

# Memorandum



**Date:** August 30, 2013

**To:** Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Response to Information Request on Recent Agenda Items Approving  
Prequalification Pool Contracts

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During discussion of agenda item 8F9, *Establishment of Pre-qualification Pools, Award of Competitive Contracts, and Competitive Contract Modifications*, at the May 7, 2013 meeting of the Board of County Commissioners (Board), Commissioner Barbara J. Jordan requested information addressing why Small Business Enterprise (SBE) certified firms had not submitted bids for two pre-qualification pool contracts: *Contract 5038-1/23 Public Safety Vehicle Accessories – Pre-qualification Pool* and *Contract 6824-1/23 Paper, Fine Registered Mill Brands – Pre-qualification Pool*.

Staff attempted to contact all SBE firms that had downloaded the solicitations to better understand why they had not submitted bids or taken further actions to qualify for the pools. It is important to note that none of the SBE firms responded to the County's inquiries. Nonetheless, staff conducted an analysis of the two contracts in terms of enrolled vendors, vendors notified at the time the solicitations were issued, and bid responses received. The results by contract are as noted below.

**Item 1.1 Contract 5038-1/23 Public Safety Vehicle Accessories – Pre-qualification Pool**

The Small Business Development (SBD) Division of the Regulatory and Economic Resources Department identified two certified firms for this commodity: B & G Auto Parts Warehouse and Trinity Electric Sales & Service d/b/a Trinity Lighting. Notice of the solicitation was sent by the Internal Services Department (ISD) on December 4, 2012 to 864 enrolled vendors, including B&G Auto Parts Warehouse and Trinity Electric Sales & Service.

The solicitation was downloaded from the ISD website 70 times and B & G Auto Parts Warehouse was one of the firms that downloaded the solicitation. Ten bids were received in response to the solicitation, but none were from B&G Auto Parts Warehouse. As mentioned earlier, the County attempted to contact the two SBE firms to better understand why they did not submit bids, but they did not respond.

**Item 1.2 Contract 6824-1/23 Paper, Fine Registered Mill Brands – Pre-qualification Pool**

The SBD Division identified 12 SBE certified firms for this commodity: Barlop; Cenoffi d/b/a Best Office Product; Glocecol; IPA Corp; Innovative Incentives; J&E Office Supplies; Lab-Research Laboratory Supply Corp; Laser Products Inc.; Lithografikos d/b/a Minuteman Press; Total Connection; TotalPack; and Tech Apps Inc. Notice of the solicitation was sent by ISD on January 30, 2013 to 385 enrolled vendors, including the 12 SBE certified firms.

The solicitation was downloaded from the ISD website 35 times. Three SBE firms (J&E Office Supplies, Laser Products, and TotalPack) downloaded the solicitation. Three bids were received in response to the solicitations, but none were from the SBE firms. As with the other pre-qualification pool, attempts were made to call the SBE firms to better understand why they did not submit bids, but no responses were received.

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These contracts remain posted on ISD's Current Solicitations website and both pre-qualification pool contracts allow interested firms meeting the minimum criteria set forth in the respective solicitations to be added to the pool at any time. Further, ISD staff has re-notified the certified firms as to the ongoing availability of these pool contracts.

Should you have any questions, please do not hesitate to contact Lester Sola, Director of the Internal Services Department, at (305) 375-2363, or me directly.

c: Robert A. Cuevas, Jr., County Attorney  
Office of the Mayor Senior Staff  
Lester Sola, Director, Internal Services Department  
Miriam Singer, Assistant Director, Internal Services Department  
Veronica Clark, Regulatory and Economic Resources/Small Business Development  
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