DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

[Boxes filled: New contract, OTR, Re-Bid, Other, BS, Emergency, Previous Contract/Project No: N/A]

Requisition/Project No: ROPR1500014
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

ANALYSIS

Commodity/Service No: 90672 RECREATION FACILITIES SERVICES (PARKS, MARINAS, Etc.)

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>
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<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: Caroline Burgos  Date to DBD: 08/6/2015

Date Returned to DPM: ____________________

Page 1 of 1 8/6/2015
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 Statute 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 boat 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 Statute 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 Statutes 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 Statutes, 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 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 tc recover lien and fees due to the County
b. A separate payment for any overage resulting from an auction. Overage 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:

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

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
Connect With Us on Twitter | Facebook | Instagram
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

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
305-375-4435

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

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

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

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:
Please let me know if you don't find what you need in the following ADPICS screens.
Maggie Reynaldos  
mtc@miamidade.gov  
305-375-4433

From: Taylor, Cora Lee (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, Cora Lee (ISD)  
Subject: RE: RQPR1500014 - Lien and Recovery Services for Marine Vessels

Please provide the contract number.

Maggie Reynaldos  
mtc@miamidade.gov
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.