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

# Memorandum

MIAMI-DADE COUNTY

**Date:** November 3, 2015

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

**From:** Carlos A. Gimenez
Mayor

Agenda Item No. 8(F)(4)

**Subject:** Request for Additional Time and Expenditure Authority to Prequalification Pool No. 9064-2/15-2, Drafting, Engineering and Art Supplies

Resolution No. R-976-15

**Recommendation**

It is recommended that the Board of County Commissioners (Board) approve this request to extend *Prequalification Pool No. 9064-2/15-2, Drafting, Engineering and Art Supplies,* for five (5) additional years and increase expenditure authority by $1,444,000. This pool was established on December 1, 2009 for a two-year term, with two (2) two-year options to renew, through Resolution No. R-1367-09 for use by multiple County departments to purchase various art-related supplies. The supplies include, but are not limited to, rolls of banner and laminating material; foam and gator boards; foam tape; rolls of velcro; and engineering paper and drafting tools.

The requirements and terms and conditions of the pool would not change if a replacement solicitation were to be issued, and it is anticipated that the same vendors would prequalify for the replacement solicitation. Additional qualified vendors may be added to the pool at any time during the term of the pool award, subject to bi-annual ratification by the Board. This prequalification pool will remain advertised on the County's Procurement Management Services website to encourage additional participation. Outreach to registered firms was conducted to increase the number of prequalified firms.

It is in the County's best interest to modify the existing pool for an additional five-year period so user departments are able to continue acquiring these supplies.

**Scope**

The impact of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The contract is currently in its final option to renew term of two (2) years, which expires on December 31, 2015 and has an existing allocation of $938,000. The requested allocation of $1,444,000 is based on anticipated usage during the five-year extension period. The yearly allocation for the extension period is lower than the current contract's yearly allocation due to a reduction in anticipated usage (i.e., the requested allocation is consistent with the purchase orders released during the current term).

| Department | Existing Allocation for 2 years | Additional Allocation Requested | Modified Allocation | Funding Source | Contract Manager |
|---|---|---|---|---|---|
| Aviation | $115,000 | $173,000 | $288,000 | Proprietary Funds | Neivy Garcia |
| Community Information and Outreach | 17,000 | 26,000 | 43,000 | Internal Service Funds | Angelica Suarez |
| Internal Services | 61,000 | 17,000 | 78,000 | Internal Service Funds | Lorena Zapustas |
| Library | 7,000 | 10,000 | 17,000 | Library District | Anna Rodríguez |
| Medical Examiner | 3,000 | 5,000 | 8,000 | General Fund | Aylin Concepcion |
| Parks, Recreation and Open Spaces | 14,000 | 46,000 | 60,000 | General Fund | William E. Solomon |
| Police | 20,000 | 5,000 | 25,000 | General Fund | Laura Romano |

| Department | Existing Allocation for 2 years | Additional Allocation Requested | Modified Allocation | Funding Source | Contract Manager |
|---|---|---|---|---|---|
| PortMiami | 8,000 | 12,000 | 20,000 | Proprietary Funds | Gyselle Pino |
| Public Works and Waste Management | 286,000 | 429,000 | 715,000 | Proprietary Funds and General Fund | Olga Espinosa-Anderson |
| Regulatory and Economic Resources | 126,000 | 175,000 | 301,000 | Proprietary Funds | John Lariosa |
| Transit | 1,000 | 1,000 | 2,000 | MDT Operating | Armando Villanueva |
| Water and Sewer | 261,000 | 564,000 | 825,000 | Proprietary Funds | Susan Pascul |
| Unallocated | 19,000 | (19,000) | 0 | | |
| **Total** | **$938,000** | **$1,444,000** | **$2,382,000** | | |

**Track Record/Monitor**

Mary Hammett of the Internal Services Department is the Procurement Contracting Officer.

**Delegated Authority**

The County Mayor or County Mayor's designee will have the authority to exercise all provisions of the solicitation document pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. The County Mayor or the County Mayor's designee may add qualified vendors to the pool at any time during the term of the pool, subject to bi-annual ratification by the Board. The County Mayor or the County Mayor's designee will also have the authority to solicit pricing and award contracts up to the aggregate amount of the allocation authorized by the Board.

**Awarded Vendors**

| Vendors | Address | Principal |
|---|---|---|
| Commercial Art Supply, Inc. | 1106 Crystal Drive<br>Palm Beach Gardens, FL | Donald E. Cohn |
| Chem's Art D&D, LLC<br>d/b/a I.D. Art Supplies | 1132 South Dixie Highway<br>Coral Gables, FL | Miriam DeLucia |
| Florida Level & Transit Co., Inc.<br>d/b/a FLT Geosystems | 809 Progresso Drive<br>Ft. Lauderdale, FL | Terry S. Mckay |
| Geotype of South Florida, Inc.<br>d/b/a Easel Art Supply Center | 470 NE 167 Street<br>North Miami Beach, FL | Mark J. Glicksman |

**Due Diligence**

Pursuant to Resolution No. 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 review of performance or compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There are no adverse findings relating to contractor responsibility.

**Applicable Ordinances and Contract Measures**

- The two (2) percent User Access Program provision does apply.
- The Small Business Enterprise (SBE) Bid Preferences and Local Preference Ordinances will be applied at the time of the spot market competition. A SBE set-aside also applies for spot market competition up to $100,000 when there are three (3) or more SBE-certified firms available.
- The Living Wage Ordinance does not apply.

Edward Marquez
Deputy Mayor

# MEMORANDUM

(Revised)

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

**DATE:** November 3, 2015

**FROM:** Abigail Price-Williams
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 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)(4)
11-3-15

RESOLUTION NO. R-976-15

RESOLUTION AUTHORIZING ADDITIONAL TIME OF FIVE YEARS AND EXPENDITURE AUTHORITY IN A TOTAL AMOUNT UP TO $1,183,000.00 FOR PREQUALIFICATION POOL NO. 9064-2/15 FOR PURCHASE OF DRAFTING, ENGINEERING AND ART SUPPLIES FOR VARIOUS COUNTY 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 COUNTY CODE AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, DURING THE TERM OF THE POOL, 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 additional time of five years and expenditure authority in an amount up to $1,444,000.00 for prequalification pool 9064-2/15 for the purchase of drafting, engineering and art supplies for various County departments 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 County Code and Implementing Order 3-38, and (c) add vendors to the pool at any time, during the term of the pool, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document and the contracts once awarded are on file with and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner **Barbara J. Jordan** who moved its adoption. The motion was seconded by Commissioner **Xavier L. Suarez** 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 | **aye** | Daniella Levine Cava | **aye** |
| Jose "Pepe" Diaz | **aye** | Audrey M. Edmonson | **aye** |
| Sally A. Heyman | **aye** | Barbara J. Jordan | **aye** |
| Dennis C. Moss | **aye** | Rebeca Sosa | **aye** |
| Sen. Javier D. Souto | **aye** | Xavier L. Suarez | **aye** |
| Juan C. Zapata | **aye** | | |

The Chairperson thereupon declared the resolution duly passed and adopted this 3rd day of November, 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.

Oren Rosenthal

**Memorandum**

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

**From:** Charles Scurr, Executive Director

**Date:** October 21, 2015

**Re:** **CITT AGENDA ITEM 5C:**
RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST (CITT) RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) APPROVE AN ADDITIONAL TIME OF FIVE YEARS AND EXPENDITURE AUTHORITY IN THE AMOUNT OF $1,000.00 FOR PREQUALIFICATION POOL NO. 9064-2/15 FOR PURCHASE OF DRAFTING, ENGINEERING AND ART SUPPLIES FOR MIAMI-DADE TRANSIT; 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 COUNTY CODE AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POLL AT ANY TIME, DURING THE TERM OF THE POOL, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS **(MDT BCC – Legislative File No. 152160)**

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On October 21, 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. 15-047. 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 – Aye
Miles E. Moss, P.E. – Aye
Marilyn Smith – Aye
Peter L. Forrest – Aye
Prakash Kumar – Aye
Alicia Menardy, Esq. – Absent
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