



Miami Dade County
Community Action and Human Services Department
Procurement Authorization



Revised 3/10

ITEM DESCRIPTION / EST. COST \$510,750.00

COMMENTS: Emergency Procurement Request Increase Allocation

PURCHASE ORDER #: RQCO1200004

Requesting Division/Index Code/Sub object COARRA718, COARRACULMER, COARRASOUTH, COWL12.

Divisional Authorization	<u>Alf. Pij</u>	Date	<u>3/23/12</u>
Procurement Authorization	<u>Marilyn Almeida</u>	Date	<u>3/23/12</u>
Fiscal Director	<u>B. Burke</u>	Date	<u>3/23/12</u>
Assistant Director/ Program	<u>[Signature]</u>	Date	<u>3/23/12</u>
Assistant Director/ Administration	<u>[Signature]</u>	Date	<u>3/23/12</u>

To Be Completed by Procurement

- 1). Purchase Order (SPO) less than \$10,000
 - Include four quotes
 - Include description
- 2). Requisition greater than \$10,000
 - Include four quotes
 - Include description
- 3). Existing County Contract / Blanket Purchase Order
 - Include description
 - Include dollar amount
 - Generate release Contract # _____; BPO _____
- 4). Projects (CICC) Construction Only
 - Quotes (<\$10,000 not required/>\$10,000 three quotes required)
 - RPQ Copy recommend vendor
 - Tally sheet complete with back up
 - Insurance (Tally Sheet)
 - Notice of award
- 5). Direct Payment
 - Contract
 - Resolution
- 6). Journal Entry
- 7). Credit Card

Memorandum



Date: March 23, 2012
To: Lester Sola, Director
Internal Services Department
From: Lucia Davis-Raiford, Director *Lucia Davis-Raiford*
Community Action and Human Services Department
Subject: Emergency Procurement Request

The Community Action and Human Services Department (CAHSD), through its Energy Programs Division, was awarded American Recovery and Reinvestment Act (ARRA) funds in the amount of \$6,282,202.25 for funding year 2010-2011 and an increase of \$200,000.00 for funding year 2011-2012 for the purpose of rehabilitating and weatherizing privately owned homes of low-income residents under the Weatherization Assistance Program (WAP). Two additional ARRA grants in the amount of \$1,072,160.00 and \$539,600.00 were awarded in February, 2012 for the purpose of rehabilitating and weatherizing multifamily units. The expiration date of all three contracts is June 5, 2012. As a result of increased funding through the American Recovery and Reinvestment Act (ARRA), the resources available to the Energy Division have increased by more than 10 times the funding level of the previous years.

The department has been working with the staff of Internal Services Department to ensure that the department's spending authority on critical contracts is adequate to meet the increased needs of the department. The award of the two additional ARRA grants in February provides the opportunity to bring much needed services to the community's low income residents. However, as a result, the department's spending authority on the 8933-1/13 Central A/C and Related Ductwork Prequalification Contract is inadequate to meet the increased need for the commodities on this contract. It is projected that from March 2012 through February 2013, \$100,000.00 per month will be needed to address the department's anticipated needs on 8933-1/13. Based on the aforementioned monthly production rate of CAHSD Energy division, an emergency increase in spending authority of \$510,750.00 is requested. In order to meet ARRA production goals, procure needed goods and services, expend the ARRA funds and close out the grants by the expiration date of June 5, 2012, the requested increase in spending authority is needed immediately. A contract modification will be submitted within a few days requesting the additional allocation needed to address the department's needs through the expiration of the contract on February 28, 2012.

Thank you for your assistance this request. Please feel free to call me at (305) 375-2784, if you have any questions or require additional information/clarification.

C: Russell Benford, Deputy Mayor
Alberto Parjus, Assistant Director, CAHSD
Bolante Shorunke-Jean, CAHSD Fiscal Division Director

SECTION #3
EMERGENCY PURCHASES

REQUISITION # _____
TITLE _____

UAP Included: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<ul style="list-style-type: none">• Will CITT Funds be used? <input type="checkbox"/> YES <input type="checkbox"/> NO• Will Federal Funds be used? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO• If UAP is not included, Attach written approval to waive UAP and provide an explanation in the "Comments" section
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► **Justification and Comments:** The Community Action and Human Services Department (CAHSD), through its Energy Programs Division, was awarded American Recovery and Reinvestment Act (ARRA) funds in the amount of \$6,282,202.25 for funding year 2010-2011 and an increase of \$200,000.00 for funding year 2011-2012 for the purpose of rehabilitating and weatherizing privately owned homes of low-income residents under the Weatherization Assistance Program (WAP). Two additional ARRA grants in the amount of \$1,072,160.00 and \$539,600.00 were awarded in February, 2012 for the purpose of rehabilitating and weatherizing multifamily units. The expiration date of all three contracts is June 5, 2012. As a result of increased funding through the American Recovery and Reinvestment Act (ARRA), the resources available to the Energy Division have increased by more than 10 times the funding level of the previous years. The award of two additional ARRA grants in February provides the opportunity to bring much needed services to low income residents. However, as a result, the Department 's allocation on the Central A/C and Related Ductwork is inadequate to meet the increased need for the commodities and services of this contract. It is projected that from February 2012 through June 5, 2012, the department will need in excess of \$100,00.00 per month in order procure needed goods and services, expend ARRA funds, and meet ARRA and associated federally funded program production goals,

Background/Need to Know:	The Department's has used all except \$10,616.83 of its allocation on the Central Air Conditioning and Related Ductwork contract.
Potential Issues:	The ARRA grant funding awarded in February will be lost, the low income residents will not have the opportunity to receive weatherization services supported by the funding and the Department will be in a deficit posture if the emergency allocation is not granted.

► **Signature(s):**



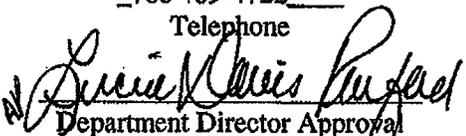
Contact Person
Shirley Almeida, AO2

3/22/12

Date

786 469-4722

Telephone



Department Director Approval
Lucia Davis-Raiford, Director

3/26/12

Date

Department of Procurement Management Use Only

Memorandum



Date: March 23, 2012

To: Lucia Davis-Raiford, Director
Community Action and Human Services Department

From: Alberto Parjus, Assistant Director
Community Action and Human Services Department

Subject: Emergency Procurement Request / 8933-1/13-1 Central A/C & Related Ductwork

The attached Emergency Procurement Request in the amount of \$510,750.00 is a follow-up to the Contract Modification 8933-1/13-1 Central A/C & Related Ductwork and is submitted for your review and signature. The Internal Services Department was unable to process the full amount of the contract modification that was requested on January 19, 2012. The requested increase in spending authority on the above captioned contract is urgently needed to enable the department to meet the production goals associated with the funds received by the department through the American Recovery and Reinvestment Act (ARRA) with a deadline of June 2012. The Energy Division's production has steadily increased since receipt of the ARRA funding and has spiked over the last two months as the Division attempts to fully comply with production goals and maximize the ARRA funding. The Department has previously projected a need for additional allocation and responded to the Notice of Expiring Contract in the fall of 2010, requesting an additional \$1,450,000.00 over the allocation proposed by DPM for this contract. However, the full amounts of the requested allocation and subsequent contract modification were not granted. An additional contract modification will be submitted to address the departmental needs through the expiration of the contract on February 28, 2013. Your review and approval of the attached document is requested.

If additional information or clarification is needed, please feel free to contact me regarding the attached.

Attachment



**SECTION #3
EMERGENCY PURCHASES**

NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (▶)

▶ REQUISITION #: RQ _____ P.O. #: _____ BCC DATE: _____

▶ ACQUISITION DATE (Date Order Is Placed): _____

▶ TITLE	Central Air Conditioning and Related Ductwork
▶ DESCRIPTION:	Service, tune-up, &/or removal of existing units prior to installation of new units; installation of smart digital thermostats/sealing/insulation/replacement of existing ductwork as necessary.
▶ PURPOSE :	Service, tune-up, &/or removal of existing units prior to installation of new units; installation of smart digital thermostats/sealing/insulation/replacement of existing ductwork as necessary in private homes as part of the U.S. Department of Energy Weatherization Program services expanded by American Recovery and Reinvestment Act (ARRA) funds and administered by the Miami-Dade County Community Action and Human Services Department.

▶ Department(s):	▶ Funding Source(s):	▶ Allocation(s):
Community Action and Human Services	ARRA	\$ 510,750.00
*		\$

▶ TERM OF CONTRACT:

One Two Three Four Five Year(s)

_____ Month(s)

Contract Period From _____ to _____

Upon Completion From _____ to _____

Upon Delivery _____ Days A.R.O. (after Receipt of Order)

Special Conditions:

Insurance Type _____

Performance/Payment Bond

Certificate of Competency

Living Wage Applies

SBE Measures:	<input type="checkbox"/> None	<input type="checkbox"/> Set Aside	<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise	Review Committee Date: _____
	<input type="checkbox"/> Bid Preference	<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise		Item #: _____
	<input type="checkbox"/> Goal	<input type="checkbox"/> SBE <input type="checkbox"/> Micro Enterprise		

▶ Number of Price Quotation(s): Requested: _____ Received: _____

Awarded To Low Bidder: YES NO, If "NO", provide explanation in the Comments section

Vendor: _____	Vendor: _____
Vendor: _____	Vendor: _____

Contract Value: \$ _____

Did Local Preference affect the outcome of the Award?	<input type="checkbox"/> YES <input type="checkbox"/> NO, if "YES", provide detailed explanation in the "Comments" section
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SECTION #3
EMERGENCY PURCHASES

Signatures(s):

_____ Procurement Agent	_____ Date
_____ Procurement Supervisor	_____ Date
_____ Procurement Manager	_____ Date
_____ Division Director	_____ Date
_____ Director	_____ Date
_____ Vendor Assistance Section	_____ Date

Attach: 1. Explanation of the emergency situation. 2. Written price quotation(s) including terms and conditions. 3. Vendor(s) Certificate of Insurance. 4. Copy of invoice(s).