



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

**Health Care and County Operations (HCCO)**  
**Committee Meeting**

October 18, 2019  
9:30 A.M.  
Commission Chambers

Yinka Majekodunmi, CPA  
Commission Auditor  
Office of the Commission Auditor (OCA)  
111 N.W. First Street, Suite 1030  
Miami, FL 33128  
(305) 375-2524

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**HCCO Committee Meeting:  
October 18, 2019  
Research Notes**

**Item No. 3A  
File No. 192285**

**Researcher: MF   Reviewer: PGE**

RESOLUTION APPROVING AWARD OF CONTRACT NO. FB-01226 GROUPS 1 THROUGH 5 FOR THE PURCHASE OF MULTI-PART CARBONLESS SNAP-OUT FORMS, AND ESTABLISHING PREQUALIFICATION POOL FOR GROUP 6 OF CONTRACT NO. FB-01226 FOR THE PURCHASE OF RECYCLED CONTENT PAPER FORMS AND/OR RELATED FORMS NOT DEFINED WITHIN GROUPS 1 THROUGH 5 FOR MULTIPLE DEPARTMENTS FOR A FIVE-YEAR TERM IN AN AMOUNT NOT TO EXCEED \$1,598,000; AUTHORIZING THE COUNTY MAYOR COUNTY MAYOR'S DESIGNEE TO GIVE NOTICE OF AWARD FOR GROUPS 1 THROUGH 5, 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; AND AUTHORIZING THE COUNTY MAYOR COUNTY MAYOR'S DESIGNEE TO SOLICIT PROCING FOR GROUP 6; 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 approval of *Contract No. FB-01226* (Groups 1 through 5) and the establishment of *Prequalification Pool No. FB-01226* (Group 6) to purchase carbon-less forms and recycled content paper in an amount of up to \$1,598,000 for a five-year period.

**PROCEDURAL HISTORY**

**Prime Sponsor:** None

**Department/Requester:** Internal Services Department (ISD)

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

**ANALYSIS**

The purpose of this item is for the Board to approve the award of *Contract No. FB-01226* for Groups 1 through 5 to purchase multi-part carbonless snap-out forms, as well as establish a prequalification pool (*Prequalification Pool No. FB-01226*) for Group 6 to purchase recycled content paper forms and/or related forms for use by multiple County departments. This recommended award replaces *Prequalification Pool No. 4879-1/19-1, Printing Multiple Part Snap Out Forms*, effective from July 31, 2014 to January 31, 2020 and valued at \$4,794,000. The current pool has two awarded vendors – Eastern Business Forms, Inc. and Tiger Business Forms, Inc. Eastern Business Forms is under consideration for the replacement pool while Tiger Business Forms is recommended for award under the replacement pool and contract.

The scope of replacement *Contract No. FB-01226* consists purchasing pre-printed carbonless forms with detachable parts for operational purposes and for use by several County departments. The scope of *Prequalification Pool FB-01226* consists of purchasing recycled paper forms. The solicitation included six groups. For Groups 1 through 5, the County is establishing a contract. For Group 6, a pool of prequalified vendors will be established to partake in spot market competitions. On May 3, 2019, the County advertised an Invitation to Bid under full and open competition and received one bid.

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Pursuant to Resolution No. R-920-09, adopted July 2, 2009, the Board approved award of *Item 1.8, Printed Multiple Snap Forms*, to provide printed multiple part forms and printing services for various County departments. The amount was for \$2,521,000; if the option-to-renew is exercised, the cumulative total would be \$5,042,000.

The fiscal impact is \$1,598,000 for a five-year term. OCA examined the Bid Tracking System (BTS) on October 17, 2019, and reviewed current pool No. 4879-1/19-1, which was awarded by the Board via Resolution No. R-920-09, for a five-year term with one five-year option extension. Said contract is currently cumulatively valued at \$4,794,000 for a term of 10 years and six months and expires on January 31, 2020. According to BTS, Pool No. 4879-1/19-1 has a blanket purchase order (BPO) balance of \$839,910.89, and had originally expired on July 31, 2019. No information was provided as to the purchase designation for the remaining BPO balance of \$839,910.89 prior to the pool's extended expiration of January 31, 2020.

OCA conducted a search of for commodity code 39529, Continuous Forms, Carbon Interleaved, in the Business Management Workforce System and the results are shown below:

- Gateways Unlimited, Inc., Miami Beach, FL SBE-G&S
- Innovative Incentives, Inc., Miami, FL SBE-G&S
- Printing Unlimited of Florida, Inc. SBE-G&S

OCA performed due diligence on October 11, 2019 pertaining to the recommended awarded vendor, Tiger Business Forms, Inc. (for Groups 1 through 5), as well as the requested prequalification pool (for Group 6) of vendors being considered for recommendation; the results are shown in Tables 1 and 2, respectively.

**Table 1**

<b>Awarded Firm</b>	<b>Corporate Registration</b>	<b>Tax Collector's Office</b>	<b>Florida DBPR</b>	<b>Westlaw</b>
Tiger Business Forms, Inc.	Florida For Profit Corporation  Active  Principal Address: 7765 W 20 Ave., Hialeah, FL  Filed: September 9, 1988	Business Address: 7765 W 20 Ave., Hialeah, FL  Status: Paid and Current	No account on file	No relevant case found

**Table 2**

<b>Vendors in Prequalification Pool</b>	<b>Corporate Registration</b>	<b>Tax Collector's Office</b>	<b>Florida DBPR</b>	<b>Westlaw</b>
Eastern Business Forms, Inc.	Foreign Profit Corporation  Active	Business Address: 19515 SW 78 PL, Cutler Bay, FL 33157	No account on file	No relevant case found

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	Principal Address: 530 Old Sulphur Springs Rd., Mauldin, SC 29662  Filed: April 10, 1981	Status: Paid and Current		
Sun Valley Printing & Graphics, Inc.	Florida Profit Corporation  Active  Principal Address: 1420 Sheridan St., Ste. 22H, Hollywood, FL  Filed: December 20, 2018	No active account on file	No account on file	No cases found

**ADDITIONAL INFORMATION**

OCA performed an Internet search of the selected firm, Tiger Business Forms, Inc., and the vendors in the prequalification pool, Eastern Business Forms, Inc. and Sun Valley Printing & Graphics Inc. According to Tiger Business Forms, Inc.'s website ([www.tigerforms.com](http://www.tigerforms.com)), the company was established in Miami 31 years ago. Among the services provided are digital printing and banner signs. The two companies in the prequalification pool are Eastern Business Forms, Inc., based in South Carolina (<https://ebf-inc.com>), and Sun Valley Printing and Graphics, Inc., (<http://www.sunvalleyprintingandgraphics.com/>), based in Hollywood, Florida.

**APPLICABLE LEGISLATION/POLICY**

**Section 2-8.1 of the Miami-Dade 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=PTIIICOR\\_CH2AD\\_ARTIINGE\\_S2-8.1COPUGE](https://library.municode.com/fl/miami_dade_county/codes/code_of_ordinances?nodeId=PTIIICOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

**Implementing Order (I.O.) 3-38** (Purchasing of Goods and Services) Governs the County's processes and procedures for the purchase of goods and services including professional services. It establishes the roles and responsibilities of the Internal Services Department, methods of purchasing goods and services, and the authority to award contracts. Contains requirements for access contracts, emergency purchases, bid waivers, confirmation purchases, and sole sources.

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

**Resolution No. R-828-19**, adopted in July 23, 2019, establishes a policy of the County for disclosure of past and present discrimination lawsuits in solicitation submissions.

<http://www.miamidade.gov/govaction/legistarfiles/MinMatters/Y2019/190936min.pdf>

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**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-1011-15**, adopted November 3, 2015, directs 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; and directing the county mayor to include such information in memorandum to Board pertaining vendor being recommended for contract.

<http://www.miamidade.gov/govaction/matter.asp?matter=152271&file=true&fileAnalysis=false&yearFolder=Y2015>

**Resolution No. R-140-15**, adopted February 3, 2015, directs the mayor to conduct a full review, prior to re-procurement of replacement contracts for goods and 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://www.miamidade.gov/govaction/matter.asp?matter=150090&file=true&fileAnalysis=false&yearFolder=Y2015>

**Resolution No. R-187-12**, adopted February 21, 2012, directs the 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-920-09**, adopted July 2, 2009, authorizes the award of competitive contracts, contract modifications, and competitively solicited contracts of other governmental entities, and authorizing the county mayor or county mayor's designee, to exercise options-to-renew established thereunder for the purchase of goods and services, and authorizes the use of charter county transit system surtax funds.

<http://www.miamidade.gov/govaction/matter.asp?matter=091840&file=true&fileAnalysis=false&yearFolder=Y2009>

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**Research Notes**

**Item No. 3B**  
**File No. 192294**

**Researcher: JFP   Reviewer: PGE**

RESOLUTION AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$5,065,000.00 FOR A MODIFIED CONTRACT AMOUNT OF \$14,135,000.00 FOR CONTRACT NO. 060B2490022 FOR THE PURCHASE OF IT NETWORK HARDWARE AND SECURITY SERVICES FOR THE INFORMATION TECHNOLOGY 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 approve additional expenditure authority of \$5,065,000 for *Contract No. 060B2490022, IT Network Hardware, and Security Services*, for the Information Technology Department.

**PROCEDURAL HISTORY**

**Prime Sponsor: None**

**Department/Requester: Internal Services Department**

This item has no procedural history.

**ANALYSIS**

The purpose of this item is to grant additional expenditure authority in the amount of \$5,065,000 to the Information Technology Department (ITD) for the continued purchase of firewall security infrastructure services, which are integral to the detection and prevention of cyber-attacks and unauthorized access to the County's computer resources, systems, and websites. This State of Maryland contract was originally accessed by the County in September 2015 and functions as the primary source of support for the County's IT network security infrastructure needs. The contract has a current cumulative allocation of \$9,070,000 and expires on November 14, 2027.

The accessed contract provides a prequalified pool of vendors capable of delivering IT hardware and associated equipment and services within the following six functional areas:

- Functional Area 1: Servers and Associated Peripherals (excluding laptops, desktops, ruggedized computers and monitors).
- Functional Area 2: Printers and Associated Peripherals (excluding printer cartridges).
- Functional Area 3: Network Communications Equipment.
- Functional Area 4: Installation and Training Services
- Functional Area 5: Manufacturer's Extended Warranty
- Functional Area 6: Security, Cameras and Associated Peripherals

Under the contract, the County is able to issue spot market quotes specific to its needs to all pool members within a functional area and award the member whose proposal is most advantageous.

The original contract amount of \$990,000 was approved by the Mayor on September 18, 2015 for a twelve-year term. The Board authorized additional expenditure authority in July 2016 pursuant to Resolution No. R-621-16 in the amount of \$7,600,000. A recent modification was made in July 2019 in the amount of \$480,000 under delegated authority. Approval of the present request for additional expenditure authority in the amount of \$5,065,000 would provide for a modified contract amount of \$14,135,000. The contract's allocation history is detailed in the table below.

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	Approval Date	Approval Authority	Amount
Original Contract	September 18, 2015	Mayor	\$990,000
First Modification	July 6, 2016	BCC (R-621-16)	\$7,600,000
Second Modification	July 23, 2019	Delegated Authority	\$480,000
Requested Modification	Pending	BCC	\$5,065,000
<b>TOTAL MODIFIED CONTRACT AMOUNT:</b>			<b>\$14,135,000</b>

The contract's Blanket Purchase Order (BPO) shows that \$9,055,615 of the contract's current cumulative allocation of \$9,070,000 has been released by ITD (as of October 16, 2019), leaving a nominal balance of \$14,385 in the contract's fourth year of a twelve-year term. The requested additional expenditure authority will fund the acquisition of network and security system products as well as associated support services for County departments via ITD through December 2021. The contract expires on November 14, 2027.

ITD prepared a spreadsheet with the specific planned purchases totaling \$5,065,000. Those purchases are for projects in the following departments – Corrections and Rehabilitation, Elections, Transportation and Public Works, Police, PortMiami, Aviation and Juvenile Services.

There are 13 prequalified vendors under this pool, of which three (23%) maintain a local address, which is below the 75% local vendor threshold prescribed by Resolution No. R-477-18. The below table summarizes OCA's due diligence review of the prequalified vendors.

Awarded Firms	Corporate Registration	Tax Collector's Office	Florida DBPR	Westlaw
Carousel Industries of North America	Foreign Profit Corporation  Active  Principal Address: 659 South County Trail Exeter, RI 02822  Filed: November 17, 2006	No account on file	License Type: Certified Electrical Contractor  Status: Current, Active  Expires: August 31, 2020	<i>Joseph Randall v. Carousel Industries of North America, Inc. et al</i> (Case No. 8:17-CV-02181); Filed on December 13, 2017 in the U.S. District Court, Central District of California (Santa Ana); Allegation: Civil Rights Violation; and Case Status: Closed.
CDW Government, LLC	Foreign Limited Liability Company  Active  Principal Address: 200 N. Milwaukee Avenue Vernon Hills, IL 60061  Filed: January 5, 2010	No account on file	No account on file	<i>Nitkiewicz Mark v. CDW Government LLC</i> (Case No. 2018-L-002072); Filed on February 27, 2018 in the Circuit Court of Cook County; Allegation: Defendant terminated plaintiff employee in retaliation for engaging in protected whistleblowing

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				activity; and Case Status: Closed.  <i>Craig PC Sales &amp; Service LLC et al v. CDW Government LLC, et al.</i> (Case No. 5:17-CV-00003)' Filed on January 3, 2017 in U.S. District Court, Western District of Oklahoma (Oklahoma City); Allegation: Defendant wrongfully sold invalid Microsoft Operating System licenses to plaintiffs for academic computers, in breach of the agreement; and Case Status: Open.
Compuquip Technologies, LLC	Florida Limited Liability Company  Active  Principal Address: 2121 Ponce de Leon Blvd Suite 530 Coral Gables, FL 33134  Filed: April 30, 2013	Business address: 2121 Ponce de Leon Blvd Suite 530 Coral Gables, FL 33134  Status: Paid and Current	No account on file	No relevant cases
Computer Systems Support, Inc.	Florida Profit Corporation  Active  Principal Address: 3 Seaview Boulevard Port Washington, NY 11050  Filed: March 8, 1989	Business address: 6303 Blue Lagoon Drive, Suite 400 Miami, FL 33126  Status: Paid and Current	No account on file	No relevant cases
Daly Computers, Inc.	Foreign Profit Corporation	No account on file	No account on file	No relevant cases

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	<p>Inactive in Florida;  Incorporated and in  Good Standing in  Maryland</p> <p>Principal Address:  22521 Gateway Center  Clarksburg, MD  20871</p> <p>Filed: October 23,  1987</p>			
<p>Dimension Data  North America,  Inc.</p>	<p>Foreign Profit  Corporation</p> <p>Active</p> <p>Principal Address:  11006 Rushmore  Drive, Suite 300  Charlotte, NC 28277</p> <p>Filed: September 29,  2009</p>	<p>Doing business  in Miami-Dade  County</p> <p>Status: \$82.50  due (2020)</p>	<p>No account on  file</p>	<p><i>Gina Brockamp v.  Dimension Data North  America, Inc., et al.</i> (Case  No. 18STCV09123); Filed  on December 20, 2018 in  Superior Court, Los Angeles  County; Allegations:  Defendant discriminated the  plaintiff on the basis of sex,  gender, age; failed to  provide reasonable  accommodation, prevent  from harassing and hostile  working environment, to pay  minimum, overtime wages,  to provide meal and rest  period wages, to issue  accurate wage statements to  the plaintiff; and terminated  the employment in  retaliation for engaging in  protected activities in  violation of the Fair  Employment and Housing  Act (FEHA) and California  labor code; and Case Status:  Open – set for jury trial on  March 9, 2020.</p> <p><i>Hamrick v. Dimension Data  North America Inc.</i> (Class  Action), (Case No.  RIC1823664); Filed on</p>

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				<p>November 8, 2018 in Superior Court, Riverside County, California; Allegations: Defendants failed to provide plaintiff and class members accurate itemized wage statements, adequate off duty meal periods, rest period compensation, and timely wages, upon termination; and Case Status: Open.</p> <p><i>Kevin Griffith v. Dimension Data North America, Inc., et al</i> (Case No. 2:18-CV-02587); Filed on March 30, 2018 in U.S. District Court, Central District of California (Los Angeles); Allegation: Defendant discriminated plaintiff on the basis of disability by failing to provide medical leave, accommodation and wrongfully terminated his employment in violation of FEHA; and Case Status: Closed</p> <p><i>Relevant-IT Inc. v. Dimension Data North America Inc.</i> (Case No. BC698525); Filed on March 16, 2018 in Superior Court, Los Angeles County, California; Allegation: Defendant breached the contract by failing to pay plaintiff a commission on projects brought to defendant, causing damages to plaintiff; and Case Status: Closed</p>
Disys Solutions, Inc.	Foreign Profit Corporation	No account on file	No account on file	No relevant cases

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	<p>Active</p> <p>Principal Address:  44670 Cape Court,  Suite 100  Ashburn, VA 20147</p> <p>Filed: May 6, 2015</p>			
En-Net Services, LLC	<p>Foreign Limited Liability Company</p> <p>Not found in Sunbiz (Florida's Division of Corporations website);  Active and in Good Standing in Maryland</p> <p>Principal Address:  712 North East Street  Frederick, MD 21701</p> <p>Filed: May 6, 1996</p>	No account on file	No account on file	No relevant cases
Giganetworks, Inc.	<p>Foreign Profit Corporation</p> <p>Active</p> <p>Principal Address:  835 NE 79th St  Miami, FL 33138</p> <p>Filed: October 6, 2008</p>	<p>Business address: 835 NE 79th St  Miami, FL 33138</p> <p>Status: Paid and Current</p>	No account on file	No relevant cases
Knot Technology Solutions, LLC	<p>Foreign Limited Liability Company</p> <p>Not found in Sunbiz (Florida's Division of Corporations website);  Active and in Good Standing in Maryland</p> <p>Principal Address:  5611 Exeter Street  Churchton, MD 20733</p>	No account on file	No account on file	No relevant cases

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**Researcher: JFP Reviewer: PGE**

	Filed: August 28, 2003			
Mythics, Inc.	Foreign Profit Corporation  Active  Principal Address: 4525 Main Street, Suite 1500 Virginia Beach, VA 23462  Filed: August 8, 2008	No account on file	No account on file	No relevant cases
Presidio Holdings, Inc., dba Presidio Networked Solutions, LLC	Florida Limited Liability Company  Active  Principal Address: 1 Penn Plaza Suite 2832 New York, NY 10119 (different from address listed in Mayoral Memorandum – address changed with the Florida Division of Corporations on January 15, 2019)  Filed: October 31, 2018	No account on file	No account on file	No relevant cases
Universal Adaptive Consulting Services, Inc.	Foreign Profit Corporation  Active  Principal Address: 4104 E. Parham Road, Suite B Henrico, VA 23228  Filed: June 28, 2007	Doing business in Miami-Dade County  Status: Paid and Current	No account on file	No relevant cases

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**Researcher: JFP Reviewer: PGE**

An October 16, 2019 search on the Business Management Workforce System for the pool's Commodity Codes, 20540 – Networks, Local Area, yielded the following six certified local small business enterprise firms:

- Advanced Total Systems, Inc.
- Compu Design USA, Inc., dba Dade Institute of Technology
- Galactic Technology Group, LLC
- Infrastructure Solutions Company, LLC, dba Infrasol
- Network & Communication Services, Inc.
- Southern Data Systems, Inc., dba Nettogo

These certified small business firms are not prequalified under this pool due to the contract being an accessed contract. It is unknown whether these firms are able to perform the scope of services required.

**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)

**Resolution No. R-621-16**, adopted July 6, 2016, authorized additional expenditure authority in a total amount up to \$7,600,000 for *Contract No. 060B2490022* for information technology network hardware, associated equipment, and services for the Information Technology Department.

<http://intra/gia/matter.asp?matter=161201&file=true&yearFolder=Y2016>

**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-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>

**Implementing Order 3-38** sets forth the County's policies 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. 3C**  
**File No. 192308**

**Researcher: IL Reviewer: PGE**

RESOLUTION AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$5,220,889.00 FOR A MODIFIED CONTRACT AMOUNT OF \$16,264,132.00 FOR CONTRACT NO. 43220000-WSCA-14-ACS FOR THE PURCHASE OF DATA COMMUNICATIONS PRODUCTS AND SERVICES FOR THE INFORMATION TECHNOLOGY 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 approve additional expenditure authority in an amount of up to \$5,220,889 for *Contract No. 43220000-WSCA-14-ACS, Data Communications Products and Services*, to purchase network infrastructure equipment and associated technical and support services for the Information Technology Department (ITD) for the remainder of the term.

**PROCEDURAL HISTORY**

**Prime Sponsor: None**

**Department/Requester: Internal Services Department**

There is no procedural history for this item.

**ANALYSIS**

The purpose of this item is for ITD to gain Board authorization to increase spending by \$5,220,889 under *Contract No. 43220000-WSCA-14-ACS, Data Communications Products and Services*, to support operational requirements through the remainder of the term. The County originally accessed this Western States Cooperative Alliance contract through the State of Florida under the County Mayor's delegated authority on August 14, 2015. The contract expires on May 31, 2020 and has a current cumulative allocation of \$11,043,243. ITD uses this contract to support departmental information technology needs. More specifically, the contract is used to purchase network infrastructure equipment such as file servers, data terminals, thin clients, firewall security, disk and tape data storage, uninterruptable power surge suppression devices and associated support services.

This contract was originally allocated \$500,000 when it was accessed in August 2015. On September 28, 2015, an additional \$495,000 was allocated to this contract under the County Mayor's delegated authority. A request for additional expenditure authority of \$8,209,000 was approved by the Board on July 6, 2016 via Resolution No. R-623-16. On February 12, 2019, an additional \$1,839,243 was allocated to this contract under the County Mayor's delegated authority. The contract currently has seven months and 21 days prior to its expiration with a cumulative value of \$11,043,243. As of October 10, 2019, a total of \$11,015,711 has been released, leaving a balance of \$27,532 under the contract's Blanket Purchase Order. If this request for additional spending of \$5,220,889 is approved, the contract will have a total modified cumulative value of \$16,264,132 (i.e., initial term of \$11,043,246 and this request for increased spending of \$5,220,889).

This contract is essential to ITD as it is relied on to purchase various critical hardware and software items from "Original Equipment Manufacturers" (OEMs). As indicated in the mayoral memorandum, the additional expenditure is slated to cover network infrastructure equipment and related services, such as optical network switches, wireless networking, device logging and monitoring, and associated maintenance and technical support services. However, the mayoral memorandum does not set forth the specific departmental projects including related allocations that will be supported by this request for increased spending. There are 14 vendors eligible to provide the various supplies, items and services covered under this contract.

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**Item No. 3C**

**File No. 192308**

**Researcher: IL Reviewer: PGE**

The contract is in its 50th month of the 60-month term and yet the allocation is almost depleted. ITD explains in its BTS-inputted justification for the additional expenditure of \$5,220,889 that the funds are needed to support the County's data communications operations for the remainder of the contract term. The additional allocation will be applied as follows: \$3,448,750 for ITD; \$1,306,579 for DTPW; \$453,560 for Aviation; and \$12,000 for Fire Rescue. This totals \$5,220,898.

The contract has 14 active vendors, of which three have a local address and three are certified Small Business Enterprise firms. An October 17, 2019 search on the Business Management Workforce System (BMWS) for the pool's Commodity Code (92045, *Software Maintenance/Support Services*) yielded seven local certified small business vendor listed below:

Certified SBE Firms on BMWS:

Firm	Location	SBE type
Amiritech Group LLC	Miami, FL	<a href="#">SBE-G&amp;S</a>
Computer Based Associates, Inc.	Miami, FL	<a href="#">SBE-G&amp;S</a>
Insinet Group LLC	Doral, FL	<a href="#">SBE-G&amp;S</a>
Meridian Partners, LLC	Miami Beach, FL	<a href="#">SBE-G&amp;S</a>
Speedyitech, LLC, DBA 360techgroup	Miami Lakes, FL	<a href="#">SBE-G&amp;S</a>
Teckpert, LLC, Db a Teckpert	Miami, FL	<a href="#">SBE-G&amp;S</a>
The Ashvins Group, Incorporated	Miami, FL	<a href="#">SBE-G&amp;S</a>

The table below summarizes OCA's due diligence review of the prequalified vendors.

Awarded Firms	Corporate Registration	Tax Collector	Florida DBPR	Westlaw
Aruba Networks Inc.	Foreign Profit Corporation  Principal Address: 3333 Scott Blvd. Santa Clara, CA  Date Filed: July 19, 2013	Nothing found	Nothing found	No cases found
Avaya, Inc.	Foreign Profit Corporation  Principal Address: 4655 Great America Parkway, Santa Clara, CA	Business address: 10801 NW 97 Street Miami, FL 33178  Status: Paid and Current	Main Address 16203 White Creek Cove Austin, TX  Status: Current/Active	No cases found

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	Date Filed: August 8, 2000				
Carousel Industries of North America, Inc.	Foreign Profit Corporation  Principal Address: 659 South County Trail Exeter, RI  Date Filed: October 24, 2008	Nothing found	License (Electrical) Location Address: 659 South County Trail, Exeter, RI  Status: Current/Active	Nothing found	
CDM Government LLC	Nothing found	Nothing found	Nothing found	No cases found	
Computer Systems Support Inc.	Florida Profit Corporation  Principal Address: 3 Seaview Boulevard, Port Washington, NY  Date Filed: March 08, 1989	Business Address: 6303 Blue Lagoon Drive, Suite 400, Miami, FL  Status: Paid and Current	Nothing found	No relevant cases found	
Convergeone, Inc.	Foreign Profit Corporation  Principal Address: 10900 Nesbitt Avenue South, Bloomington, MN  Date Filed: January 15, 2016	Nothing found	Nothing found	No cases found	
Hewlett Packard Enterprise Company	Foreign Profit Corporation  Principal Address: 6280 America	Nothing found	Nothing found	No cases found	

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	Center Drive, San Jose, CA  Date Filed: March 11, 2015				
Insight Public Sector Inc.	Foreign Profit Corporation  Principal Address: 6820 S Harl Avenue, Tempe, AZ  Date Filed: January 30, 2003	Nothing found	Nothing found	No cases found	
Meridian IT, Inc.	Nothing found	Nothing found	Nothing found	No relevant cases found	
Modcomp Inc.	Foreign Profit Corporation  Principal Address: 1182 East Newport Center Drive, Deerfield Beach, FL  Date Filed: October 6, 2005	Business Address: 9155 South Dadeland Blvd, Suite 1112, Miami, FL  Status: Paid/Closed	Nothing found	No cases found	
PC Solutions & Integration, Inc.	Florida Profit Corporation  Principal Address: 4937 SW 75 Avenue, Miami, FL  Date Filed: December 10, 1997	Nothing found	Nothing found	No cases found	
Presidio Holdings, Inc.	Domestic Delaware Corporation  Principal Address: 251 Little Falls	Nothing found	Nothing found	No relevant cases found	

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	Drive, New Castle, DE  Date Filed: February 16, 2011			
Ronco Communications & Electronics, Inc.	Foreign Profit Corporation  Principal Address: 5453 W. Waters, Suite 101  Tampa, FL 33634  Date Filed: October 10, 2007	Nothing found	License (Electrical) location address: 5453 W. Waters Avenue, Suite 101, Tampa, FL  Status: Current Active	No relevant case found
Step CG, LLC	Foreign Limited Liability Company Principal Address: 525 W. Fifth Street, Suite 332Covington, KY 41011  Date Filed: October 12, 2016	Nothing found	Nothing found	No cases found

**ADDITIONAL INFORMATION**

The Information Technology Department provides information technology services to enable and support the operations of all County departments. This makes government services more easily accessible to citizens, governmental agencies and external businesses. ITD's infrastructure includes network, radio and hardware/software platforms, along with support for countywide and departmental specific applications and services. We partner with other County departments, management and key technology providers to implement and maintain technology solutions that enable efficient operations, delivery of County services.

<https://www8.miamidade.gov/global/technology/home.page>

**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)

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**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-623-16**, adopted July 6, 2016, authorized additional expenditure authority of \$8,209,000 under Contract No. 43220000-WSCA-14-ACS, for *Data Communications Products and Services*, for the Information Technology Department.

<http://intra/gia/matter.asp?matter=161244&file=true&yearFolder=Y2016>

**Implementing Order 3-38** sets forth the County's policies 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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File No. 192317**

**Researcher: MF Reviewer: PGE**

RESOLUTION AUTHORIZING COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE THE REMAINING OPTION TO RENEW PERIODS FOR CONTRACT NO. BW9754-5/25-2, CLOUD-HOSTED COMMUNICATIONS SYSTEM SERVICE AND MAINTENANCE AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$900,000 FOR THE CLERK OF THE COURTS; 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 approval to renew periods for *Contract No. BW9754-5/25-2* for a cloud-hosted communications system service and maintenance agreement in an amount up to \$900,000 for the Clerk of the Courts.

**PROCEDURAL HISTORY**

**Prime Sponsor:** None

**Department/Requester:** Internal Services Department (ISD)

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

**ANALYSIS**

The purpose of this item is for the Board to approve renewal periods for *Contract No. BW9754-5/25-2*, being that the requested renewal term exceeds the County Mayor's delegated authority. The scope of services consists of monthly phone support services through a Cloud-Hosted Communications System for interactive voice response capabilities, automation for custom messaging, and delivery of jury pool notifications, notices to appear, and traffic and parking citation payments for enhanced customer service.

The fiscal impact is \$1,909,000 and would expire December 31, 2025. The current contract has a cumulative allocation of \$1,009,000 and expires December 31, 2019. The amount under the requested renewal option is \$900,000.

OCA examined the Bid Tracking System (BTS) on October 17, 2019 pertaining to current Contract No. BW9754-5/25-1, initially awarded to the incumbent vendor in October 2013 for two years with five two-year options to renew.

The table below shows a summary of the original contract, the current contract, and the remaining balances from the blanket purchase orders (BPOs), as depicted on BTS. The requestor Department did not indicate whether any sum of the pending BPO balances, totaling \$155,354.96, will be transferred to the requested renewal contract amount of \$900,000.

<b>Original Contract No. BW9754-5/25 BPO balance</b>	<b>Current Contract No. BW9754-5/25-1 BPO balance</b>	<b>TOTAL</b>
\$6,617.56	\$148,737.40	\$155,354.96

According to market research conducted by ISD, the incumbent vendor is being recommended for award renewal because no other vendor has the technological capabilities to deliver the required maintenance and support services. Additionally,

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the Clerk of Courts has determined that should the platform be changed, the cost would be approximately \$1,000,000, excepting any recurring costs for maintenance and per call charges.

OCA performed due diligence on October 15, 2019 pertaining the awarded incumbent vendor; the results are shown below.

Awarded Vendor	Corporate Registration	Tax Collector's Office	Florida DBPR	Westlaw
Twilio, Inc.	Delaware Foreign Stock (via California Secretary of State)  Active 5/Principal Address: 501 Folsom St., First Floor San Francisco, CA  Mailing Address: 251 Little Falls Dr. Wilmington, DE 19808  Filed: June 30, 2008	No account on file	No account on file	No relevant case found

**ADDITIONAL INFORMATION**

OCA conducted an Internet search of the incumbent vendor, Twilio Inc. The company's website, <https://www.twilio.com/>, indicates the firm has 24 offices across 14 countries including Colombia, Spain, England, Germany, Japan, and Australia.

**APPLICABLE LEGISLATION/POLICY**

**Section 2-8.1 of the Miami-Dade 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=PTIIICOR\\_CH2AD\\_ARTIINGE\\_S2-8.1COPUGE](https://library.municode.com/fl/miami-dade-county/codes/code_of_ordinances?nodeId=PTIIICOR_CH2AD_ARTIINGE_S2-8.1COPUGE)

**Implementing Order (I.O.) 3-38** (Purchasing of Goods and Services) Governs the County's processes and procedures for the purchase of goods and services including professional services. It establishes the roles and responsibilities of the Internal Services Department, methods of purchasing goods and services, and the authority to award contracts. Contains requirements for access contracts, emergency purchases, bid waivers, confirmation purchases, and sole sources.

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

**Resolution No. R-828-19**, adopted July 23, 2019, establishes a policy of the County for disclosure of past and present discrimination lawsuits in solicitation submissions.

<http://www.miamidade.gov/govaction/legistarfiles/MinMatters/Y2019/190936min.pdf>

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**Resolution No. R-1152-15**, adopted December 15, 2015, authorizes designated purchase pursuant to Section 2-8.1(B)(3) of the county code by a two-thirds vote of the Board members present; approving the exercise by the county mayor or county mayor's designee of the first two-year option-to-renew period in an aggregate amount of up to \$360,000 for the Clerk of the Courts for purchase of cloud-hosted communications system service and maintenance support and exercise all provisions of the contract pursuant to Section 2-8.1 of the Code and Implementing Order 3-38.

<http://www.miamidade.gov/govaction/matter.asp?matter=152769&file=true&fileAnalysis=false&yearFolder=Y2015>

**Resolution No. R-1175-17**, adopted December 5, 2017, authorizes the county mayor or designee to exercise the second, two-year option to renew term for Contract No. BW9754-5/25 for the purchase of cloud-hosted communications system service and maintenance support in an amount up to \$378,000 for the Clerk of the Courts; and authorizing the county mayor to exercise all provisions of the contract pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

<http://www.miamidade.gov/govaction/matter.asp?matter=172661&file=true&fileAnalysis=false&yearFolder=Y2017>

**Resolution No. R-187-12**, adopted February 21, 2012, directs the mayor or designee 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-98-12**, adopted January 26, 2012, directs the county mayor or designee to negotiate better prices on all awarded contracts for the purchase of goods and services and prior to the exercise of any options-to-renew and delegating authority to county mayor or designee to amend contracts to provide better prices for the County.

<http://www.miamidade.gov/govaction/matter.asp?matter=112444&file=true&fileAnalysis=false&yearFolder=Y2011>