



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

Transportation and Finance (TAF) Committee Meeting

September 17, 2019
11:00 A.M.
Commission Chambers

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Research Notes

Item No. 3A
File No. 191402

Researcher: PGE Reviewer: TD

RESOLUTION APPROVING AWARD OF CONTRACT NO. FB-01098 FOR THE BUS PASSENGER BENCH PROGRAM FOR THE DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS TO SIGNAL OUTDOOR ADVERTISING, LLC FOR A TEN-YEAR TERM, WITH AN ESTIMATED TOTAL REVENUE TO BE GENERATED OF UP TO \$5,625,000.00; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO GIVE NOTICE OF THIS AWARD, ISSUE THE APPROPRIATE PURCHASE ORDERS TO GIVE EFFECT TO SAME AND EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38

ISSUE/REQUESTED ACTION

Whether the Board should approve award of *Contract No. FB-01098, Bus Passenger Bench Program*, to Signal Outdoor Advertising, LLC for a 10-year term with an estimated revenue for the County in the amount of \$5,625,000 for the Department of Transportation and Public Works (DTPW).

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department

The item was previously placed on the June 12, 2019 agenda of the Transportation and Finance Committee (TAF) and was removed prior to deliberations as it was not properly before the committee. Subsequently, the item was deferred at the July 15, 2019 TAF meeting.

ANALYSIS

The purpose of this item is to establish a long-term replacement contract for DTPW for its bus passenger bench program. The awardee, Signal Outdoor Advertising, LLC, is the incumbent vendor and the revenue to be generated for the proposed 10-year term is \$5,625,000. The Market Research conducted by the Administration states that a 10-year term is being recommended to allow sufficient time for the awardee to recover its significant capital investment costs and realize a fair and reasonable profit.

The current contract (*RFP540*) had a term of 10 years and nine months, from December 1, 2008 to August 31, 2019 and, per the mayoral memorandum, generated revenue totaling \$1,870,000. The current contract is in its fifth and final option period, which had an original expiration date of February 28, 2019. The current August 31, 2019 expiration date reflects a six-month administrative extension. The increase in the estimated revenue under the replacement contract is attributable to the expanded scope of services.

The solicitation was advertised on March 22, 2019. Five vendors responded to the solicitation, of which two were "No Bids." The method of award was to the responsive and responsible bidder who submitted the highest offer for the total payment to the County. The three respondents are: (1) Creative Outdoor Advertising of America, offering \$4,500,000; (2) Fuel Media Holdings, LLC, offering \$7,807,992; and (3) Signal Outdoor Advertising, LLC, offering \$5,625,000.

Although Fuel Media Holdings proposed the highest sum, a Responsibility Review was held by the Administration on April 26, 2019 in which it was determined that Fuel Media Holdings was non-responsible because the vendor lacked the experience and proof of ability to perform the solicited services. The solicitation requires as a consideration of award that "the bidder shall have performed similar services under no less than a minimum of three contracts performed within the continental United States, commensurate to the size and scope of work described herein." This contrasts

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with the previous solicitation, which only required the bidder to have three or more years of experience in competently and effectively providing services similar in scope and complexity.

To satisfy the new requirement, Fuel Media provided three contracts and the associated references. However, upon review, it was determined that the contracts were neither comparable nor commensurate in terms of the size and scope of services. Moreover, after evaluating Fuel Media's proposed staff and equipment to perform the solicited services, the Administration concluded that the vendor does not have the capacity to perform the scope of work. According to the Responsibility Review memorandum, although Fuel Media's proposed revenue was appreciably more than that of the other bidders, the vendor did not appropriately factor all costs associated to forecast a realistic projected revenue. Hence, Signal Outdoor Advertising, who offered the second highest sum, is the recommended awardee.

The solicitation sets forth an Annual Guaranteed Payment to the County under the contract, payable in quarterly installments. Although the mayoral memorandum suggests that Living Wage does not apply, the solicitation includes a Living Wage requirement. The scope of work for this contract encompasses the following:

- Engage in activities related to selling advertisement on existing bus benches and new bus benches installed by the awardee;
- Furnish and install full-size and slim-size model benches;
- Clean, maintain and repair the existing County-owned bus passenger benches and trash receptacles located in unincorporated Miami-Dade County;
- Expand the program by manufacturing, installing and maintaining new bus passenger benches and trash receptacles; and
- Be responsible for all costs required to perform the solicited services.

Per a search on September 16, 2019 of Sunbiz.org, the official State of Florida website for the Department of State Division of Corporations, Signal Outdoor Advertising, LLC, is a foreign limited liability company with a principal address of 200 Mansell Court East, Suite 325, Roswell, Georgia. A local address was provided in the mayoral memorandum.

The Commodity Codes for this solicitation found on the Small Business Development Project Worksheet are: 15576 (Shelters, Bus Waiting), 91504 (Advertising Services, Outdoor Billboard) and 91069 (Shelters, Carports, Portable Buildings). A search on September 16, 2019 on the Business Management Workforce System under those codes yielded the following local certified small business firms:

- Bilmor with Advertising Specialties, Inc. (91504);
- Design-Build Interamerican, Inc. (91069);
- Icon Group Engineers, LLC (91069);
- LCN Group, Inc. (91069);
- O.R. Dean Construction, Inc. (91069);
- Paragon Construction Unlimited, Inc. (91069);
- Perpetual Advancement Enterprises, Inc. (91069);
- Lex Promotions & Marketing Group LLC (91504); and
- The M Network, Inc. (91504).

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The table below summarizes OCA's due diligence review of the recommended awardee.

Awarded Firm(s)	Sunbiz	Tax Collector	Westlaw
Signal Outdoor Advertising, LLC	Active; Principal Address: 200 Mansell Court East, Suite 325, Roswell, GA	Local Address: 1835 NW 112 Ave, Suite 161, Sweetwater, FL	No relevant litigation

ADDITIONAL INFORMATION

On April 2, 2014, OCA published the results of its audit on the Miami Dade Transit (MDT) Advertising Revenue Collection Program. The audit's scope included the Bus Passenger Bench Program from January 2009 through February 2013. The audit found the following regarding the Bus Passenger Bench Program which was awarded to Signal Outdoor Advertising, LLC:

- Internal controls over the custody and maintenance of contractually required Letters of Credit obtained from advertising contractors as performance bonds were inadequate. As of June 14, 2013, the original Letter of Credit for \$47,259 from Signal Outdoor could not be located by MDT or the Procurement Management Division of ISD, and there were no tracking records to trace the Letter of Credit to specific staff. Without the original Letter of Credit, the County may be unable to draw on the Letter of Credit whenever it becomes necessary, since the issuing bank specifically required the presentation of the original Letter of Credit before any payment request would be honored;
- There were inadequate internal controls to ensure that collections of advertising revenue from all advertising contractors were complete and accurate. The failure of MDT to collect the correct amounts of revenue due from Signal Outdoor Advertising and to prepare complete invoices for shelters advertising sales subjected the County to the potential loss of revenue of approximately \$178,200; and
- MDT did not maintain in-house inventory records of bus passenger benches. The lack of in-house inventory records of bus passenger benches could present operational challenges to MDT in absorbing ownership and maintenance of those benches at the end of the contract.

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=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE

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Researcher: PGE Reviewer: TD

Resolution No. R-477-18, adopted 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&yearFolder=Y2018>

Resolution No. R-187-12, adopted 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 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 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-1011-15, adopted November 3, 2015, directed the County Mayor to require that vendors provide addresses of all local branch offices and headquarters and the number and percentage of local residents such vendors employ in memoranda to the Board pertaining to vendors being recommended for contract award.
<http://intra/gia/matter.asp?matter=152271&file=true&yearFolder=Y2015>

Resolution No. 718-17, adopted on July 6, 2017, directs the County Mayor to commence planning for re-procurement no later than 18 months prior to the expiration of contracts and prequalification pools for the purchase of goods and services.
<http://intra/gia/matter.asp?matter=171632&file=true&yearFolder=Y2017>

Resolution No. 841-06, adopted on July 6, 2006, changed the deadline to seek approval for award of successor contracts or extension of existing contracts from 60 to 30 days prior to expiration.
<http://intra/gia/matter.asp?matter=061720&file=true&yearFolder=Y2006>

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>

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Item No. 3B Substitute

File No. 192282 (Original Item: File No. 191999)

Researcher: JFP Reviewer: TD

RESOLUTION APPROVING ADDITIONAL EXPENDITURE AUTHORITY IN A TOTAL AMOUNT UP TO \$19,000,000.00 FOR PREQUALIFICATION POOL NO. RTQ-5745-2/14-2 FOR PURCHASE OF PARTS AND REPAIR SERVICES FOR TRANSIT BUSES AND OTHER SUPPORT EQUIPMENT FOR THE DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS; AND AUTHORIZING THE USE OF CHARTER COUNTY TRANSPORTATION SURTAX FUNDS NOT TO EXCEED \$5,000,000.00 FOR SUCH PURPOSES [SEE ORIGINAL ITEM UNDER FILE NO. 191999]

ISSUE/REQUESTED ACTION

Whether the Board should authorize additional expenditure authority for *Prequalification Pool No. 5745-2/14-2, Parts and Repair Services for Transit Buses and other Support Equipment*, in an amount not to exceed \$19,000,000 for the Department of Transportation and Public Works (DTPW).

PROCEDURAL HISTORY

Prime Sponsor: N/A

Department/Requester: Internal Services

This item has no procedural history.

ANALYSIS

The purpose of this item is to seek Board approval of additional expenditure authority in an amount up to \$19,000,000 for *Prequalification Pool No. 5745-2/14-2, Parts and Repair Services for Transit Buses and other Support Equipment*, for DTPW's continued purchase of parts and services to repair aging transit buses and perform maintenance on compressed natural gas (CNG) buses. This substitute differs from the original item (File No. 191999) in that it includes the use of Charter County Transportation Surtax Funds (not to exceed \$5,000,000) for the replacement of hybrid electric bus batteries under project CIP192.

The pool, awarded in March 2009 for an initial term of two years with two, two-year options to renew (an additional five-year extension was subsequently approved), has a cumulative value of \$260,310,000* and expires on March 31, 2020. While the additional allocation request is solely for DTPW, nine other County departments utilize this pool for parts and repair services for similar support equipment. Approval of this request will increase the cumulative allocation to \$279,310,000. The current option term has a cumulative value of \$161,894,300, of which \$156,157,420.14 has been released (as of September 16, 2019), leaving a balance of \$5,736,879.86, per the County's Bid Tracking System. Transit has a remaining balance of \$3,011,898.30 from its allocation of \$157,276,000 for the current option term.

*Note that the cumulative allocation in the County's Bid Tracking System differs from what is stated on the Mayoral Memorandum. The Mayoral Memorandum state the cumulative allocation to be \$260,316,000 rather than \$260,310,000.

The present additional allocation request will fund the purchase of additional parts and services beyond the cost of routine maintenance required due to the age of the buses. The average age of the buses in Transit's fleet is 10 years of their 12 year useful life, and 494 buses (64% of the total bus fleet) have recorded over 500,000 miles in operations, which is beyond the buses' typical life expectancy of 500,000 miles. Among DTPW's planned maintenance and repairs for the remainder of the pool's term include:

- Replacement of hybrid bus batteries;

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File No. 192282 (Original Item: File No. 191999)

Researcher: JFP Reviewer: TD

- Rust body repair and paint work;
- Bus frame, bus floors, air conditioning and heater core repairs;
- Wheelchair ramp frame repairs; and
- Electrical and roof hatch repairs.

There are 63 prequalified vendors in the pool, of which 27 (43%) have a local address, which does not meet the 75 percent threshold required by Resolution No. R-477-18. Vendors may be added to the pool at any time.

Resolution No. R-718-17 directs the Administration to commence planning for re-procurement no later than 18 months prior to the expiration of contracts and prequalification pools for purchases of goods and services. Given the pool's expiration date of March 31, 2020, the Administration should have commenced planning for re-procurement on September 30, 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=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE](https://library.municode.com/fl/miami-dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

Section 29-124 of the County Code provides that no surtax proceeds may be used to pay the costs of a contract unless the Trust has submitted a recommendation to the County Commission regarding said contract award. The County Commission, if in agreement with the Trust's recommendation, may award a contract by majority vote. The County Commission may modify or reject the recommendation of the Trust by a two-thirds (2/3) vote of the Commission's membership. If the Trust has failed to forward a recommendation to the County Commission within 45 days of the County Mayor or County Mayor's designee filing an award recommendation with the Clerk of the Board, the County Commission may take action on the contract award recommendation without any Trust recommendation. Notwithstanding any other provision to the contrary, a committee of the Commission may consider a contract award recommendation prior to receipt of a recommendation of the Trust.

[https://library.municode.com/fl/miami - dade county/codes/code of ordinances?nodeId=PTIICOOR_CH29TA_ARTXVIONHAONPECHCOTRSYSASUAUSE212.0551FLST2001_S29-124SPFUCRUSUPRROCIINTRTR](https://library.municode.com/fl/miami-dade_county/codes/code_of_ordinances?nodeId=PTIICOOR_CH29TA_ARTXVIONHAONPECHCOTRSYSASUAUSE212.0551FLST2001_S29-124SPFUCRUSUPRROCIINTRTR)

Resolution No. 191-09, adopted March 3, 2009, authorized award of competitive contracts, including *Prequalification Pool 5745-2/14, Parts and Repair Services for Transit Buses and other Support Equipment*, for an initial term of two years with two, two-year options to renew in an amount not to exceed \$49,070,000.

<http://intra/gia/matter.asp?matter=090204&file=true&yearFolder=Y2009>

Resolution No. R-806-14, adopted September 16, 2014, approved an additional five-year extension for *Prequalification Pool 5745-2/14, Parts and Repair Services for Transit Buses and other Support Equipment* and additional expenditure authority in an amount not to exceed \$112,686,000.

<http://intra/gia/matter.asp?matter=141812&file=true&yearFolder=Y2014>

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Item No. 3B Substitute

File No. 192282 (Original Item: File No. 191999)

Researcher: JFP Reviewer: TD

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-718-17, adopted July 6, 2017, directs the Administration to commence planning for re-procurement no later than 18 months prior to the expiration of contracts and prequalification pools for purchases of goods and services.

<http://intra/gia/matter.asp?matter=171632&file=true&yearFolder=Y2017>

Resolution No. R-477-18, adopted 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&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/aopdfdoc/aopdf/pdf/files/IO3-38.pdf>

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Research Notes

Item No. 3C
File No. 192085

Researcher: IL Reviewer: TD

RESOLUTION AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$151,000.00 FOR A MODIFIED TOTAL CONTRACT AWARD OF \$401,451.00 OF CONTRACT NO. BW7944-0/23 FOR PURCHASE OF OPEX FALCON RED 72 PROCESSORS FOR THE MIAMI-DADE FINANCE DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

ISSUE/REQUESTED ACTION

Whether the Board should authorize additional expenditure approval of Contract No. BW-7944-0/23 for the purchase of Opex Falcon Red 72 Processors, in an amount up to \$151,000, for a modified total contract award of \$401,451 for the Finance Department.

PROCEDURAL HISTORY

Prime Sponsor: None

Department/Requester: Internal Services Department (ISD)

There is no procedural history on this item.

ANALYSIS

The proposed resolution is requesting Board approval to authorize additional expenditures in the amount of \$151,000 for the purchase of Opex Falcon Red 72 Processors.

The fiscal impact to the county is \$151,500. OCA performed a review of existing Contract No. BW7944-0/23 on September 5, 2019. The existing contract is currently valued at \$249,951 and expires March 6, 2023. If the additional expenditure is approved, the contract's value would increase to \$401,451. No information as to allocation of the remaining balance was provided.

Finance Department is the funding source for the proposed additional expenditure of \$151,000.

The original contract award was executed on September 10, 2018. The awarded firm was Opex Business Machines Corporation. As of September 12, 2019, the allocated amount of \$249,950 dollars had been released and the account had a zero balance. OCA's analysis revealed that the prior single source contracts SS7944-5/11 and SS7944-5/20 were also awarded to Opex Business Machines Corporation (October 20, 2005 – 03/06/2023). OCA's review of the Bid Tracking Systems (BTS) identified the market research (MR) that was conducted on the procurement. The MR showed that the Opex Falcon model was the only machine capable of opening and extracting mail and performing all other functions required by the Miami-Dade Tax Collector's office at a lower cost while drastically cutting the document prep time. Furthermore, Opex systems are regarded as the leading technology used many other Tax Collector jurisdictions throughout the State of Florida. The MR acknowledged that though other corporations exist that can provide this technology such as Neopost, Whitaker Brothers, and IBML, these companies do not provide a technology with a multi-functional equipment to provide heavy-duty performance.

OCA performed a search for commodity code 6000 (Office Machines, Equipment, and accessories) on the Business Management Workforce System's Certified Vendor Directory on September 13, 2019 with 10 local SBE's identified.

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Item No. 3C

File No. 192085

Researcher: IL Reviewer: TD

Vendor	Location	Certification
Barlop, Inc., D/B/A Barlop Business Systems	Miami, FL	SBE-G&S
Cenoffi Inc. D/B/A Best Office Products	Miami, FL	SBE-G&S
J & E Office Supplies, Inc.	Medley, FL	SBE-G&S
Laser Products, Inc.	Miami, FL	SBE-G&S
Lithografikos LLC, D/B/A Minuteman Press	Miami, FL	SBE-G&S
LRE, INC., D/B/A Lee Ryder Lamination	Miami, FL	SBE-G&S
Office Systems International, Inc.	Miami, FL	SBE-G&S
Replenish Ink Inc.	Miami, FL	SBE-G&S
Toner Cartridge Recharge, Inc.	Doral, FL	SBE-G&S
Total Connection Inc.	Miami, FL	SBE-G&S

The results of OCA's due diligence review conducted September 13, 2019 of the selected firm are below:

Awarded Firm(s)	Sunbiz	Tax Collectors Office	Florida DBPR	Westlaw	Locally registered
Opex Business Machines Corporation	Active: Principal Address 305 Commerce Drive, Moorestown, NJ 08057-4215 Filed : April 20, 1999	No account on file	No account on file	No relevant cases	Negative

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Item No. 3C
File No. 192085

Researcher: IL Reviewer: TD

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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Resolution No. R-716-12, adopted September 4, 2012, requires identification of a firm's Small Business Enterprise (SBE) program certification in any procurement item submitted for Board approval.

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

Resolution No. R-395-12, adopted May 1, 2012, Requires vendors added to open pool contracts to be subject to bi-annual ratification by the Board of County Commissioners.

<http://www.miamidade.gov/govaction/matter.asp?matter=120561&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, authorizes 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.

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

Resolution No. R-718-17, adopted July 6, 2017, directs the Mayor to commence planning for re-procurement no later than 18 months PRIOR to the expiration of contracts and Lists of Prequalified Vendors for the purchase of goods and/or services; and directs the Mayor or their designee, on a quarterly basis to identify in writing to the Office of Commission Auditor those contracts and prequalified vendor lists that are set to expire no later than 18 months prior to expiration.

<http://www.miamidade.gov/govaction/matter.asp?matter=171632&file=true&fileAnalysis=false&yearFolder=Y2017>

Resolution No. R-477-18, adopted May 1, 2018, directs the County Mayor to disclose to the Board the reasons why 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.

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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>