

**DEPARTMENTAL INPUT  
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

**New contract**  
  **OTR**  
  **CO**  
  **SS**  
  **BW**  
  **Emergency**  
 Previous Contract/Project No: N/A

**Re-Bid**  
  **Other**

LIVING WAGE APPLIES:  YES  NO

Requisition/Project No: ROPR1500014

TERM OF CONTRACT: 5 years with 1 five (5) year options-to-renew

Requisition/Project Title: Lien and Recovery Services for Marine Vessels

Description: Lien and Recovery Services for Marine Vessels

User Department(s): PROS

Issuing Department: Parks & Rec

Estimated Cost: \$50,000 5 year (\$100,000 total including OTR)

Contact Person: Bill Solomon Phone: (305) 755-7873

Funding Source: General Funds

962-09

**ANALYSIS**

Commodity/Service No: 90672 RECREATION FACILITIES SERVICES (PARKS, MARINAS, E 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	2 <sup>ND</sup> YEAR	3 <sup>RD</sup> YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			

Continued on another page (s):  Yes  No

**RECOMMENDATIONS**

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

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Signed: Caroline Burgos

Date to DBD: 08/6/2015

Date Returned to DPM: \_\_\_\_\_

## **SECTION 3 – TECHNICAL SPECIFICATIONS**

### **3.0 PURPOSE**

The purpose of this solicitation is to establish a service contract for lien procedures and non-judicial sales (as outlined in Florida Statue 328.17), to recover losses through the provision of lien and recovery services of marina vessels at the Marinas of Miami Dade County Parks, Recreation and Open Spaces Department.

### **3.1 SCOPE OF WORK**

The County will provide the Awarded Bidder with:

- Current statement (ledger), identifying the balance owed to the County and the rate fee
- The registered vessel number
- A copy of the boater registration or document on file
- A copy of the contract between the vessel owner and the County

#### **3.1.1 Detail Search and Notification Process**

Upon the County's request, the Awarded vendor shall perform the following responsibility in accordance to Florida Statue 328.17 for Non-Judicial Sales of Vessels:

- Place liens against marina customers for nonpayment and overdue payments of marina berth slip rental.
- Perform all processes as outlined in Florida Statues for lien and recovery of vessel berthing fees, outstanding labor and/or storage.
- Perform state and/or federal ownership and lien search.
- File all documents as required by Florida Statues, including sending certified mailing(s) and default notices. Awarded Bidder will search for encumbrances and other potential liens or judgments on vessel(s).
- Place newspaper advertisements pertaining to public notice as required by Florida Statutes.

#### **3.1.2 Lien Satisfaction and Auction Services**

In the event that liens are not satisfied through a collection process, the Awarded Bidder must

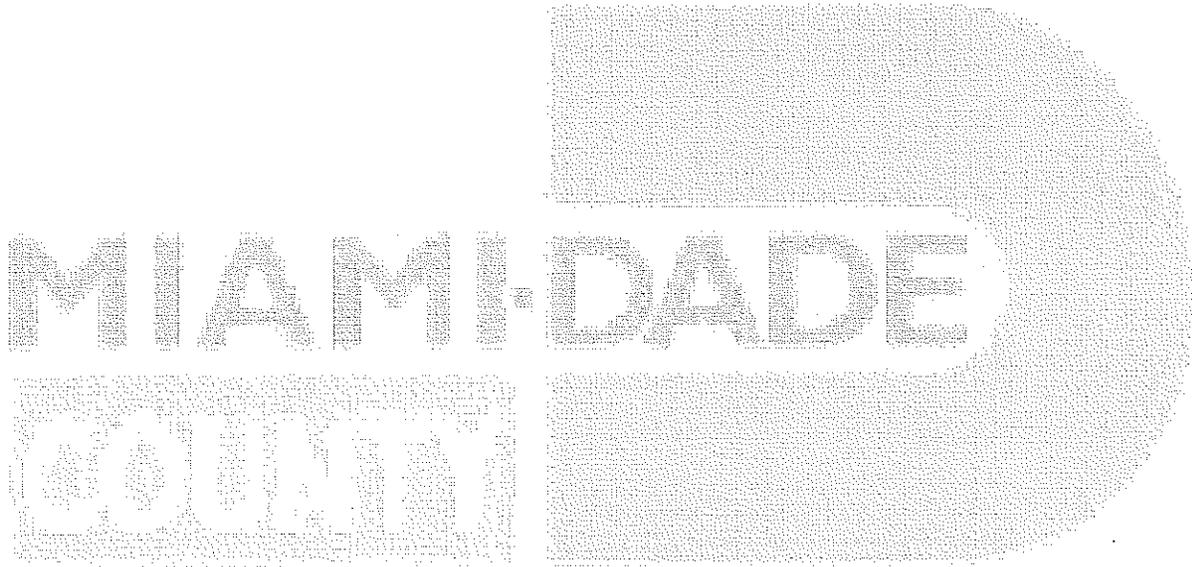
- Conduct a public auction. Should the vessel be sold, the awarded Bidder will oversee vessel delivery and proper documents to ultimate buyer.
- Manage all communication including phone calls as well as any payments. Awarded Bidder will work directly with Miami-Dade County to protect full payments owed, (no partial payments once the lien is in process). Awarded Bidder will send payment owed to Miami-Dade County within three (3) business days from receipt of payment.

Note: Auction opening bid amount shall encompass the amount due to the County and all fees due incurred as a result of the lien including the Awarded Bidder fees. The balance, if any, shall be held by Miami Dade County for delivery on demand to the owner. A notice of any balance shall be delivered by the Awarded Bidder to the owner in person or by certified mail to the last known address of the owner.

A notice of the amount of the sale proceeds shall be delivered by the Awarded Bidder to the owner or secured lienholder in person or by certified mail to the owner's or the secured lienholder's last known address.

**3.1.2 Title Transfers**

Should the awarded Bidder not acquire a buyer for the vessel and it is not sold at auction, the awarded Bidder, will issue and transfer of title of the vessel. The awarded Bidder will submit all required paperwork to State of Florida Department of Highway Safety and Motor Vehicles, and apply for title on behalf of Miami-Dade County. Awarded Bidder will provide an executed application package reflecting proof of foreclosure to enable Miami-Dade County to register the vessel with Miami-Dade County as owner and apply for title.



**SECTION 2 – SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for lien services and non-judicial sales of marine vessels abandoned at Miami-Dade County Park, Recreation and Opens Spaces, on an as-needed basis.

**2.2 TERM**

The Contract shall become effective on the date of the first page of this Agreement and shall continue through the last day of the 60th (sixtieth) month. The County, at its sole discretion, reserves the right to exercise one (1) option to renew for a period of five (5) additional years. The County reserves the right to exercise its option to extend this Contract for up to one hundred-eighty (180) calendar days beyond the current Contract period and will notify the Contractor in writing of the extension. This Contract may be extended beyond the initial one hundred-eighty (180) calendar day extension period by mutual agreement between the County and the Contractor, upon approval by the Board of County Commissioners.

**2.3 METHOD OF AWARD AND MINIMUM QUALIFICATION REQUIREMENT****A. METHOD OF AWARD**

Award of this contract will be made to the lowest responsive, responsible Bidder.

**B. MINIMUM QUALIFICATIONS**

The bidder shall be a fully licensed and bonded agency and shall operate an experienced and effective business to bill and/or collect delinquent revenue. As such, all Bidders shall provide, at the time of bid submittal:

1. A License of Status from the State for Florida to demonstrate that Respondent is properly registered to conduct business in the State of Florida.
2. An Auctioneer License from the State for Florida to demonstrate that Respondent is properly registered to conduct auctions in the State of Florida.
3. A "Letter of Bondability" from your bonding company which includes the company contact information and your firm's limits and rating.
4. References to demonstrate that the Respondent is regularly engaged in the business of providing lien and recovery services. Bidders must provide three (3) references that have utilized lien and non-judicial sales services for at least one (1) year within the last 5 (five) years. The County shall ascertain from these references to its satisfaction that the bidder has sufficient experience and expertise providing lien and recovery and non-judicial sales services as pursuant to Florida Statutes.

**2.4 PRICES**

Prices shall be fixed and firm under this solicitation for the term of the contract. The Bidder will submit two (2) flat fee structures as follows:

1. Fee to be charge to the County for services described in Section 3.1 Scope of Services of this solicitation. Fee will only be paid to Awarded Bidder once the lien is satisfied, copies of foreclosure package has been provided to the County and the vessel title is granted and delivered to Miami-Dade County
2. Fee to be charged to lien holder or prospective vessel buyer that desires to recover vessel. The Awarded Bidder will charge a reasonable fee to the vessel owner, independent of condition or size of the vessel.

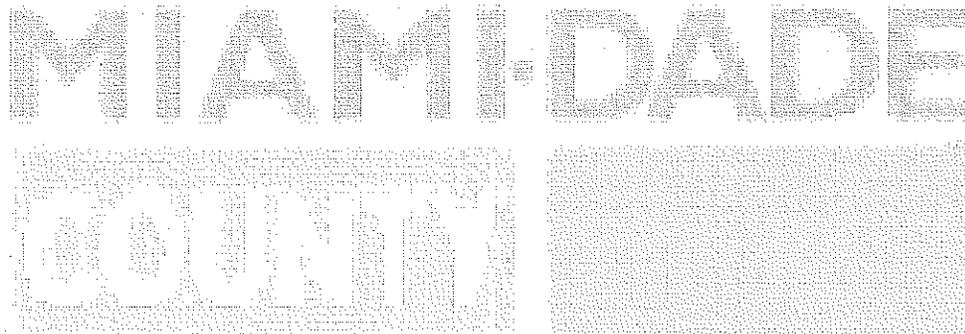
## **2.5 PAYMENT INFORMATION**

Payment is due to the County when repossession documents are filed, vessel is titled, or lien holder satisfies lien. Payment will be accepted as follows:

- a. A payment to recover lien and fees due to the County
- b. A separate payment for any overage resulting from an auction. Overages are defined as the total amount recovered from the auction of a vessel minus the Awarded Bidder's fees.

## **2.6 WORK ASSIGNMENTS IDENTIFIED BY THE COUNTY**

All work assignments during the contract period will be on an "as needed" basis, complying with notification requirements. Miami-Dade County will notify the Awarded Bidder via email or telephone when work assignment is needed. Vendor shall assume no guarantees as to the number of frequency of work assignments or the amount of payments under the terms of this contract.



The only two codes I find in relation to this bid are:

<u>Code</u>	<u>Description</u>
97104	BOAT DOCK/MARINA SPACE, RENTAL OR LEASE
90672	RECREATION FACILITIES SERVICES (PARKS, MARINAS, E

Please advise if this is sufficient.

Thank you,

**Caroline T. Burgos, CPPB**, Procurement Contract Officer  
**Miami-Dade County Internal Services Department**  
111 NW 1st Street, Suite 1300, Miami, Florida 33120-1900  
305-375-2037 Phone  
[www.miamidade.gov/internalservices](http://www.miamidade.gov/internalservices)  
Connect With Us on [Twitter](#) | [Facebook](#) | [Instagram](#)

305-375-4435

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**From:** Taylor, Coralee (ISD)  
**Sent:** Tuesday, August 11, 2015 3:01 PM  
**To:** Reynaldos, Maggie (ISD) <MTC@miamidade.gov>  
**Subject:** RE: RQPR1500014 - Lien and Recovery Services for Marine Vessels

The ADPICS Screen that lists the appropriate commodity code, insert a picture in the email. Thanks

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**From:** Reynaldos, Maggie (ISD)  
**Sent:** Tuesday, August 11, 2015 2:46 PM  
**To:** Taylor, Coralee (ISD)  
**Subject:** RE: RQPR1500014 - Lien and Recovery Services for Marine Vessels

*I am glad to assist, but I don't understand the request. What is an "ADPICS shot-screen"? RQPR1500014 is not a contract.*

**Maggie Reynaldos**  
[mtc@miamidade.gov](mailto:mtc@miamidade.gov)  
305-375-4435

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**From:** Taylor, Coralee (ISD)  
**Sent:** Tuesday, August 11, 2015 12:48 PM  
**To:** Reynaldos, Maggie (ISD) <MTC@miamidade.gov>  
**Subject:** FW: RQPR1500014 - Lien and Recovery Services for Marine Vessels

Maggie:  
Please assist in Caroline's absence. Thanks

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**From:** Taylor, Coralee (ISD)  
**Sent:** Tuesday, August 11, 2015 12:36 PM  
**To:** Burgos, Caroline (ISD)  
**Cc:** Johnson, Laurie (ISD); White Jr., Tyrone (ISD); Duncombe, Kelly (ISD); Castellanos, Ruth (ISD)  
**Subject:** RQPR1500014 - Lien and Recovery Services for Marine Vessels

Good afternoon Caroline:  
Please forward a copy of the ADPICS shot-screen for the referenced contract.  
Regards

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**From:** Taylor, Coralee (ISD)  
**Sent:** Friday, August 07, 2015 3:36 PM  
**To:** Burgos, Caroline (ISD)  
**Subject:** RE: Lien and Recovery for Marine Vessels

Thank you very much.  
Regards

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**From:** Burgos, Caroline (ISD)  
**Sent:** Friday, August 07, 2015 3:35 PM  
**To:** Taylor, Coralee (ISD)  
**Subject:** Lien and Recovery for Marine Vessels

Hi Coralee:



Session A

File Edit View Tools Help

Clear Erase PA1 PA2 PA3 EraseF

REQUISITION 75.1 MIAMI DADE COUNTY ADDRESS 5.1 08/13/2015  
 LINK TO: REQUISITION HEADLINE NUMBER 9:57 AM

REQ ID : RQPR1500014 DOC TYPE: RQ DUE DATE: 10/01/2015 INTF TYPE: NP  
 ACTION IND: N REQ/JT : R EFF DTE : 08/06/2015 WHSE :  
 DEPARTMENT: PR1400 CONTACT : ESTHER KEYS STATUS: 0  
 TELEPHONE : 305 755-7863 EXT. NOTE PAD: N (Y/N) CREATE: 08/06/15  
 REQUISITION TOTAL : 50,000.00 UPDATE: 08/13/15  
 REQ NET TOTAL : 50,000.00 POST :  
 WORKORDER ID : TRADE TYPE : SPND : 0  
 CONTRACT ID :  
 REQ TITLE : LIEN AND RECOVERY FOR BOATS  
 RECOMMENDED VENDOR :  
 BLANKET PO ID/SCHED: / TERMS ATTACHED : N (Y/N)  
 BUYER ID : 871 SPLIT CAPABILITY : Y (Y/N)  
 DISTRIBUTION METHOD: S CREDIT INDICATOR : QUOTES : N (Y/N)  
 SEX INDEX SUBOBJ USERCODE PROJECT PRJDTL GRANT GRNTDTL PERCENT  
 PRER3438730 22430

F1-HELP F2-REPORT F3-DELETE F4-PRINT F5-NEXT F6-VIEW DMT  
 F7-ADDRESS F8-OTHER F9-LINK F10-SAVE F11-VW ACCT F12-QUOTE

G112 - INQUIRY SUCCESSFUL

Online 4,14

Start Outlook 2013 Session A 7110-0-14 ORDERS P... Desktop

**Maggie Reynaldos**  
 mtc@miamidade.gov  
 305-375-4435

**From:** Taylor, Coralee (ISD)  
**Sent:** Tuesday, August 11, 2015 3:45 PM  
**To:** Reynaldos, Maggie (ISD) <MTC@miamidade.gov>  
**Subject:** RE: RQPR1500014 - Lien and Recovery Services for Marine Vessels

It is referenced in the subject:  
 RQPR1500014 - Lien and Recovery Services for Marine Vessels

**From:** Reynaldos, Maggie (ISD)  
**Sent:** Tuesday, August 11, 2015 3:44 PM  
**To:** Taylor, Coralee (ISD)  
**Subject:** RE: RQPR1500014 - Lien and Recovery Services for Marine Vessels

*Please provide the contract number.*

**Maggie Reynaldos**  
 mtc@miamidade.gov



Small Business Development  
 Certified MICRO/SBE, SBE/GS Firms as of  
 August 12, 2015

FIRM NAME (Date Established)	CONTACT	ADDRESS	PHONE FAX	CERT NO.	EXP. DATE	CERTIFIED BUSINESS ENTERPRISE TRADE CATEGORIES
0						

**Total # of Certified and Under Review Firms:**

\* Firms that have timely submitted re-certification applications which are "Under Review" are listed in red. Firms listed in red with "Under Review" designation in the Expiration Date column have not received final approval. You may contact the firm or SBD for approval status.

\*Firms with "Under Review" designations may request an expedited certification review by submitting documentation relative to their participation on an upcoming project. Contact SBD (305-375-2378) for more information.