

Miami-Dade Board of County Commissioners Office of the Commission Auditor

Health Care and County Operations Committee (HCCO) Meeting

March 14, 2019 9:30 A.M. Commission Chambers

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Item No. 3B

File No. 190400 Researcher: TD Reviewer: YM

RESOLUTION RATIFYING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE'S ADDITION OF VENDORS TO OPEN POOL CONTRACTS DURING THE PERIOD OF JULY 1, 2018 THROUGH DECEMBER 31, 2018

ISSUE/REQUESTED ACTION

Whether the Board should approve the addition of vendors to open pool contracts during the period of July 1, 2018 through December 31, 2018.

APPLICABLE LEGISLATION/POLICY

Section 2-8.1 of the County Code (Contracts and Purchases Generally) applies to all contracts for public improvements and purchases of all supplies, materials and services other than professional services and (1) requires formal sealed bids for purchases over \$250,000; (2) describes the circumstances under which non-competitive purchases may be approved; (3) establishes requirements for legacy purchases, designated purchases, and single vehicle leases; and (4) provides that procurement procedures shall be established by I.O. and approved by the Board.

https://library.municode.com/fl/miami -

dade county/codes/code of ordinances?nodeId=PTIIICOOR CH2AD ARTIINGE S2-8.1COPUGE

Resolution No. R-395-12 adopted May 1, 2012. Directs the County to add additional vendors to "open pools" and the requirement for the Administration to submit resolution to the Board listing the added vendors for the Boards ratification.

http://www.miamidade.gov/govaction/matter.asp?matter=120561&file=true&fileAnalysis=false&yearFolder=Y2012

Resolution No. R-716-12, adopted September 4, 2012, requires identification of a firm's small business enterprise program certification in any procurement item submitted for Board approval.

http://intra/gia/matter.asp?matter=121265&file=true&yearFolder=Y2012

Resolution No. R-187-12, adopted February 21, 2012, directs the County Mayor to include due diligence information in memoranda recommending certain contract awards.

http://intra/gia/legistarfiles/MinMatters/Y2012/120287min.pdf

Resolution No. R-140-15, adopted February 3, 2015, directs the County Mayor to conduct a full review, prior to reprocurement of replacement contracts for goods or services of the scope of services or goods requested to ensure such contracts reflect the current needs of the County and to include such information in award recommendations to the Board.

http://intra/gia/matter.asp?matter=150090&file=true&yearFolder=Y2015

Resolution No. R-477-18, adopted May 1, 2018, directs the County Mayor to disclose to the Board the reasons goods and services are not being procured through local businesses when the recommendation is to award a contract to a non-local vendor or to establish a prequalification pool where less than 75 percent of the pool members are local businesses. http://intra/gia/matter.asp?matter=180822&file=true&yearFolder=Y2018

Implementing Order No. 3-38 sets forth the County's processes and procedures for the purchase of goods and services. The I.O. outlines: the roles and responsibilities of the Internal Services Department; the methods of purchasing goods

and services; the authority to award and modify contracts; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases and sole sources. http://www.miamidade.gov/aopdf/pdffiles/IO3-38.pdf

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department

The proposed resolution has no procedural history.

ANALYSIS

This item seeks ratification of additional vendors to multiple active open pools pursuant with instructions found in Resolution No. R-395-12.

The County recognized two types of pre-qualification vendor pools being "open pools and "closed pools". A closed prequalification pool incorporates a defined set of applicants whereas an open prequalification pool allows the Administration to add vendors during the length of the pool. No vendors can be added to "closed pools".

Resolution No. R-395-12 provides for "open pools" to add additional vendors and provides a clear process for the addition to open pools. Resolution no. R-395-12 gives the Mayor the ability to add vendors to the "open pool contracts" at any time, but would subject this delegation to ratification by the Board on a bi-annual basis. An unlimited number of vendors could be added to open pool contracts, and the applicants could apply at any time and be added at a later time. Resolution No. R-395-12 establishes a process to keep the Board informed on vendors added to the open pools.

In the current item, the Administration requests ratification of 128 vendors to be added to 62 open prequalification pools. Of the 128 vendors added, 71 have a local office. The Mayoral memorandum certifies that each vendor has met all applicable minimum qualification requirements prior to addition to a pool.

Item No. 3C

File No. 190414 Researcher: IL Reviewer: TD

RESOLUTION APPROVING \$120,000.00 INCREASE IN EXPENDITURE AUTHORITY FOR A TOTAL MODIFIED CONTRACT AWARD OF \$1,390,000.00 FOR CONTRACT NO. FB-00151 FOR THE PURCHASE OF T-SHIRTS FOR VARIOUS DEPARTMENTS

ISSUE/REQUESTED ACTION

Whether the Board should authorize additional expenditure authority of up to \$1,139,000 to Contract No. FB-00151 for the purchase of T-shirts for various County departments.

APPLICABLE LEGISLATION/POLICY

Section 2-8.1 of the Code of Miami-Dade County (Contracts and Purchases Generally) applies to all contracts for public improvements and purchases of all supplies, materials and services other than professional services and (1) requires formal sealed bids for purchases over \$250,000.00; (2) describes the circumstances under which non-competitive purchases may be approved; (3) establishes requirements for legacy purchases, designated purchases, and single vehicle leases; and (4) provides that procurement procedures shall be established by Implementing Order (I.O.) and approved by the Board.

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dade county/codes/code_of_ordinances?nodeId=PTIIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE

Resolution No. R-187-12, adopted February 21, 2012, directs the County Mayor to include due diligence information in memoranda recommending certain contract awards.

http://intra/gia/legistarfiles/MinMatters/Y2012/120287min.pdf

Resolution No. R-565-15, adopted June 30, 2015, approving award of Contract No. FB-00151 for purchase of t-shirts for various county departments in a total amount not to exceed \$1,058,000.00 for a term of five years http://www.miamidade.gov/govaction/matter.asp?matter=151667&file=false&fileAnalysis=false&yearFolder=Y2015

Resolution No. R-391-17, adopted April 4, 2017, Directs the Mayor to conduct competitive selections whenever feasible instead of expanding the term or services under existing contracts, to include in any recommendation to the Board for the expansion of term or services under existing contracts a written justification of why a competitive process is not feasible, to include to the maximum extent possible in any proposed expansion of term or services any requirements of Ordinance or Resolutions adopted by the Board subsequent to the initial contract and to report to the Board in the recommendation which requirements were adopted and rejected.

http://intra/gia/matter.asp?matter=170534&file=true&yearFolder=Y2017

Resolution No. R-716-12, adopted September 6, 2012, Directs the Mayor to identify certified SBE, CBE-AVE, CSBE, DBE, and ACDBE firms in any procurement item submitted for Board approval. http://intra/gia/matter.asp?matter=121265&file=true&yearFolder=Y2012

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Implementing Order No. 3-38 sets forth the County's processes and procedures for the purchase of goods and services. The I.O. outlines: the roles and responsibilities of the Internal Services Department (ISD); the methods of purchasing goods and services; the authority to award and modify contracts; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases and sole sources.

http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-38.pdf

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department

There is no procedural history for this item at this time.

ANALYSIS

The proposed resolution is requesting Board authorization for increased spending amount of \$120,000.00 totaling \$1,390,000.00 for Contract No. FB-00151 for the purchase of t-shirts for various departments.

The County awarded this formal bid contract on August 1, 2015 for a term of five years in the amount of \$1,058,000.00. The contract expires on July 31, 2020. Since award, the contract has been modified, administratively, in an amount of \$211,000.00, resulting in the current cumulative allocation of \$1,269,000.00. County departments use this contract for the purchase of t-shirts in conjunction with the County's needs. There are 5warded vendors in the pool of which 4 have an active status and 1 (IGWT Partners Inc. FEIN No. 45-5219961) does not have an active status on the Florida Division of Corporations website.

The fiscal impact of this item is countywide, and the increased amount is \$120,000.00, if approved, would result in a modified cumulative allocation of \$1,390,000.00, i.e., \$1,269,000.00 plus \$120,000.

The chart below illustrates the distribution by department. The data was pulled from Bid Tracking System (BTS) on March 12, 2019.

Department	Allocation Amount	Released Amount	Balance
Community Action and Human Services	\$ 57,000.00	\$10,960.00	\$46,039.57
Communications Department	\$120,000.00	\$51,807.01	\$68,192.99
Miami-Dade Public Housing	\$ 40,000.00	\$19,000.00	\$21,000.00
Department of Transportation and Public Works	\$ 75,465.02	\$31,615.54	\$43,849.48
Miami-Dade Police Department	\$ 75,000.00	\$69,903.72	\$5,096.28
Regulatory and Economic Resources	\$ 75,000.00	\$ 57,329.64	\$17,670.36
Miami-Dade Parks and Recreation (PROS)	\$584,818.47	\$382,009.83	\$202,808.64
Seaport Department	\$ 75,000.00	\$ 22,627.70	\$ 52,372.30
Solid Waste	\$51,563.79	\$ 47,803.93	\$ 3,759.86
Miami-Dade Water and Sewer	\$115,000.00	\$113,859.76	\$1,140.24
Total:	\$1,268,999.99	\$807,070.27	\$461,929.72

The requesting departments will apply the additional expenditure authority as follows:
1. Miami-Dade Police Department almost exhausted its original allocation of \$75,000.00 and is requesting an additional \$40,000.00 to continue purchasing t-shirts for officers assigned to the following specialized units: Mobile Field Force, Canine, and Special Response Team and for technicians and mechanics assigned to the Facilities Maintenance, Special Patrol Bureau Aviation, and Marine Patrol units.
Water and Sewer (WASD) almost exhausted its original allocation of \$115,000.00 and is requesting an additional \$80,000.00 to continue purchasing t-shirts for employees, as part of their standard uniform.

Item No. 3D

File No. 190443 Researcher: PGE Reviewer: TD

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREOUALIFICATION POOL RTO-00933 FOR GROUPS A AND B IN A TOTAL AMOUNT UP TO \$5,057,000.00 FOR THE PURCHASE AND/OR RENTAL AND INSTALLATION OF OFFICE TRAILERS FOR VARIOUS DEPARTMENTS FOR A FIVE-YEAR TERM; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS. EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE BOARD ON A BI-ANNUAL BASIS

ISSUE/REQUESTED ACTION

Whether the Board should authorize the establishment of *Pregualification Pool RTO-00933* for the purchase and/or rental and installation of office trailers for multiple County departments in an amount of up to \$5,057,000 for a term of five years.

APPLICABLE LEGISLATION/POLICY

Section 2-8.1 of the County Code (Contracts and Purchases Generally) applies to all contracts for public improvements and purchases of all supplies, materials and services other than professional services and (1) requires formal sealed bids for purchases over \$250,000; (2) describes the circumstances under which non-competitive purchases may be approved; (3) establishes requirements for legacy purchases, designated purchases, and single vehicle leases; and (4) provides that procurement procedures shall be established by I.O. and approved by the Board.

https://library.municode.com/fl/miami -

dade county/codes/code_of_ordinances?nodeId=PTIIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE

Resolution No. R-477-18, adopted by the Board on May 1, 2018, directed the County Mayor to disclose to the Board the reasons goods and services are not being procured through local businesses when the recommendation is to award a contract to a non-local vendor or to establish a prequalification pool where less than 75 percent of the pool members are local businesses.

http://intra/gia/matter.asp?matter=180822&file=true&vearFolder=Y2018

Resolution No. R-187-12, adopted by the Board on February 21 2012, directed the County Mayor to include due diligence information in memoranda recommending certain contract awards.

http://www.miamidade.gov/govaction/matter.asp?matter=120287&file=true&fileAnalysis=false&yearFolder=Y2012

Resolution No. R-716-12, adopted by the Board on September 4, 2012, requires identification of small business enterprise firms in any procurement item submitted for Board approval.

http://intra/gia/matter.asp?matter=121265&file=true&yearFolder=Y2012

Resolution No. R-140-15, adopted by the Board on February 3, 2015, directs the County Mayor to conduct a full review prior to the re-procurement of replacement contracts for goods and services of the scope of services or goods requested to ensure such contracts reflect the current needs of the County and include such information in recommendations to the Board.

http://intra/gia/matter.asp?matter=150090&file=true&yearFolder=Y2015

Resolution No. R-193-09, adopted by the Board on March 3, 2009, authorized establishment of *Prequalification Pool No.* 8772-0/13 for the rental of office trailers for a five-year term in an amount of \$4,161,000. http://intra/gia/matter.asp?matter=090001&file=true&yearFolder=Y2009

Resolution No. R-944-13, adopted by the Board on November 19, 2013, approved an extension of *Prequalification Pool No.* 8772-0/13 for the rental of office trailers for five years with an allocation of \$2,780,000. http://intra/gia/matter.asp?matter=131844&file=true&yearFolder=Y2013

Implementing Order 3-38 sets forth the County's policy and procedures for the procurement of goods and services. The I.O. references the obligations and responsibilities of the Internal Services Department; the authority to award; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases and sole sources. http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/IO3-38.pdf

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department

The item has no procedural history.

ANALYSIS

This item is requesting that the Board approve the establishment of *Prequalification Pool RTQ-00933* for the purchase and/or rental and installation of office trailers for multiple County departments for a five-year term with an allocation of up to \$5,057,000. This replacement pool consolidates two existing pools: *Prequalification Pool No. 8772-0/13* for rental of office trailers and *Prequalification Pool No. 9013-1/19* for purchase of office trailers. The mayoral memorandum suggests that consolidation facilitates administrative efficiencies for user departments and reduces duplication of efforts by vendors.

The proposed replacement pool includes two groups: (A) Purchase and Installation of Office Trailers and (B) Rental and Installation of Office Trailers. To qualify for both groups, the vendor shall meet the following criteria:

- Assign a company representative as the contact for receipt of quotations; and
- Hold a General Contractor License or Building Contractor License.

Additionally, to qualify for Group A, the vendor shall demonstrate its experience relating to sale of office trailers, including installation services. To qualify for Group B, the vendor shall demonstrate its experience relating to rental of office trailers, including installation services. Departments use trailers as field offices, classrooms and temporary storage facilities. The Water and Sewer Department is the largest user, requesting \$1,023,000, and Fire Rescue is the second biggest user, requesting \$920,000.

The Internal Services Department conducted market research for this solicitation, which concluded that there are many firms in Florida capable of providing office trailers, such as Modspace (located in Miami); Mobile Modular Management Corporation (located in Miami); Pac-Van (located in Miami); and Mobile Mini Solutions (located in Miami). The market research also explained that the installation of office trailers requires building permits and must meet accessibility requirements, necessitating a contractor's license.

The solicitation was advertised on June 13, 2018, and four vendors responded. Two of the respondents are being recommended for inclusion in the pool – Advanced Modular Structures, Inc. and McGrath Rent Corp. The recommended vendors do not have a local business address. Moreover, McGrath Rent Corp. is an incumbent under *Prequalification Pool No. 8772-0/13* and *Prequalification Pool No. 9013-1/19*. Advanced Modular Structures, Inc. is an incumbent under *Prequalification Pool No. 9013-1/19*.

The fiscal impact for the proposed replacement pool for the five-year term is \$5,057,000. *Prequalification Pool No. 9013-1/19*, the current pool used for the purchase of office trailers, is valued at \$9,623,982 for a term of 10 years, expiring on June 30, 2019. *Prequalification Pool No. 8772-0/13*, the current pool used for the rental of office trailers, is valued at \$7,041,000 for a term of 10 years and two months, expiring on May 31, 2019. The annual allocation under the replacement pool is \$1,011,400, which is higher than the annual allocation under the current pools, i.e., approximately \$962,398 under *9013-1/19* and \$692,557 under *8772-0/13*.

A March 13, 2019 Business Management Workforce System search for the solicitation's commodity codes - 0707	12,
Trailers, House; 15550, Office Buildings, Modular and Portable; and 97584, Trailer Rental or Lease - yielded o	ne
certified local small business enterprise vendor, Total Connection, Inc. The vendor responded to the replaceme	nt
solicitation but did not submit the required documentation to satisfy the prequalification criteria. Upon submission	of
the required documents, Total Connection may be added to the pool.	

Item No. 3E

File No. 190445 Researcher: IL Reviewer: TD

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREOUALIFICATION POOL RTO-01074 FOR GROUPS A, B AND C IN A TOTAL AMOUNT UP TO \$4,695,000.00 FOR THE MAINTENANCE, REPAIR OR PURCHASE OF AIR COMPRESSORS FOR VARIOUS DEPARTMENTS FOR A FIVE-YEAR TERM; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, AWARD CONTRACTS, EXERCISE ALL PROVISIONS OF THE SOLICITATION DOCUMENTS AND ANY RESULTING CONTRACTS PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38, AND ADD VENDORS TO THE POOL AT ANY TIME, SUBJECT TO RATIFICATION BY THE **BOARD ON A BI-ANNUAL BASIS**

ISSUE/REQUESTED ACTION

Whether the Board should authorize the establishment of Prequalification Pool No. RTQ-01074, divided into three groups (A, B, and C) for the maintenance, repair or purchase of air compressors for various County departments in a total amount of up to \$4,695,000.00 for a five year term.

APPLICABLE LEGISLATION/POLICY

Section 2-8.1 of the County Code (Contracts and Purchases Generally) applies to all contracts for public improvements and purchases of all supplies, materials and services other than professional services and (1) requires formal sealed bids for purchases over \$250,000; (2) describes the circumstances under which non-competitive purchases may be approved; (3) establishes requirements for legacy purchases, designated purchases, and single vehicle leases; and (4) provides that procurement procedures shall be established by Implementing Order (I.O.) and approved by the Board. https://library.municode.com/fl/miami -

dade county/codes/code_of_ordinances?nodeId=PTIIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE

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Resolution No. R-187-12, adopted February 21, 2012, directs the County Mayor to include due diligence information in memoranda recommending certain contract awards.

http://intra/gia/legistarfiles/MinMatters/Y2012/120287min.pdf

Resolution No. R-477-18, adopted May 1, 2018, directs the County Mayor to disclose to the Board the reasons goods and services are not being procured through local businesses when the recommendation is to award a contract to a nonlocal vendor or to establish a prequalification pool where less than 75 percent of the pool members are local businesses. http://intra/gia/matter.asp?matter=180822&file=true&yearFolder=Y2018

Resolution No. R-140-15, adopted February 3, 2015, directs the County Mayor to conduct a full review, prior to reprocurement of replacement contracts for goods or services of the scopes of services or goods requested to ensure such contracts reflect the current needs of the County, to include information in recommendations to the board, and to consult with the Small Business Development division regarding solicitation and contract language.

http://intra/gia/matter.asp?matter=150090&file=true&yearFolder=Y2015

Implementing Order No. 3-38 sets forth the County's processes and procedures for the purchase of goods and services. The I.O. outlines; the roles and responsibilities of the Internal Services Department; the methods of purchasing goods

and services; the authority to award and modify contracts; and the requirements for access contracts, emergency purchases, bid waivers, confirmation purchases and sole sources. http://www.miamidade.gov/aopdf/pdffiles/IO3-38.pdf

Resolution No. R-1367-09, adopted December 1, 2009, Air Compressors, Parts, Accessories, Field and Shop Repairs, Installations and Preventative Maintenance (Pre-qualification) is to award this contract to purchase air compressors, parts, accessories, field and shop repairs, installation, and preventative maintenance for various County departments in amount of \$6,386,000 (including an option-to-renew) and five year term with one five year option-to-renew. http://www.miamidade.gov/govaction/legistarfiles/Matters/Y2009/093011.pdf

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department

This item has no procedural history.

ANALYSIS

This item requests the Board approve the establishment of Prequalification Pool RTQ-01074, divided into three groups (A, B, and C) for the maintenance, repair or purchase of air compressors for various County departments in a total amount of up to \$4,695,000.00 for a five year term.

Air compressors and related equipment are utilized at various shop facilities and in carrying out on-going operations in many County departments. This pool will have three groups: Group A, Purchase of Air Compressors, Parts and Accessories; Group B, Purchase and Removal/Installation of Air Compressors, Parts and Accessories; and Group C, Shop, Field Services and Preventive Maintenance.

The requisition for this solicitation was posted on November 14, 2018, and the solicitation end date was November 28, 2018. Four vendors responded to the solicitation, of which three vendors are being recommended for inclusion in the pool, all three are local businesses, of which one is a certified Small Business Enterprise (SBE) firm. Jobbers' Equipment Warehouse, Inc., and Quincy Compressor, LLC are incumbents under the current pool contracts.

Below is the list of vendors, the groups they are qualified for and their respective address information:

Vendor	Sunbiz Principal Address	Miami-Tax Collector	Group(s) Prequalified
Jobbers' Equipment	5440 NW 78 Avenue	No profile on the Tax	A, B, C
Warehouse, Inc.	Miami, FL	Collector's office	А, В, С
The Tool Place Corp. (SBE)	9383 NW 13 Street Miami, FL	Same	A
Quincy Compressor, LLC	701 N Dobson Avenue Bay Minette, AL	1572 NW 165 Street Miami Gardens, FL	A, B, C

The fiscal impact for the five-year term is \$4,695,000. The current pool, 7636-5/19, is valued at \$11,138,000 for a nine-year and six-month term and expires on June 30, 2019. The allocation under the replacement pool is \$939,000.00 per year while in the current pool, the annual allocation was \$1,172,421 a difference of \$233,421 lower on the replacement pool.

Below is the allocation breakdown by department:

Department	Allocation	Funding Source
Aviation	\$500,000	Proprietary Funds
Corrections and Rehabilitation	\$140,000	General Fund
Fire Rescue	\$120,000	Fire District
Internal Services	\$900,000	Internal Service Funds
PortMiami	\$35,000	Proprietary Funds
Transportation and Public Works	\$500,000	DTPW Operating
Water and Sewer	\$2,500,000	Proprietary Funds
Total:	\$4,695,000	

OCA conducted a review of the following commodity codes: 02543 (Compressors, High Pressure, All Sizes and Models) and 07059 (Trailers, Custom: Personnel, Food Service, Equipment, Refrigerated, etc.), in the Business Management Workforce System on March 12, 2019. Approximately 130 SBE Firms were identified under the aforementioned commodity codes.

Commodity Code 02543			
Vendor	Location	Certification	
Generating Systems, Inc.	Miami, FL	SBE-G&S	
The Tool Place Corp.	Miami, FL	SBE-G&S	
Commodity Code 07059			
Vendor	Location	Certification	
None			