears
Lewellyn Technology, Inc.	RR 4 Box 1220, Linton, IN	Dolly Gentry
Graceland College	6900 Squibb Rd, Mission, KS	Deidre Lark
Courtenay M. Thompson Jr.	30935 Estate Lane, #300, Dallas, TX	Lynn Runyon
Performance Institute Inc	805 15th St NW, Washington, DC	Tony Greco
University of Miami	1320 S Dixie Hwy, #1100, Coral Gables, FL	Jacqueline Zelman
Miami Dade College	11011 SW 104 St, Miami, FL	Geoffrey Gathercole
Associated Builders & Contractors	3730 Coconut Creek Pkwy, #200, Coconut Creek, FL	Ruth Tirado
URS Corporation Southern	7650 Corporate Center Dr, #400, Miami, FL	Carlos Garcia
Western Kentucky University	1906 College Heights Blvd, #11030, Bowling Green, KY	Janine Keirnan
JES Hardware Solutions Inc	2138 Van Buren St., #602, Hollywood, FL	James E Sessions
Champion Services Group (DBE; Micro/SBE)	6501 NW 36th St, #300, Miami, FL	James A Champion
GEB Computer Training, LTD.	7757 W Flagler St, #200, Miami, FL	Robert A Discipio
Academy of South Florida, Inc	3100 S Dixie Hwy, #100, Miami, FL	Andre Perez
Pro-24 Security & Investigative	7485 Davie Rd Extension, Davie, FL	Rudy Yzer
Transamerica Training Management (SBE)	2199 Ponce de Leon Blvd, #203, Coral Gables, FL	Gabriel Albelo
Aviation Specialties Unlimited, Inc.	4632 W Aeronca St, Boise, ID	Michael D Atwood
National Technology Transfer, Inc.	7337 S Revere Pkwy, Centennial, CO	James Cavalier
Medical Priority Consultants, Inc.	139 E South Temple, #500, Salt Lake City, UT	Ken Winward
Grant Writing USA	4060 Dustin Ave, Las Vegas, NV	Rebecca J Helm
McLeod Consulting Company	631 E Mallory Ave, Memphis, TN	Marilyn McLeod

Vendor	Address	Principal
Netsyndicate, Inc.	33 New Montgomery St, #1280, San Francisco, CA	Douglas Page
Institute for Applied Management	1200 Newport Center Dr, #220, Newport Beach, CA	Robert M Lee
Mindleaders Inc.	5500 Glendon Ct., Dublin, OH	Michael Nigro

User Access Program: ☒ Applies where permitted by funding source ☐ Does not apply
Procurement Officer: Kimberly Craig

Item 7

Contract No.: 1001-5/15-2

Contract Title: **Hauling of Bulk Material - Prequalification**

Initial Contract Term and OTRs Usage:	November 1, 2009 to January 31, 2013	$ 945,000

OTR Requested for Approval Under This Item:

Third OTR and Estimated Usage:	February 1, 2013 to January 31, 2014	$ 500,000
Fourth OTR and Estimated Usage:	February 1, 2014 to January 31, 2015	$ 500,000
Cumulative Value:		**$1,945,000**

JUSTIFICATION

This pre-qualification contract is used by the Parks, Recreation and Open Spaces and Seaport departments for the hauling of coarse aggregates, which include stone, sand, asphalt, and debris. The Seaport's allocation increased significantly during the first option-to-renew (OTR) term due to unforeseen need to remove sub-grade contaminated fill material discovered during the Seaboard Marine Redevelopment project. The Seaboard Marine Redevelopment project includes various construction related improvements at the Port pursuant to the agreement between the County and Seaboard Marine, Ltd for expanded marine terminal operations. This pool provides the County with flexibility and access to various vendors ensuring open competition and awards made based on the lowest price. The cost of the proposed OTR terms are the same as the current OTR term.

Using/Managing Departments and Funding Sources:

Department	Allocation for Two OTRs	Funding Source	Contract Manager
Parks, Recreation & Open Spaces	$200,000	General Fund/ Proprietary Funds	Debbie Frost
Seaport	800,000	Proprietary Funds	Phillip Rose
Total:	**$1,000,000**		

Vendors:	Address:	Principal:
Crodon, Inc. (Micro/SBE)	10900 SW 105th Avenue, Miami, FL	Mark P. Donnelly
Austin Tupler Trucking, Inc.	6570 SW 47th Court, Miami, FL	Glen Tupler
Allied Trucking of Florida	10741 NW 89th Avenue, Hialeah Gardens, FL	Raul Sotolongo

User Access Program: ☒ Applies where permitted by funding source ☐ Does not apply	
Procurement Officer: Lenny Sandoval	