DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

X New
contract

O TR

CO

X SS

BW

Emergency

Re-Bid

Other

LIVING WAGE APPLIES: YES ☑ NO

Requisition/Project No: RQFNI200003

Term of Contract: 4 Years with 1, 1 year options-to-renew

Requisition/Project Title: Opex Equipment Maintenance Agreement

Description: To establish a contract for the Tax Collector's Office to obtain maintenance services for its Opex equipment.

User Department(s): Finance

Issuing Department: ISD

Contact Person: Erick Martinez

Estimated Cost: $88,160

Funding Source: General Fund

Phone: 305-375-1075

ANALYSIS

Commodity/Service No: 600

SIC:

Trade/Commodity/Service Opportunities

Contract/Project History of Previous Purchases For Previous Three (3) Years
Check Here _____ if this is a New Contract/Purchase with no Previous History

EXISTING 2ND YEAR 3RD YEAR

Contractor:

Small Business Enterprise:

Contract Value:

Comments:

Continued on another page(s): Yes No

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-Aside</th>
<th>Sub-Contractor Goal</th>
<th>Bid Preference</th>
<th>Selection Factor</th>
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Basis of Recommendation:

Date to DBD: 03/29/2012

Date Returned to DPM:

Signature: Erick Martinez

DEPT. BUSINESS DEP.

2012 MAR 30 AM 8:1

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Page 1 of 1 3/30/2012
IT UNIT NON-COMPETITIVE REVIEW
SUMMARY

Action: Establish Sole Source Contract
Requisition#: RQFN1200003

Title: Opex Equipment Maintenance Agreement

Committee/Committee Date: Not Applicable
Projected BCC Date: Not Applicable

Purpose of the Acquisition: Establish a sole source contract for the Miami-Dade Finance Department to obtain the required maintenance and repair services for the existing Opex equipment used by the Tax Collector's Office.

Recommended Action: Establish a sole source contract with Opex Corporation.

Contract Term: Four-year initial term with one, two-year Option-to-Renew

Contract Amount: $88,160 for the initial four year term

<table>
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<tr>
<th>Estimated Cumulative Value:</th>
<th>Term</th>
<th>Duration</th>
<th>Amount</th>
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<tr>
<td></td>
<td>Initial Term</td>
<td>4 Years</td>
<td>$88,160</td>
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<td></td>
<td>OTR1</td>
<td>2 Years</td>
<td>$44,080</td>
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<td>Total:  $132,240</td>
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Background:

The Miami-Dade Finance Department utilizes two Opex AS3600i Scanners and Model 51 Rapid Extraction Desks (RED) to automate the payment processing operations at the Tax Collector’s Office. This equipment enables mailroom workers to quickly open envelopes and sort payments for maximum efficiency. It also scans the payment documents for further processing. Thousands of payments are received daily. These payments include vehicle tag renewals, property taxes, and local business taxes.

The Opex AS3600i is a high-speed color scanner that operates in conjunction with the Opex 51 RED which automatically opens envelopes and extracts checks and payment stubs. This equipment minimizes the time and labor required to batch, prepare, and scan payments which results in minimal staff required to conduct payment processing operations.

The equipment was purchased from the Opex Corporation through contract SS7944-5-11 - Opex Scanner Hardware & Maintenance in October 20, 2005. The initial contract term was for one year with five one-year options-to-renew (OTR). Authority to exercise all OTR's was approved by the Board of County Commissioners on July 18, 2006, under resolution R-909-06. The final OTR will expire on April 16, 2012. However, the current maintenance service does not expire until December 7, 2012.

Market Research:

This equipment is proprietary to Opex Corporation. There are no third-party resellers of the Opex equipment. The following companies were contacted during market research: Computer Systems Support, Universal Adaptive Consulting Services, and Southern Computer Warehouse. These firms cannot provide support for this equipment. During market research, a contract
issued by the Social Security Administration was found that is awarded to Opex. However, it cannot be accessed because it was not competitively established.

**Recommendation:**

The Opex equipment is vital to the Tax Collector's daily operations. It provides a means for County staff to automate payment processing tasks. Regular maintenance services are required due to the equipment's heavy usage. For this reason, it is necessary for the Tax Collector's Office to have a maintenance contract in place with Opex. The equipment is proprietary and is exclusively maintained by the Opex Corporation. Therefore, it is recommended to establish a replacement maintenance contract for continuity of services.

[Signature]
Procurement Contracting Officer

[Signature]
Date
3-28-2012
Good afternoon Vivian,

Please review this sole source project and confirm the measures.

Thank you,

Erick Martinez
Procurement Contracting Officer 1
Miami-Dade County
Internal Services Department
Team 2
Tel: (305) 375-1075

"Delivering Excellence Every Day."