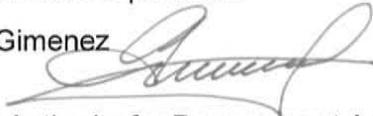


# Memorandum



**Date:** August 30, 2012  
**To:** Lester Sola, Director  
Internal Services Department  
**From:** Carlos A. Gimenez  
Mayor   
**Subject:** Delegated Authority for Procurement Actions

Consistent with Section 2-8.1 of the Code of Miami-Dade County and Administrative Order 3-38, I am delegating authority to you, as the Director of the Internal Services Department, to award, reject, modify, extend, and exercise options-to-renew as detailed below. The delegation of this authority is consistent with prior practice and reduces the time necessary to process various procurement actions that will facilitate our ability to expedite procurement of goods and services on behalf of user departments.

The delegated authorities are as follows:

- Advertise solicitations for all values consistent with Section 2-8.1;
- Award and reject competitive contracts up to \$500,000;
- Award non-competitive contracts (bid waivers, sole sources, and emergency purchases) up to \$100,000;
- Authorize negotiations and appoint negotiation committees;
- Competitive modifications up to 20 percent of total contract value, not to exceed \$500,000;
- Non-Competitive modifications up to 20 percent of total contract value for contracts over \$100,000;
- Authorize administrative contract extensions by up to six months, as long as the amount of the extension does not exceed the prorated amount of the initial contract;
- Exercise Options-to-Renew within delegated authority;
- Execute contracts or grant agreements and subsequent amendments that have been approved by the Board and approved for legal sufficiency by the County Attorney's Office.

Your judgment is crucial when reviewing items for signature. If an item is controversial, sensitive or otherwise significant, please forward to my attention or discuss it with me personally.

Attached for your reference, is a matrix that contains the actions delegated to you, those that remain with me, and what actions require Board approval.

#### Attachment

c: Honorable Harvey Ruvlin, Clerk of the Board  
R. A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Department Directors

**Procurement Authority to Advertise, Approve, Reject and Award Contracts  
April 2012**

<b>ACTION</b>	<b>Board of County Commissioners (Board)</b>	<b>Mayor</b>	<b>Director Internal Services Department</b>	<b>Reporting Requirements</b>
<b>Advertise Solicitations</b>	- No approval required per County Code Section 2-8.1	- No approval required per County Code Section 2-8.1	- Authorization for all values per County Code Section 2-8.1	Quarterly Report of the Board of advertisements with an estimated contract value greater than 1 million.  Monthly report to the Mayor of all solicitations advertised.
<b>Competitively Awarded Contracts</b>	- Approval required for values greater than \$1 million per County Code Section 2-8.1 A.O. 3-38	- Authorization for values over \$500,000 up to \$1 million per County Code Section 2-8.1 and A.O. 3-38.	- Authorization for values up to \$500,000 per A.O. 3-38	Quarterly Report to the Board of all contract awards over \$100,000 up to \$1 million
<b>Bid Waiver and Sole Source Purchases</b>	- Approval required for values greater than \$100,000 per County Code Section 2-8.1 A.O. 3-38	- No authorization required.  - All values greater than \$100,000 require Mayor's recommendation to the Board to waive competitive bidding.	- Authorization for bid waivers and sole source purchases up to \$100,000 per A.O. 3-38	None Required
<b>Emergency Purchases</b>	- Ratification required for all Emergency Purchases over \$100,000 per A.O. 3-38	- No ratification authorization required.	- Authorization for all values up to \$100,000 provided the <u>Director of the user department</u> certifies the emergency per A.O. 3-38	None Required
<b>Modifications to Contracts that were not competitively awarded:</b>  <b>1. Bid Waiver or Sole Source Purchases of all values</b>	- Approval required when modification increases contract value to more than \$100,000  - Approval required when modification increases by more than 20% if contract value is greater than \$100,000 per A.O. 3-38.	- No authorization required.	- Authorization for established contracts valued less than \$100,000 when the modification does not exceed \$100,000 regardless of percentage change.  - Authorization for BCC approved contracts valued over \$100,000 when the modification does not exceed 20 percent per A.O. 3-38	None Required
<b>Modifications to Contracts that were competitively awarded:</b>  <b>1. Competitive Awarded Contracts under the County Manager's Authority (Under \$1 million)</b>  <b>2. Board Awarded Contracts (Over \$1 million), or</b>	- Approval required when modification increases contract value to more than \$1 million  - Approval required when modification increases by more than 20% if contract value is greater than \$1 million per A.O. 3-38	- Authorization for BCC approved contracts valued over \$1 million when modification does not exceed 20 percent.	- Authorization for established contracts valued less than \$500,000 when the modification does not exceed \$500,000 regardless of percentage change.  - Authorization for Mayor approved contracts valued between \$500,000 and \$1 million when the modification does not exceed \$1 million regardless of percentage change per A.O. 3-38.	None Required

Note: All actions noted above include solicitation issued through the Expedite Purchasing Program (EPP)