



**OFFICE OF THE COMMISSION AUDITOR  
MIAMI-DADE BOARD OF COUNTY COMMISSIONERS**

**COMMISSION AUDITOR'S  
INFORMATIONAL RESEARCH**

**HEALTH CARE AND COUNTY OPERATIONS  
COMMITTEE**

**JULY 15, 2020**

**9:30 A.M.**

**Virtual Meeting**

Yinka Majekodunmi, CPA  
Commission Auditor

Office of the Commission Auditor (OCA)  
111 N.W. First Street, Suite 1030  
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**HCCO Meeting:  
July 15, 2020  
Research Notes**

**Item No. 3A  
File No. 201259**

**Researcher: IL Reviewer: PGE**

RESOLUTION AUTHORIZING DESIGNATED PURCHASE PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AUTHORIZING FOUR YEAR EXTENSION OF INITIAL TERM OF CONTRACT, EXERCISE OF A ONE YEAR OPTION TO RENEW TERM, AND ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$319,912.00, CONSISTING OF \$234,256.00 FOR THE EXTENDED TERM AND \$85,656.00 FOR THE OPTION TO RENEW TERM FOR A MODIFIED TOTAL CONTRACT AWARD OF \$565,475.00 FOR CONTRACT NO. L7204-1/25 FOR THE PURCHASE OF E-NET SOFTWARE MAINTENANCE SUPPORT SERVICES FOR THE INFORMATION TECHNOLOGY DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY RENEWALS, EXTENSIONS OR CANCELLATIONS, PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

**ISSUE/REQUESTED ACTION**

Whether the Board should authorize a designated purchase by a two-thirds vote of the members present for Contract No. L7204-1/25 to extend the initial term by four years, exercise a one-year option to renew term, and increase spending in an amount of \$319,912, consisting of \$234,256 for the extended term and \$85,656 for the option to renew term for a modified contract award of \$565,475, for e-net software maintenance and support services for the Information Technology Department (ITD).

**PROCEDURAL HISTORY**

**Prime Sponsor:**

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

There is no procedural history for this item.

**ANALYSIS**

The purpose of this item is for the Board to approve a four-year extension from the initial term as well as to exercise a one-year option to renew term and additional expenditure authority in an amount of up to \$319,912, consisting of \$234,256 for the extended term and \$85,656 for the option to renew for a modified total contract award of \$565,475 for Legacy Contract No. L7204-1/25, for e-net software maintenance and support services for ITD. This contract is intended for remote recovery and replication of mainframe databases. It is used by ITD to provide the Criminal Justice Information System (CJIS) and the Traffic System (TS) with a reliable method to duplicate their databases. E-Net Corporation is the developer and sole proprietor of the software application and the only vendor that can provide the required maintenance and support services. The software is proprietary to E-Net Corporation, making competition not practicable. This extension is cost-effective, given the County's investment in the system, while ITD undergoes a competitive procurement of a court case management solution to modernize the CJIS. Once modernization is complete, the County will no longer be reliant on the current system.

The table below is intended to show the life of this legacy contract with Miami-Dade County.

**Table – 1 History**

Contract Type	Effective Date	Expiration	Value
L7204-1/25	12/01/2015 (Original) 5 year with 1 one-year option-to-renew	11/30/2020	\$245,563
		<b>Total</b>	<b>\$ 245,563</b>

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The table below illustrates the Blanket Purchase Order amounts in the Bid Tracking System as of July 14, 2020.

Department	Allocation Amount	Released Amount	Balance
ITD	\$245,563	\$243,031	\$2,532

Under the contract, E-Net Corporation performs the following:

- Level 1 support – Initial Service Call consists of: going through a checklist of troubleshooting, data is entered into a tracking system, case number is assigned to the problem, escalation is determined by severity;
- Level 2 support – Problem Identification and Problem Solution, advanced technical support is provided through problem isolation and delivery of resolution or bypass; and
- Level 3 support – Advance Support and Error Correction, circumvention is prepared, permanent fixes are developed for code defects.

The Office of the Commission Auditor (OCA) conducted a due diligence review on July 14, 2020 of E-Net Corporation; see Table -2

Awarded Vendor	Corporate Filing	Tax Collector	Westlaw
E-Net Corporation	Jurisdiction: California Domestic Stock  Principal Address: 300 VALLEY ST SAUSALITO CA 94965  Status: Suspended Date Filed: 01/25/1984	None	No Relevant Cases

OCA conducted a search of the Business Management Workforce System on July 14, 2020. The contract's Commodity Code is 20554 (Microcomputers, Handheld, Laptop, and Notebook, Environmentally Certified Products). Two local SBE-G&S certified firms were found on the Business Management Workforce System under the aforementioned code. (See below)

Vendor	Location	Certification
LASER PRODUCTS, INC.	Miami, FL	<u><a href="#">SBE-G&amp;S</a></u>
Network & Communication Services, Inc.	Miami, FL	<u><a href="#">SBE-G&amp;S</a></u>

**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=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)

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**Section 2-8.1(b)(3) of the County Code** prescribes that formal sealed bids for purchase of goods or services shall not be required where such formal sealed bids would not be practicable.

[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-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-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 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. 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/aopdfdoc/aopdf/pdffiles/IO3-38.pdf>

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Research Notes**

**Item No. 3B  
File No. 201248**

**Researcher: VW Reviewer: PGE**

RESOLUTION AUTHORIZING DESIGNATED PURCHASE PURSUANT TO SECTION 2-8.1(B)(3) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AUTHORIZING AWARD OF CONTRACT NO. BW-9162-2/25 FOR PURCHASE OF FORENSIC ODONTOLOGY SERVICES TO DR. RICHARD R. SOUVIRON, D.D.S. IN AN AMOUNT NOT TO EXCEED \$539,300.00 FOR THE INITIAL THREE-YEAR TERM AND TWO, ONE-YEAR OPTIONS TO RENEW FOR THE MEDICAL EXAMINER DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY RENEWAL, CANCELLATION OR EXTENSION PROVISIONS, PURSUANT TO SECTION 2-8.1 OF THE COUNTY CODE AND IMPLEMENTING ORDER 3-38

**ISSUE/REQUESTED ACTION**

Whether the Board should authorize, by a two-thirds vote of the members present, a designated purchase for forensic odontology services to Dr. Richard R. Souviron, D.D.S., under Contract No. BW-9162-2/25, in an amount not to exceed \$539,300 for the initial three-year term plus two, one-year options to renew for the Medical Examiner Department.

**PROCEDURAL HISTORY**

**Prime Sponsor: None**

**Department/Requester: Internal Services Department**

**ANALYSIS**

The purpose of this item is to approve a request for award of Designated Purchase, Contract No. BW-9162-2/25, to Dr. Richard R Souviron D.D.S. for a three-year term with two, one-year options to renew for the Medical Examiner Department to continue to receive forensic odontology services. The contract will replace the existing contract with Dr. Souviron, Contract No. BW9162-4/20, which was awarded under delegated authority on September 8, 2015 for an initial 13-month term, with four one-year options to renew. The contract took effect on September 14, 2015 and is set to expire on November 30, 2020. The current option term had an original expiration date of September 30, 2020 but was extended administratively by two months through November 30, 2020. Dr. Souviron has been providing forensic odontology services to the Medical Examiner Department for over 46 years.

The replacement contract will allow the Medical Examiner Department to continue receiving the services of a forensic odontologist. Forensic odontologists assist with, among other things: the examination and evaluation of dental records and bite-marks, aiding in the identification of human remains and criminal suspects, determining causes of death, acting as expert witnesses, conducting departmental education programs, and providing consultation services to related the State Attorney, Public Defender, and County agencies including the Police and the Public Health Trust. Under the contract, the awardee is specifically responsible for: providing appropriate reports pertaining to the identification of unknown persons or the cause of death; providing dental charts; reviewing x-rays of human jaws; studying and providing reports on skeletonized remains; providing forensic odontology services, at the ME's direction, to law enforcement agencies investigating crimes involving bite mark evidence, sexual battery, child abuse and assault; making an analysis and comparison of bite mark evidence; providing consultation services to the State Attorney, Public Defender and related County agencies including Police and the Public Health Trust as directed by the ME; providing active Board certification and training of new odontologists in preparation for the American Board of Forensic Odontology (ABFO) certification; cooperating with local law enforcement agencies to obtain dental impressions and dental records of subjects in police custody.

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**Item No. 3B**

**File No. 201248**

**Researcher: VW Reviewer: PGE**

Under the original contract BW9162-4/20, the County has allocated Dr. Souviron \$543,622 over the course of five years, two months, and sixteen days. The contract's Blanket Purchase Order shows that \$522,990.94 of the \$543,622 allocated for the initial term and all OTRs has been released (as of July 10, 2020), leaving a balance of \$20,631.06. Under the replacement contract Dr. Souviron will be allocated \$539,300 for a term of three years with two one-year options to renew. The annual allocation under the replacement contract is essentially the same as the current contract. Dr. Souviron will be paid at a rate of 8,988.30 per month for the duration of the contract.

The table below provides a breakdown of the two prior contracts for these services, BW9162-4/14 and BW9162-4/20, including effective dates of initial term through last OTR expiration date and cumulative value (allocation for initial term plus all OTRs). The County has spent a total of \$960,788.67 on these services under the two prior contracts.

Contract No.	Cumulative term	Cumulative value
BW9162-4/14	02/01/2010-08/31/2015	\$417,166.67
BW9162-4/20	09/14/2015-11/30/2020	\$543,622

The contract is a designated purchase because competition for forensic odontology services is not practicable given that there is not sufficient competition for specialized forensic odontology services in Miami-Dade County. A Request for Information (RFI) was conducted. This RFI was intended to assist the County in understanding the level of interest and assess the feasibility of establishing a competitively solicited contract for specialized forensic odontology services, on a nonexclusive basis, for the County ME. Zero responses were received to this RFI which was posted on BidSync from January 3 to January 16, 2020. On January 17, a survey was sent out to potential vendors and vendors who viewed the RFI on BidSync inquiring on any barriers that existed in their decision to not respond to the RFI. Three potential vendors responded, their responses did not indicate interest, availability, or feasibility of competition. This RFI confirmed that competition for forensic odontology services is not practicable at the time. Through market research, it was found that the Florida Department of Law Enforcement has identified Board Certified Odontologists by Medical Examiner District (MED) in the state of Florida. There are only two odontologists listed in the MED corresponding to Miami-Dade County, MED No. 11. They are: Dr. Richard Souviron and Dr. Brad Lewis. The American Board of Forensic Odontology lists Dr. Souviron as Chief and Dr. William Silver as Deputy Chief of the Forensic Odontology section for the Miami-Dade district. Dr. Silver remains firm on his response to the County that he will not bid if a solicitation were to become available for these services and a response from Dr. Lewis was not received. Dr. Richard Souviron was thus selected to provide forensic odontology services to the Medical Examiner Department.

Dr. Richard Souviron D.D.S. is a member of the following professional organizations: American Dental Association, Florida Dental Association, South Florida District Dental Society, International College of Dentists (Fellow), American Academy of Forensic Sciences (Fellow), and American Board of Forensic Odontology (Founding Member and Diplomat). Dr. Souviron has been practicing in the field of forensic odontology for over 60 years and is one of the foremost authorities in forensic dentistry in the United States. Dr. Souviron is world renowned for his determinations and presentations of bite mark evidence to assist law enforcement and child welfare agencies. He is the Chief Forensic Dentist for Dade County, Florida, and is a Forensic Consultant to numerous crime labs and police agencies throughout the State of Florida. He has served five years in the Ethics Committee of the East Coast Dental Society and the Florida Bar Grievance Committee, 11th Judicial Circuit.

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*A photo of Dr. Souviron*

**ADDITIONAL INFORMATION**

Dr. Souviron is highly sought after as an analyst and witness in dentally related criminal and civil cases. His extensive expertise in treating patients with bite disorders and TMJ disorders has afforded him great renown in the science of bite-mark evidence. Dr. Souviron came to the national forefront as the expert to bring conclusive evidence of guilt in the Ted Bundy murder case. In addition to fulfilling his civic duty to assist law enforcement agencies in such cases, Dr. Souviron has lectured extensively around the nation on forensic dentistry, the science of the human bite function, and interpretation of such evidence in criminal cases.

<https://www.dentalleaders.com/richard-r.-souviron-dds/>

Dr. Souviron became a Diplomate of the ABFO in 1976. He is currently a member of the Board of Directors. Dr. Souviron was a member of the Credentialing and Examination Committee from 1978 to 1985 and Chairman from 1980 to 1985. He was President of the ABFO from 1987 to 1988, Vice President from 1986 to 1987 and Secretary/Treasurer from 1984 to 1985. He has been a member of the Bite Mark Standards Committee and the Body Identification Guidelines Committee. Dr. Souviron was the AAFS Odontology Section Chairman in 1974 and was appointed to the Forensic Sciences Foundation from 1977 to 1979. He is the Chief Forensic Dentist for Dade County, Florida, and is a Forensic Consultant to numerous crime labs and police agencies throughout the State of Florida. He has served five years in the Ethics Committee of the East Coast Dental Society and the Florida Bar Grievance Committee, 11th Judicial Circuit.

<https://abfo.org/author/rsouviron/>



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**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.

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**Section 2-8.1(b)(3) of the County Code** prescribes that formal sealed bids for purchase of goods or services shall not be required where such formal sealed bids would not be practicable.

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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-686-17**, adopted July 6, 2017, authorized the exercise of the second, third and fourth one-year option to renew periods for contract No. BW9162-4/20, forensic odontology services, with a total contract value of up to \$544,000.00 for the medical examiner department.

<http://intra/gia/matter.asp?matter=171136&file=true&yearFolder=Y2017>

**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>

**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>

**HCCO Committee Meeting:  
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Research Notes**

**Item No. 3C  
File No. 201249**

**Researcher: MF   Reviewer: PGE**

RESOLUTION APPROVING AWARD OF CONTRACT NO. FB-01358 GROUP A (NON-FEDERAL FUNDING) AND GROUP B (FEDERAL FUNDING) TO VACANT PROPERTY SECURITY, LLC. FOR THE PURCHASE OR RENTAL OF PROTECTION COVERINGS FOR DOORS AND WINDOWS, AND ESTABLISHING AN OPEN PREQUALIFICATION POOL FOR GROUPS C AND D OF CONTRACT NO. FB-01358 FOR THE PURCHASE OF HURRICANE SHUTTERS AND INSTALLATION, REMOVAL, AND REPAIR SERVICES FOR MULTIPLE DEPARTMENTS FOR A FIVE-YEAR TERM IN AN AMOUNT NOT TO EXCEED \$2,462,000.00; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO GIVE NOTICE OF THESE AWARDS FOR GROUPS A AND B TO VACANT PROPERTY SECURITY, LLC., ISSUE THE APPROPRIATE PURCHASE ORDERS TO GIVE EFFECT TO SAME AND EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION OR EXTENSION PROVISIONS, PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING FOR GROUPS C AND D, 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-01358* for Group A (Non-Federal Funding) and Group B (Federal Funding) to Vacant Property Security, LLC for the purchase or rental of protection coverings for doors and windows. The item also requests for Board authorization for the establishment of an open prequalification pool for Groups C and D of *Contract No. FB-01358* for the purchase of hurricane shutters and installation, removal and repair services. The allocation is in an amount not to exceed \$2,462,000 for a term of five years for multiple County departments.

**PROCEDURAL HISTORY**

**Prime Sponsor:** None

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

There is no procedural history for this item currently.

**ANALYSIS**

The proposed resolution is requesting Board authorization to approve a group award consisting of the following: *Contract No. FB-01358* for Groups A and B and a prequalification pool for Groups C and D in the amount of \$2,462,000 as a consolidation of two current contracts. The group award is for the purchase or rental of protection coverings for doors and windows, as well as the purchase of hurricane shutters and installation, removal, and repair of such to serve various County departments for a five-year term. The subject group award will replace the current contract and prequalification pool for the aforementioned goods and services as a way to streamline the management of the existing contracts.

The vendors depicted below are recommended as part of a group award under *Contract No. FB-01358* and *Prequalification Pool No. FB-01358*. The vendor in Groups A and B will be awarded \$18,750 and \$1,731,000; Vendors in Groups C and D will be awarded \$712,250, bringing the requested to a cumulative value of \$2,462,000.

- Vacant Property Security, LLC – incumbent vendor for Groups A and B.
- Conwell & Associates Consulting Company – incumbent vendor for Groups C and D

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- Done Wright AC and Electric Service, Inc. – vendor for Groups C and D
- Sun Eagle General Contractors, Corp. – Groups C and D

The subject group award will replace the current contract and prequalification pool, which are summarized in Table 1 below.

**Table 1**

<b>Award No.</b>	<b>Goods and Services</b>	<b>Approval Term</b>	<b>Term Length</b>	<b>Awarded Vendors</b>	<b>Award Value</b>
Contract No. FB-00277	Security Coverings for Windows and Doors	December 1, 2015 – November 30, 2020	5 years	Vacant Property Security, LLC	\$2,400,000
Prequalification Pool No. 5101-1/21	Hurricane Shutters Furnish/Install/Repair	January 1, 2012 – December 31, 2016	5 years	Gema Construction Inc.; Greystroke Construction Inc.; Supreme Roofing and Construction Inc.; Ajil Construction Inc.; Atlas Door and Gate Inc.; Castle USA Corp.; The Bannerman Group Inc.; Conwell & Associates, Consulting Co.; Gestido Construction Group Inc.; Builders of Miami, LLC; Top Crafts Inc.; Phoenix Architectural Products Inc.; Hurst Awning Co. Inc.	\$4,384,000
Prequalification Pool No. 5101-1/21-1 (OTR Term)	Hurricane Shutters Furnish/Install/Repair	January 1, 2017 – December 31, 2021	5 years	Gema Construction Inc.; Greystroke Construction Inc.; Supreme Roofing and Construction Inc.; Ajil Construction Inc.; RJ Spencer Construction;	\$4,384,000

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				Castle USA Corp.; The Bannerman Group Inc.; Conwell & Associates, Consulting Co.; Builders of Miami LLC; Top Crafts Inc.; Phoenix Architectural Products Inc.;	
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The fiscal impact of this item is \$2,462,000 for a five-year term. The replacement group award is \$6,306,000 lower, or a decrease of 71.9%, from the current contract and pool; as noted in the mayoral memorandum, this reduction is due to the projected usage by the six user departments: Aviation, Community Action and Human Services, Internal Services, Library System, PortMiami, and Public Housing and Community Development.

OCA reviewed the Bid Tracking System on July 14, 2020 pertaining current *Contract No. FB-00277* and *Prequalification Pool No. 5101-1/21-1*. *Contract No. FB-00277* expires November 30, 2020 and has been depleted; meanwhile, *Prequalification Pool No. 5101-1/21-1*, which expires December 31, 2021, showed an allocation of \$4,340,907, a released amount of \$405,332, and a blanket purchase order of \$3,942,100.

A solicitation for this item was issued under full and open competition on November 18, 2019 with a due date of December 5, 2019. Five vendors responded to the solicitation, of which four have a local address, two are SBE and two are incumbents. As per the requestor Department, solicitations for Groups C and D remain open to allow for additional vendors that meet the prequalification criteria to be added during the pool's term.

OCA performed a search for commodity codes 87035 (Shutters Inside and Outside Types) and 90678 (Security Systems; Intruder and Smoke Detection) on the Business Management Workforce System's Certified Vendor Directory on July 14, 2020. Listed below are the local SBEs identified:

- JSA Group, Inc. Miami, FL SBE-G&S
- KVH Architects, P.A. Doral, FL SBE-G&S
- Ford Shutters Shades & Draperies Inc. North Miami, FL SBE-G&S

Whether these vendors have the capacity to participate in any aspect of the contract's scope of services is beyond the scope of this research note. None of the vendors listed above submitted proposals for the subject contract and prequalification pool.

OCA conducted due diligence on the awarded vendors on July 12, 2020; the findings are shown below. The respective groups for the contract and prequalification pool, as well as the SBE and incumbents are identified accordingly.

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<b>Awarded Firm(s)</b>	<b>Groups Awarded/Prequalified</b>	<b>Corporate Registration</b>	<b>Tax Collector's Office</b>	<b>Florida DBPR</b>	<b>Westlaw</b>
Conwell & Associates Consulting Company (SBE & Incumbent)	C and D	Florida Profit Corporation  Active  Principal Address: 11771 SW 137 Pl. Miami, FL  Filed: August 7, 2007	Business Address: 11771 SW 137 Pl. Miami, FL  Account active; pending balance of \$450 for Tax Year 2021	Account on file  Licensed for: Certified General Contractor; Certified Mechanical Contractor; Certified Underground Utility and Excavation Contractor; Certified Roofing Contractor; Certified Plumbing Contractor; Construction Business Information	No cases found
Done Wright AC and Electric Service, Inc. (SBE)	C and D	Florida Profit Corporation  Active  Principal Address: 10711 SW 216 St. #109 Miami, FL  Filed: May 5, 2003	Business Address: 10711 SW 216 St. #109 Miami, FL  Account active; pending balance of \$75 for Tax Year 2021	Account on file  Licensed for: Certified Electrical Contractor; Electrical Business Information; Certified General Contractor; Certified AC Contractor; Construction Business Information	No relevant litigation found
Sun Eagle General Contractors, Corp.	C and D	Florida Profit Corporation  Active  Principal Address: 12300 SW 130 St.	Business Address: 12300 SW 130 St. #5 Miami, FL	Account on file  Licensed for: Certified General Contractor; Construction	<i>Rhythm of Grace, Inc. et al v. Sun Eagle General Contractors Corp.</i> Case No. 2017-011499-CA-01, filed May 12, 2017

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**Item No. 3C  
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**Researcher: MF    Reviewer: PGE**

		#5 Miami, FL  Filed: April 15, 2008	Account active; pending balance of \$75 for Tax Year 2021	Business Information	in the 11 <sup>th</sup> Judicial Circuit Court, Miami-Dade County. Allegation: Defendant breached a Contract by failing to complete the project to construct the premises in a workmanlike manner, caused damages to the Plaintiff. Case status: There is a motion calendar hearing set for July 16, 2020.
Vacant Property Security, LLC  (Incumbent)	A and B	Foreign Limited Liability Company  Active  Principal Address: 350 Highland Drive Suite 100 Lewisville, TX  Filed: March 21, 2012	Business Address: 4595 NW 73 Ave. Miami, FL  Account active; pending balance of \$75.00 for Tax Year 2021	No account on file	No relevant litigation found

**ADDITIONAL INFORMATION**

OCA conducted an Internet search of the recommended vendors under this item on July 13, 2020. Below is a summary of each of the vendor's, as per information found in their respective websites.

- Conwell & Associates Consulting Company – the entity was established 25 years ago offering remodeling and builder services for kitchens, bathrooms, and more. <http://caconsultingc.com/>
- Done Wright AC and Electric Service, Inc. – the company specializes in air and water systems balancing, air duct cleaning, attic ventilation installation, boiler installation and boiler repair and maintenance. <https://porch.com/miami-fl/hvac-contractors/done-wright-ac-and-electric-service-159970315/pp>

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- Sun Eagle General Contractors, Corp. – the company offers the following services: Pre-construction Consulting; Project Management; Construction Management; Design-Build; General Construction; Building Maintenance and Multiple Building Program <http://www.suneaglegc.com/>
- Vacant Property Security, LLC – the entity specializes in offering industry-strength steel windows and doors. <http://www.vps360.com/>

**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.

[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)

**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>

**Resolution 1216-19**, adopted November 19, 2019, authorized a designated purchase for additional expenditure authority in an amount not to exceed \$1,769,000 to Contract No. FB-00277 for the rental of security protection coverings for doors and windows for the County's PHCD Department.

<http://intra/gia/matter.asp?matter=192293&file=true&yearFolder=Y2019>

**Resolution No. R-828-19**, adopted July 23, 2019, established a County policy for disclosure of past and present discrimination lawsuits in solicitation submissions; requiring the following: 1) implementing a policy of disclosure of discrimination lawsuits; 2) requiring in competitive and non-competitive solicitation documents the disclosure of lawsuits that include allegations of discrimination and dispositions of such lawsuits for a 10-year period through the date of the solicitation or non-competitive award recommendation; and 3) provide a report to the Board.

<http://www.miamidade.gov/govaction/matter.asp?matter=190936&file=true&fileAnalysis=false&yearFolder=Y2019>

**Resolution No. R-477-18**, adopted by the Board on 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.

<http://intra/gia/matter.asp?matter=180822&file=true&yearFolder=Y2018>

**Resolution 1011-15**, adopted November 3, 2015, directs the County Mayor or designee to require that vendors provide addresses of all local branch offices and headquarters and the number and percentage of local residents such vendors employ.

<http://intra/gia/matter.asp?matter=152271&file=true&yearFolder=Y2015>

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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. 681-11**, adopted September 1, 2011, authorized award of competitive contracts and authorized the mayor or his designee to exercise options to renew established thereunder for purchase of goods and services and authorizing the use of Charter County Transportation Surtax Funds.

<http://intra/gia/matter.asp?matter=111572&file=true&yearFolder=Y2011>



### **CONTRIBUTORS**

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### **The Office of the Commission Auditor, Miami-Dade Board of County Commissioners**

The Office of the Commission Auditor (OCA) was established in September 2002 by Ordinance 03-2 to provide support and professional analysis of the policy, service, budgetary and operational issues before the Miami-Dade Board of County Commissioners. The Commission Auditor's duties include reporting to the Board of County Commissioners on the fiscal operations of County departments, as well as whether the fiscal and legislative policy directions of the Commission are being efficiently and effectively implemented

These research notes, prepared in collaboration with the Miami Dade County departments as subject matter experts, is substantially less detailed in scope than an audit in accordance with the Generally Accepted Auditing Standards (GAAS). The OCA plans and performs the review to obtain sufficient, appropriate evidence to provide a reasonable basis for its findings and conclusions based on its objectives; accordingly, the OCA does not express an opinion on the data gathered by the subject matter expert(s).