DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

<table>
<thead>
<tr>
<th>New contract</th>
<th>OTR</th>
<th>CO</th>
<th>SS</th>
<th>BW</th>
<th>Emergency</th>
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Previous Contract/Project No: SS7944-S11-5

Requisition/Project No: RQFN1300002

LIVING WAGE APPLIES: YES □ NO □

Term of Contract: 4 Years with 1, 2 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
Funding Source: General Fund
Phone: 305-375-1075

ANALYSIS

Commodity/Service No: 600

Trade/Commodity/Service Opportunities

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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:

Signed: Erick Martinez Date to DBD: 04/01/2013

Date Returned to DPM: 4/1/2013
IT UNIT NON-COMPETITIVE REVIEW
SUMMARY

Action: Establish Sole Source Contract
Requisition#: RQFN1300002
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 the 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

Estimated Cumulative Value:

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<tr>
<th>Term</th>
<th>Duration</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Initial Term</td>
<td>4 Years</td>
<td>$ 88,160</td>
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<tr>
<td>OTR1</td>
<td>2 Years</td>
<td>$ 44,080</td>
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<td>Total:</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 received by the Tax Collector’s Office which results in minimal staff required to conduct payment processing operations.

The Tax Collector’s Office has invested a total of $392,634.80 into this equipment. It 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 expired on April 16, 2012.

A replacement contract for maintenance services was not issued because the Tax Collector’s Office considered replacing these machines. The user department ultimately decided to keep the existing machines and to continue obtaining these services from Opex. Currently, maintenance is being paid via a small purchase order. The current maintenance agreement will expire in December 2013.
Market Research:

Maintenance and support services for this equipment are proprietary to the Opex Corporation. There are no third-party resellers that can provide the necessary services required by the Tax Collector's Office.

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 The Opex Corporation. The equipment is proprietary and is exclusively maintained by this firm. Therefore, it is recommended to establish a replacement maintenance contract for continuity of services.

[Signature]

Procurement Contracting Officer

4-1-13

Date