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

Memorandum

MIAMI-DADE COUNTY

Date: September 1, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Agenda Item No. 8(F)(7)

Subject: Recommendation for Approval to Establish a Pre-Qualification Pool: Specialty Printed Products, Finishing Supplies, and Mechanical Binding Services

Resolution No. R-717-15

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a pre-qualification pool, *RTQ-00140*, for the purchase of specialty printed products, finishing supplies, and mechanical binding services for the Internal Services and Transit departments. This pool includes 12 groups, each offering a unique specialty printed product or mechanical binding service.

The Internal Services Department will use this pool to support its Print Shop operations including, but not limited to, the purchase of high-quality digital color printing/reproductions on various materials and substrates, tradeshow displays, and oversized prints, finishing, and lamination. The Transit Department will use this pool to purchase printing, installation, and removal of various decal and wrap services for its vast transportation infrastructure (i.e., Metrobus, Metrorail and Metromover vehicles, stations, shelters, and other facilities)

Scope

The impact of this item is countywide in nature.

Fiscal Impact and Funding Source

The fiscal impact for the eight-year term is $1,520,000. This pre-qualification pool consolidates two (2) current pre-qualification pools providing similar services: *Pool No. 9227-4/15, Specialty Printed Products and Finishing Supplies* for five (5) years and six (6) months with an allocation of $1,565,000 and *Pool No. 9237-4/16, Mechanical Binding, Envelope Converting and Specialty Fulfillment Services* for six (6) years with an allocation of $540,000. A single replacement solicitation was issued to reduce the administrative overhead required to issue multiple purchase orders for like services. The replacement pool's allocation is based on historical spend under the current pools and the user departments' projected needs over the term of the pool.

Department	Allocation	Funding Source	Contract Manager
Internal Services	$800,000	Internal Service Funds	David Campos
Transit	720,000	MDT Operating Funds	Angel Castro
Total	**$1,520,000**		

Track Record/Monitor

Roma McKenzie of the Internal Services Department is the Procurement Contracting Officer.

Delegated Authority

Upon approval of this item, a pool of pre-qualified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor's designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor's designee will also have the authority to (a) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and

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Implementing Order 3-38, and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

Vendor(s) Pre-Qualified for Pool

A Request to Qualify (RTQ) was issued on October 23, 2014 under full and open competition. The method of award was to pre-qualify all responsive and responsible vendors by group that met the minimum requirements, as specified in the RTQ, for participation in future spot market competitions. Two (2) groups (1 and 6) are set-aside for certified small business enterprises. Thirteen vendors responded to the solicitation. The vendors listed in the following table satisfied the pre-qualification criteria. An Award Summary table showing each group name and the vendors pre-qualified per group is attached to this transmittal memorandum as Attachment 1.

Vendor	Address	Principal	Pre-qualification
All Binders & Indexes, Inc.	860 W 20 Street Hialeah, FL	Juan C. Cruz	Groups 2, 4, and 9
AP Imaging, Inc. (MICRO/SBE)	19 SW 6 Street Miami, FL	Diana Herrera	Groups 1, 2, and 5
Archi Press & Design, Inc. (SBE)	12808 SW 122 Avenue Miami, FL	Rita Jalil	Groups 1, 4, 6, 9, 10 and 11
Associated Printing Productions, Inc.	13925 NW 60 Avenue Miami Lakes, FL	Richard T. Beadel	Group 10
Doral Digital Reprographics Corp. (MICRO/SBE, DBE)	8280 NW 27 Street, #505 Doral, FL	Morgan Gregory	Groups 1, 2, 3, 4, 5, 6, 8, 9, and 11
J.M. Field Marketing, Inc.	3570 NW 53 Court Ft. Lauderdale, FL	Jack M. Field	Groups 2, 3, 5, 7, 8, 10, and 12
JNNP Investments, Inc.	6502 N 54 Street Tampa, FL	Peter H. Rosso	Group 12
The Dubhouse, Inc.	404 SE 15 Street Ft. Lauderdale, FL	Michael Pardo	Group 3

Vendor not Pre-Qualified for Pool

Vendor	Reason for Not Recommending
FAMIS, Inc.	Submitted a "No Bid"
Graphic Designs International, Inc.	
ARC Document Solutions, LLC	Vendor failed to complete the vendor registration process as required by the solicitation. Upon completion of the registration process, the vendor will be added to the pool.
Dri-Stick Decal Corp.	
The Visual Company Design	

Due Diligence

Pursuant to Resolution R-187-12, 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.

Applicable Ordinances and Contract Measures

- The two (2) percent User Access Program provision applies and will be collected on all purchases.
- The Small Business Enterprise (SBE) Bid Preference and Local Preference Ordinances will be applied at the time of spot market competition. A SBE set-aside applies to pre-qualification for Groups 1 and 6. Additionally, a SBE set-aside applies to spot market competitions in all other groups up to $100,000 when there are three (3) or more SBE-certified firms available.
- The Living Wage Ordinance applies.

Attachment

Edward Marquez
Deputy Mayor

ATTACHMENT 1

AWARD SUMMARY
RTQ-00140

Vendor Name	All Binders & Indexes, Inc.	APImaging, Inc. (Micro/SBE)	Archi Press & Design, Inc. (SBE)	Associated Printing Productions, Inc.	Doral Digital Reprographics Corp. (MICRO/SBE, DBE)	J.M. Field Marketing, Inc.	JNNP Investments, Inc.	The Dubhouse, Inc.
GROUP 1: Digital Color Reproduction – Offset Quality		Awarded	Awarded		Awarded			
GROUP 2: Screen printing on paper, cover, vinyl and other substrates	Awarded	Awarded			Awarded	Awarded		
GROUP 3: DVD/CD Reproduction with Labels and Holders (Color)					Awarded	Awarded		Awarded
GROUP 4: Mechanical Binding and Finishing Supplies	Awarded		Awarded		Awarded			
GROUP 5: Trade Show Displays and Oversized Prints		Awarded			Awarded	Awarded		
GROUP 6: Decals and Stickers			Awarded		Awarded			
GROUP 7: Corrugated Cartons						Awarded		
GROUP 8: Miami-Dade Transit (MDT) Large media-vehicle decaling of self-adhesive high performance material and /or vinyl, Installation removal of product from transit facilities					Awarded	Awarded		
GROUP 9: Mechanical Binding and Lamination Services	Awarded		Awarded		Awarded			
GROUP 10: Hand Assembly, Kitting, Fulfillment, Addressing and Mailing			Awarded	Awarded		Awarded		
GROUP 11: Die Making, Die Cutting, Embossing, Foil Stamp and Gluing			Awarded		Awarded			
GROUP 12: Envelope Converting and Envelope Manufacturing						Awarded	Awarded	

MEMORANDUM

(Revised)

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

DATE: September 1, 2015

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

SUBJECT: Agenda Item No. 8(F)(7)

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 Mayor'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)(7)
9-1-15

RESOLUTION NO. R-717-15

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-00140 IN A TOTAL AMOUNT UP TO $1,520,000.00 FOR SPECIALTY PRINTED PRODUCTS, FINISHING SUPPLIES, AND MECHANICAL BINDING SERVICES FOR THE INTERNAL SERVICES AND TRANSIT DEPARTMENTS; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

WHEREAS, this Board desires to accomplish the purpose 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 authorizes the establishment of prequalification pool RTQ-00140 for specialty printed products, finishing supplies, and mechanical binding services for the Internal Services and Transit Departments in a total amount up to $1,520,000.00 and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to the aggregate amount of the allocation authorized by the Board, (b) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38, and (c) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document and resulting contracts are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner **Xavier L. Suarez**, who moved its adoption. The motion was seconded by Commissioner **Daniella Levine Cava** and upon being put to a vote, the vote was as follows:

Jean Monestime, Chairman **aye**
Esteban L. Bovo, Jr., Vice Chairman **absent**

Bruno A. Barreiro	**absent**	Daniella Levine Cava	**aye**
Jose "Pepe" Diaz	**aye**	Audrey M. Edmonson	**aye**
Sally A. Heyman	**absent**	Barbara J. Jordan	**aye**
Dennis C. Moss	**aye**	Rebeca Sosa	**aye**
Sen. Javier D. Souto	**absent**	Xavier L. Suarez	**aye**
Juan C. Zapata	**absent**		

The Chairperson thereupon declared the resolution duly passed and adopted this 1st day of September, 2015. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the 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

Memorandum

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Charles Scurr, Executive Director

Date: July 15, 2015

Re: **CITT AGENDA ITEM 5D:**
RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT) RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZE THE ESTABLISHMENT OF A PRE-QUALIFICATION POOL, RTQ-00140, FOR PURCHASE OF SPECIALTY PRINTED PRODUCT, FINISHING SUPPLIES, AND MECHANICAL BINDING SERVICES FOR THE TRANSIT DEPARTMENT, IN THE AMOUNT OF **$720,000.00**; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS **(MDT- BCC Legislative File No. 151506)**

On July 15, 2015, the CITT voted (12-0) to forward a favorable recommendation to the Board of County Commissioners (BCC) for the approval of the above referenced item, CITT Resolution No. 15-037. The vote was as follows:

Paul J. Schwiep, Esq., Chairperson – Aye
Hon. Anna E. Ward, Ph.D., 1st Vice Chairperson – Aye
Glenn J. Downing, CFP®, 2nd Vice Chairperson – Aye

Joseph Curbelo – Aye
Alfred J. Holzman – Aye
Jonathan Martinez – Absent
Miles E. Moss, P.E. – Aye
Marilyn Smith – Aye
Peter L. Forrest – Aye
Prakash Kumar – Aye
Alicia Menardy, Esq. – Aye
Hon. James A. Reeder – Aye
Hon. Linda Zilber – Aye

cc: Alina Hudak, Deputy Mayor/Director Public Works & Waste Management Department
Bruce Libhaber, Assistant County Attorney