

Memorandum

MIAMI-DADE
COUNTY

Date: July 19, 2012
To: Honorable Carlos A. Gimenez
Mayor
From: Lester Sola, Director
Internal Services Department
Subject: Recommendation for Approval to Award: Time Clock Terminals

CLERK OF THE BOARD
MIAMI-DADE COUNTY, FLA.
#1

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CLERK OF THE BOARD

RECOMMENDATION

It is recommended that the County Mayor approve award of this contract to TimeTrak Systems, Inc. for purchase of time clock terminals for the Miami-Dade Aviation Department.

CONTRACT NUMBER: 9646-2/24

CONTRACT TITLE: Time Clock Terminals

TERM: Six years with two, three-year options-to-renew

METHOD OF AWARD: To the lowest priced vendor for all items in the aggregate.

PREVIOUS CONTRACT AMOUNT: Not Applicable

CONTRACT AMOUNT: \$145,000 for the initial six year term. Each option-to-renew term is valued at \$60,000. If the County exercises the two, three-year options-to-renew, the cumulative value will be \$265,000.

BACKGROUND

An Invitation to Bid was issued under full and open competition on May 18, 2012 for the purchase of time clock terminals for the Miami-Dade Aviation Department (MDAD). MDAD has standardized the use of the Time Clock System (System) manufactured by TimeTrak Systems, Inc. as well as associated software maintenance licenses, in order to accurately and efficiently capture hours worked on a daily basis for all MDAD hourly employees via a "swipe in and out" computerized system since 1994.

MDAD requires the ability to purchase additional time clock terminals to support the existing system in use department wide. The time clock terminals, which are proprietary to the software, have reached end of life and need replacement. A contract is required to provide the County with replacement time clocks that are fully compatible with TimeTrak version 10, the current software in production, and that can run in a mixed mode with no hardware or software adjustments required. MDAD has in-house staff with the appropriate skills to install, configure, and maintain the TimeTrak hardware as needed. This contract will solely be used for the purchase of new terminals to ensure that the System is running at optimal performance.

USING/MANAGING AGENCY AND FUNDING SOURCE:

| Department | Allocation | Funding Source | Contract Manager |
|------------|------------|-------------------|------------------|
| Aviation | \$ 145,000 | Proprietary Funds | Stephen Podley |

PROCUREMENT OFFICER: Kimberly Craig

VENDOR RECOMMENDED FOR AWARD:

| Awardee | Address | Principal |
|------------------------|--------------------------------------|-----------------|
| TimeTrak Systems, Inc. | 933 Pine Grove Ave Port Huron, MI | William Hartman |

DUE DILIGENCE: Due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine Contractor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include: convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to Contractor responsibility. This information is being provided pursuant to Resolution R-187-12.

VENDORS NOT RECOMMENDED FOR AWARD:

| Vendors | Reason for Not Recommending |
|-----------------------------|---|
| TimeTrak Systems of Arizona | Bidder's offer was priced higher than the recommended low bidder. |
| American Time & Signal Co. | A "no bid" letter was submitted in response to the solicitation. |

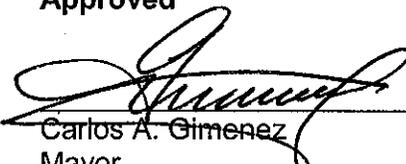
CONTRACT MEASURES: The Small Business Enterprise (SBE) bid preference was applied in accordance with the Ordinance.

LIVING WAGE: The services being provided are not covered under the Living Wage Ordinance.

USER ACCESS PROGRAM: The User Access Program provision will not apply due to funding source.

LOCAL PREFERENCE: The Local Preference was applied in accordance with the Ordinance.

Approved


 Carlos A. Gimenez
 Mayor

8-2-12
 Date

c: Miriam Singer, CPPO, Assistant Director, Internal Services Department