

Internal Services Department Rates

ISD Insurance Rates

ISD Insurance Rates and Allocations (several subobjects/accounts)

Operating insurance coverage, including workers' compensation (01115), general liability (23210), auto liability (26065), police professional (23230) and property insurance (23410) are provided through the Internal Services Department (ISD). Departments that purchase insurance or participate in self-insurance programs will receive individual estimated costs for FY 2021-22.

The total allocation charges are based upon historical claims activities, operational exposures and anticipated future liabilities. In the FY 2021-22 budget, allocations to specific departments/agencies will be based on an established underwriting methodology. This underwriting methodology is exposure-based, and uses a weighted system set on solid underwriting principles. The allocation underwriting based exposures are as follows:

Workers compensation based on payroll, and Long-Term Liability Fund Reserve¹

General liability based on BCC approved FY 2020-21 operating budget²

Auto liability based on vehicle count, modified by type of equipment^{2 3}

¹ Due to recommendations of the County's external auditors and actuaries retained by the County and actuaries retained by the auditor; the County will be establishing a special fund reserve to reduce the workers' compensation long term debt. Please Note: The Worker's Compensation allocations will be based on the Countywide underwriting formula.

² Water and Sewer, Transportation and Public Works (Transit Portion), Public Housing and Community Development, and Aviation Departments will be charged on Actual cost and the administrative charge of 1.5 percent will be charged based on current year liability expenses.

³ Vehicles are defined as equipment that traverse roadways and are subject to registration (tag) with the Florida Department of Transportation.

For budget preparation, departments/agencies may wish to internally distribute the allocations for Workers' Compensation and General Liability on a budgeted position basis and the Auto Liability on a per vehicle basis. The ISD, Risk Management Division, in conjunction with the Office of Management and Budget (OMB) can, at the department's request, conduct informational meetings to explain the underwriting methodology in use.

The allocation for Police Professional Liability for FY 2021-22, will be as follows:

Professional Liability Insurance Rates			
Subobject/account	Service	Rate	Department
23230	Police Professional Liability	\$1,166,823	Miami-Dade Police Department
23230	Police Professional Liability	\$833,177	Miami-Dade Corrections and Rehabilitation

Rental vehicles: The County has a countywide vehicle rental program available to all departments/agencies. Departments/agencies need to budget for rental vehicle insurance costs based on monthly anticipated usage at a rate of \$60.47/month/vehicle. Please note that this rate is subject to change.

Property Insurance

Departments owning property will be charged their proportionate share of Property Insurance coverage. The amount of Property Insurance billed to each Department will be based on the percentage value of the Department's times the total cost of the insurance for all properties insured. The total cost of insurance is determined by the market in April of each year. Departments will receive a detailed breakdown of the premium from the Property and Casualty Manager after April 2021.

Any questions or concerns related to departmental allocations for the above stated projects should be directed to Baunie J. McConnell, Division Director of Risk Management, ISD 305-375-4281.

DEPARTMENT	Workers' Compensation FY 2021-22	General Liability FY 2021-22	Auto Liability FY 2021-22
1 ADMINISTRATIVE OFFICE OF THE COURTS	\$527,009	\$11,364	\$2,540
2 ANIMAL SERVICES	497,017	17,759	28,028
3 AUDIT AND MANAGEMENT SERVICES	117,721	1,239	-
4 AVIATION	3,689,153	-	-
5 BOARD OF COUNTY COMMISSIONERS	573,834	6,339	11,973
6 CITIZENS' INDEPENDENT TRANSPORTION TRUST	38,657	1,025	-
7 CLERK OF THE COURTS	1,837,027	33,995	9,252
8 COMMISSION ON ETHICS & PUBLIC TRUST	60,265	615	544
9 COMMUNITY ACTION & HUMAN SERVICES	1,383,699	76,240	50,224
10 COMMUNITY INFORMATION AND OUTREACH	383,658	7,326	2,177
11 CORRECTIONS & REHABILITATION	11,565,623	229,380	151,079
12 COUNTY ATTORNEY'S OFFICE	736,985	7,105	-
13 CULTURAL AFFAIRS	280,574	18,954	3,810
14 DTPW - PUBLIC WORKS	655,553	24,571	389,888
15 DTPW - TRANSIT	11,776,073	-	-
16 ELECTIONS	569,638	15,522	6,894
17 FINANCE	943,087	13,046	-
18 FIRE RESCUE	14,988,510	324,385	418,805
19 HOMELESS TRUST	61,883	24,442	-
20 HUMAN RESOURCES	348,272	3,696	-
21 INFORMATION TECHNOLOGY	3,091,794	77,036	46,967
22 INSPECTOR GENERAL	177,787	2,645	-
23 INTERNAL SERVICES	2,211,119	125,167	312,136
24 JUVENILE SERVICES	230,915	8,653	1,088
25 LAW LIBRARY	6,674	177	-
26 LEGAL AID	108,569	1,761	-
27 LIBRARY	1,045,378	32,794	23,565
28 MEDICAL EXAMINER	261,642	5,288	4,354
29 MIAMI-DADE ECONOMIC ADVOCACY TRUST	57,555	1,625	-
30 MIAMI-DADE POLICE	21,902,465	396,155	4,427,107
31 OFFICE OF MANAGEMENT & BUDGET, GRANT CO	305,419	10,380	-
32 OFFICE OF THE MAYOR	103,745	1,157	-
33 PARKS, RECREATION & OPEN SPACES	3,219,509	198,221	311,138
34 PROPERTY APPRAISER	1,023,506	17,427	12,517
35 PUBLIC DEFENDER	-	1,155	1,633
36 PUBLIC HOUSING & COMM. DEV.	1,167,339	-	-
37 REGULATORY AND ECONOMIC RESOURCES	2,639,909	41,394	169,148
38 SEAPORT	804,551	88,458	58,287
39 SOLID WASTE MANAGEMENT	2,961,375	170,105	756,846
40 STATE ATTORNEY'S OFFICE	45,661	2,086	-
41 TRANSPORTATION PLANNING ORGANIZATION	112,137	1,314	-
42 WATER AND SEWER	7,488,714	-	-
Total:	\$ 100,000,000	\$ 2,000,000	\$ 7,200,000

Fleet Operating and Vehicle Replacement Charges

Fleet Operational Charges (several subobjects/accounts)

Fleet operations charges are broken down between heavy (trucks and one-ton pickups) and light (cars, vans, and up to ¾ ton pickups) equipment. Departments can access their monthly Fleet charges summarized by expense category through the ISD Fleet Management Reporting Portal at:

<http://ssrs2008.miamidade.gov/Reports/Pages/Folder.aspx?ItemPath=%2fSSRS+Intranet%2fISD%2fReports%2fISD+Customer+Reports%2fMiami+Dade+County+ISD+Fleet+Reporting+Portal%2fFleet+Focus+M5%2fBilling&ViewMode=List>

Rates: Current operational fleet rates are shown in the table below. Total charges to departments will vary according to vehicle service needs; please see tables on the following pages.

Important

Please note that operational rates are determined during the budget development cycle. Final rates for FY 2021-22 will be published on the ISD Fleet Management website once the FY 2021-22 budget is adopted.

FY 2021-22 Fleet Operational Rates		
Item	Heavy Equipment	Light Equipment
Labor	\$ 73.00/hour	\$ 79.00/hour
* Work performed on Overtime or on County Holidays will be billed at the appropriate 1.5 and 2 (hr.) multiplier		
Commercial Repairs	Cost + 20% markup over invoice	Cost + 25% markup over invoice
Parts	Cost + 20% markup over invoice	Cost + 25% markup over invoice
Fuel	Cost + \$ 0.15 surcharge per gallon	
Misc. Charges	Overdue PM fees for light equipment: 0–499 miles past due: No penalty fee 500-750 miles past due: \$ 50 penalty 750+ miles past due: \$ 100 penalty Vehicle storage fee: \$10 per day will be charged if vehicles are not picked up ONE WEEK after the posted ready date	

FY 2021-22 Fleet Operational Rates (cont'd)			
Item	Heavy Equipment	Light Equipment	
Pool/Loaner Vehicles	Sedan / Pickup / Cargo Van	\$ 0.47 / mile + \$1.75 / hour	
	Passenger Van (7 & 15)	\$ 0.47 / mile + \$ 2.75 / hour	
	Hybrid Sedan	\$ 0.47 / mile + \$ 3.00 / hour	
	Wheelchair Equipped Pass. Van	\$ 0.47 / mile + \$ 4.50 / hour	
Vehicle		<u>Preparation</u>	<u>Disposal</u>
	General Fleet Vehicle	\$1,035.26	\$172.00
Preparation & Disposal	General Fire Vehicle	\$ 986.11	\$193.90
	Marked Police Cruiser	\$1,081.96	\$377.25
Charges	Marked Corrections Cruiser	\$1,081.96	\$362.65
	Marked Police Motorcycle	\$ 409.25	\$174.10

Important

Please note that vehicle preparation and disposal charges are determined during the budget development cycle. Final rates for FY 2021-22 will be published on the ISD Fleet Management website once the FY 2021-22 budget is adopted.

Fleet Management charges for its services under the following subobject/account codes shown in the table below:

Fleet Management Services Subobject/Account Codes		
Description	Subobject/Account Codes	
	Light	Heavy
Operating Charges:		
Fuel	26060	26070
Pool Vehicle Mileage	26062	N/A
Labor	26066	26072
Fluids/Parts	26063	26073
Commercial Repairs	26064	26074
Accident, Abuse, Modification	26068	26068
Vehicle Trust Fund Charges:		
Pool Vehicle Hourly Charges	26077	N/A
Preparation for Vehicle Disposal	26078	26078
Preparation for New Vehicle	26079	26079

Important

The following chart details actual operational fleet charges for FY 2019-20 and are being provided only as a guide.

FY 16/17 vs. FY 19/20 Fuel Consumption Gallons by Department								
Department	FY 16/17 Unleaded Gallons	FY 19/20 Unleaded Gallons	FY 16/17 : 19/20 Variance	% from Prior year	FY 16/17 Diesel Gallons	FY 19/20 Diesel Gallons	FY 16/17 : FY 19/20 Variance	% from Prior year
ADMIN OFC OF COURTS	1,328	922	(406)	-30.6%	-	-	-	0.0%
ANIMAL SERVICES	30,792	41,233	10,441	33.9%	9,267	8,238	(1,029)	-11.1%
AVIATION DEPARTMENT	189,109	204,346	15,237	8.1%	72,031	53,789	(18,242)	-25.3%
CAHSD	26,324	23,669	(2,655)	-10.1%	34,279	19,810	(14,469)	-42.2%
CLERK OF COURTS	4,415	3,922	(493)	-11.2%	-	-	-	0.0%
COMM ON ETHICS	253	-	(253)	-100.0%	-	-	-	0.0%
COMMUNICATIONS	528	866	338	63.9%	-	-	-	0.0%
CORRECTIONS AND REHA	117,153	124,346	7,193	6.1%	30,365	17,433	(12,932)	-42.6%
COUNTY ATTORNEY OFFC	649	244	(405)	-62.5%	-	-	-	0.0%
COUNTY COMMISSION	11,584	9,568	(2,016)	-17.4%	844	303	(541)	-64.1%
DEPT CULTURAL AFFRS	1,662	1,336	(326)	-19.6%	-	-	-	0.0%
ELECTIONS DEPARTMENT	5,647	8,651	3,003	53.2%	8,358	4,574	(3,783)	-45.3%
FIRE RESCUE	122,167	154,760	32,593	26.7%	943,367	605,123	(338,244)	-35.9%
INTERNAL SERVICES	54,201	61,673	7,472	13.8%	4,108	3,886	(221)	-5.4%
ITD	40,382	32,497	(7,885)	-19.5%	433	129	(305)	-70.3%
JUVENILE SERVICES DPT	410	238	(171)	-41.8%	-	-	-	0.0%
LIBRARIES	14,862	17,004	2,142	14.4%	17,880	18,216	336	1.9%
MEDICAL EXAMINER	6,869	7,638	769	11.2%	-	-	-	0.0%
METR. PLANNING ORG.	54	-	(54)	-100.0%	-	-	-	0.0%
MIAMI DADE POLICE	2,748,011	3,181,976	433,965	15.8%	36,509	75,184	38,676	105.9%
OFFICE OF THE MAYOR	102	-	(102)	-100.0%	-	-	-	0.0%
PHCD	87,044	78,868	(8,176)	-9.4%	1,773	2,653	880	49.6%
PROPERTY APPRAISER	6,650	5,360	(1,290)	-19.4%	-	-	-	0.0%
PROS	294,328	324,603	30,275	10.3%	118,581	115,561	(3,020)	-2.5%
PUBLIC DEFENDER	147	85	(62)	-42.2%	-	-	-	0.0%
PWWM PUBLIC WORKS	197	-	(197)	-100.0%	-	-	-	0.0%
RER	113,303	113,054	(249)	-0.2%	-	286	286	0.0%
SEA PORT	50,494	62,481	11,988	23.7%	7,867	5,030	(2,838)	-36.1%
FWIB	4,079	1,730	(2,348)	-57.6%	-	-	-	0.0%
SOLID WASTE - PUBLIC WORKS	23,538	34,647	11,109	47.2%	52	37	(14)	-27.8%
SOLID WASTE COLLECTION	110,214	125,279	15,065	13.7%	1,424,016	1,601,254	177,237	12.4%
SOLID WASTE DISPOSAL	45,261	39,795	(5,467)	-12.1%	748,984	823,223	74,239	9.9%
STATE ATTORNEY	29,036	22,748	(6,288)	-21.7%	205	109	(96)	-46.7%
TRANSIT AGENCY	117,465	567,447	449,982	383.1%	9,594,112	3,557,917	(6,036,195)	-62.9%
VIZCAYA MUSEUM GARDN	1,354	-	(1,354)	-100.0%	171	-	(171)	-100.0%
WATER AND SEWER	569,762	691,747	121,986	21.4%	597,658	720,399	122,741	20.5%
Total	4,829,373	5,942,733	1,113,360	23.1%	13,650,858	7,633,153	(6,017,705)	-44.1%

Strategic Fleet Replacement Program

A structured and strategic vehicle replacement program has been developed to replace County vehicles in the most cost-effective way available. In consultation with the Office of Management and Budget, as part of the budget development process departments will determine if future vehicle purchases will be based on a traditional (pay-as-you-go) purchase or via capital financing. All vehicle purchase proposals must be submitted as part of the budget submission via the updated "Vehicle Request Form" by all County Departments which can be downloaded via the following link:

<http://intra.miamidade.gov/internalservices/vehicle-purchase.asp>

Any questions or concerns regarding vehicle replacement should be directed to Alex Alfonso, ISD Fleet Management Division Director at 305-375-3110.

Real Estate Services

Lease Management Services (subject/account 25511)

Lease management services are provided to all County departments that lease space. Services include locating space, negotiating, and preparing lease contracts, processing contracts for BCC approval, overseeing design, and construction of lease build-outs, and processing the monthly lease payments.

Rate: Fee for services is five (5) percent of annual lease payments. Where no lease payments or nominal lease payments are involved, departments will be charged for staff time spent on processing the lease agreement.

Real Property Disposal Services

The disposal process for County real property requires coordinating an assessment of future need for the real property by County agencies, processing requests to the Planning Advisory Board, administering the competitive bidding process, and conducting contract closings.

Rate: Fee for services is based on the greatest of ten (10) percent of the sale price or \$5,000. If a property is sold for less than \$5,000, the full amount of the sale will serve as the service fee to the Division. If the property is sold/conveyed for nominal value or sold through a land exchange, departments will be charged for staff time spent on processing the land sale/conveyance. Real property transferred from ISD to other County agencies will be charged a processing fee equal to ten (10) percent of the property's assessed market value as determined by the Property Appraiser, capped at \$5,000, but not less than \$1,000.

Real Property Acquisition Services

The acquisition of real property and facilities for County departments includes identifying and analyzing potential County and non-County sites, conducting site planning activities, securing necessary surveys, negotiating, and preparing contracts, and other legal obligations required thereof. In addition, departments leasing property or space from the private sector may require a zoning hearing for the planned use.

Rate: Fee for services is based on staff time spent on the project.

Real Estate Development

The development of real property for County departments includes identifying and analyzing potential County and non-County sites, conducting site planning activities, securing necessary surveys, negotiating, and preparing contracts, and other legal obligations required.

Rate: Fee for services is based on the greater of a negotiated percentage of annual lease payments or staff time spent on the project.

Other Real Estate Services

The Real Estate Development Division is also responsible for many other miscellaneous real estate functions such as administering the appraisal selection process, soliciting title services, preparing easements, permits, and other legal documents. Charges for these services are based upon the staff time spent on the project.

Rate: Fee for services is based upon staff time spent and actual expenses incurred by ISD.

Note- Staff time is based on the hourly rate of the project manager, times a 2.6 multiplier to cover operating and administrative expenses. Fifty percent of any real estate commissions paid to a licensed real estate broker for any transaction will be kept by ISD and deducted from the amount owed to ISD from the Department.

ISD Business Supplies and Miscellaneous Services

Mail Services (sub-object 26051)

U.S. mail will be charged on a monthly basis as a journal entry to FAMIS. Non-FAMIS departments will receive invoices for charges. Requested non-scheduled deliveries will be charged for actual personnel and vehicle operation costs of service.

Rate: U.S. Mail - \$0.55 per normal First-Class piece, assess monthly*

***This rate may be adjusted during the fiscal year should the U.S. Postal Service approve different rates.**

Graphics and Copy Service (sub-object 26050)

All presswork, typesetting, and graphic design services are individually priced based on actual job costs.

Rates: Graphic design projects are individually priced
Quick Copy Charges - \$0.032 per impression (black and white)
Greater than 5,000 impressions - \$0.029 per impression (black and white)
Ad hoc, custom, and/or unique print projects are individually priced prior to print production as rates vary.
Graphics and signage improvements \$135.00 per hour.

Business Supplies (sub-object 47011)

Stability in general merchandise pricing is expected to continue.

Rates: Departments are advised to budget consistent with current spending levels

Moving Crew

Service includes a two-man crew, equipment, and supervision necessary to perform most moving needs.

Rates: \$110.00 per hour

Asset Management Fee

Departments are assessed an asset management fee based on the number of assets assigned to each department at the time the annual inventory process is initiated.

Rate: \$4.00 per asset in Fixed Assets System

Auction Services

ISD provides auction services of disposition of surplus assets on behalf of County departments and various municipalities. Twenty percent of the final sale price of auctioned items is retained by ISD for management and oversight of our auctions. Eighty percent of the final sale price is returned to the originating department or municipality upon completion of the auction.

Facilities and Infrastructure Management Services

Trade Shop Renovation Services

These are services requested from ISD Trade Shops by various departments through work orders and services tickets. The following labor and material rates apply.

TRADE	Labor Rate (Hourly)
CARPENTER	\$ 85.00
CARPENTER SUPERVISOR	\$ 95.00
ELECTRICIAN	\$ 85.00
ELECTRICIAN SUPERVISOR	\$ 95.00
EEE TECHNICIAN	\$ 85.00
EEE TECHNICIAN SUPERVISOR	\$ 95.00
LOCKSMITH	\$ 85.00
MAINTENANCE MECHANIC	\$ 65.00
MAINTENANCE SUPERVISOR	\$ 95.00
MANAGER ISD RENOVATION SERVICES	\$ 135.00
ASSISTANT RENOVATIONS MANAGER (PROPOSED)	\$ 125.00
INTERIOR DESIGN SPECIALIST	\$ 95.00
PERMITS AND DRAFTING SERVICE SPECIALIST	\$ 95.00
ISD PROGRAM MANAGEMENT SPECIALIST	\$ 125.00
MASON	\$ 85.00
PLUMBER	\$ 85.00
PLUMBER SUPERVISOR	\$ 95.00
REF/AC MECHANIC	\$ 85.00
REF/AC MECHANIC SUPERVISOR	\$ 95.00
SPRAY PAINTER / PAINTER	\$ 85.00
MATERIALS AND CONTRACT INVOICES	10% OVER INVOICE

ISD Service Tickets/Work Orders/Capital Projects

County departments must use the ISD Work Order and Service Ticket system through the following ISD Divisions:

- Infrastructure and design for ISD facilities as well as support for Departments with limited resources.
- Facilities and Infrastructure Management Division (FIMD) – Renovation Services Section (RSS) for repairs, preventive maintenance requests, renovation, and construction repair work to be performed at ISD facilities and other County facilities.

Departments are encouraged to determine their needs or request assistance from ISD with estimating costs for projects that will be initiated during the next fiscal year. All initial Service Requests may be made online through the Intranet at <http://intra.miamidade.gov> and click on Online Services – Internal Services - ISD Work-Order/Service Ticket link.

Billing for all work occurs on a monthly basis.

Service Tickets (subobject/account 26028) - up to \$25,000

Departments should initiate service tickets for work such as interior remodeling, plumbing, electrical and air conditioning repairs and preventive maintenance, carpentry, painting, signage, furniture acquisition, and office redesign. A service ticket should also be used to request preliminary estimates for larger projects and to repair minor damages caused by tropical cyclones such as hurricanes.

Fees for services provided are based on staff hours worked and are billed per the Trade Shops Renovations Services established rates (please refer to that section for details).

Work Orders (subobject/account 26040)

Work orders are initiated for larger projects, such as major repairs and renovations, office redesigns or relocations, and roof replacements. These projects require OMB approval and are expected to cost more than \$25,000. Departments must secure adequate funding and budget approval before work begins.

Project management fees for services provided are billed to the requestor's index code monthly. Program Management Office (PMO) charges are based on actual staff time and employee cost, plus distributed overhead costs.

Capital Projects

Capital projects are designated by the User Agency, OMB, and the OMB Capital Coordinator. Facilities and Infrastructure Management Division's project management staff provides construction administration and charges are billed to the specific user agency's index codes monthly based on the project's billing model

Monthly Parking (subobject/account 31320)

All County vehicles that park in County facilities will be charged a monthly fee.

Rate: \$50.00 per County vehicle per month. Departments may use the following formula for budgeting expenditures: Number of County vehicles x \$50.00 x 12 months

Monthly parking rates for non-County vehicles and additional parking-related information may be found at www.miamidade.gov/facilities/parking-facilities.asp

Daily Parking

Daily parking includes County vehicles and/or downtown business visits with personal vehicles.

Parking validation will be available to customers in the form of eNet validation for all ISD managed Parking Locations. Departments will be able to purchase eNet validation credits by having an authorized representative provide a credit account via memo, with the index code to the ISD Parking Manager (estimated time of implementation for eNet Validation System December 2020).

Rate: \$10.00 per validation (sold in increments of 100)

Validation Stickers

Departments may purchase parking validation stickers for the following non-automated parking locations:

Civic Center Jury Lot

Kristi House Lot

Stickers should be attached to the parking ticket and given to cashier.

Tip:

Failure to submit a validation sticker to the cashier when payment is due will require payment of the full parking ticket rate

Late Fees

Late fees will be applied to monthly patron’s failing to pay parking dues in a timely manner.

Monthly parking pass will not be re-issued to any patron that fails to cover these fees along with any past due amount on the account and any other additional fees incurred as a result of nonpayment.

Rate: \$15.00

Access Card Cost

A parking access card is issued to monthly patrons to park in our parking lots. This does not apply to county employees who use their employee ID for parking access.

Rate: \$10.00 (non-refundable)

Facility After-Hours Charges

Departments that anticipate using ISD-managed buildings outside of normal operating hours should budget to cover the additional utilities, security, janitorial, and building labor expenses associated with making the building available during such periods. For courts and other facilities, additional charges may be applied for additional security needs.

Rates: Varies according to building

After Hour Charges by Facility	
Building	After-Hour Charge (per hour)
Caleb Center	\$60.00
Children’s Courthouse	\$60.00
Central Support Facility	\$60.00
Coordinated Victims Assistance Center	\$55.00
Coral Gables Courthouse	\$60.00
Courthouse Center	\$60.00
Cultural Center	\$60.00
Data Processing Center	\$60.00
Dade County Courthouse	\$60.00
E.R. Graham Building	\$60.00
Elections/311 Building	\$60.00
Hialeah Branch Courthouse	\$60.00

After Hour Charges by Facility (cont'd)	
Hickman Building	\$60.00
Integrated Command Facility	\$60.00
Miami-Dade Flagler Building	\$70.00
North Dade Justice Center	\$60.00
Overtown Transit Village – North & South	\$65.00
Public Defender Building	\$60.00
Richard E. Gerstein Building	\$70.00
South Dade Government Center	\$60.00
South Dade Justice Center	\$60.00
Stephen P. Clark Center (Floors 1 -17)	\$145.00
Stephen P. Clark Center (Floors 18-29)	\$160.00
West Dade Permitting & Inspection Center	\$60.00
West Lot Garage Facility	\$60.00

Rent Roll

The rent roll for county departments is based on the rentable square footage allocation within a facility.

Rates: Varies according to department usage of space; updated list will be provided by ISD and OMB in a separate document.

ISD will be using the most recent Building Owners and Managers Association (BOMA) measurement standards for new spaces. ISD’s goal is to have all buildings measured using the new standard by FY 2022-23.

Additional or Miscellaneous Services

These are services requested by tenants that are not included in customary building management services, such as additional cleaning, additional security, moving of items within the building, labor for special event setups, and other miscellaneous requests.

County Labor Rates: Regular hours at \$50.00 and \$75.00 per hour on overtime

Other Outside Contracted Services: Will bill at the contractor’s rate plus 10 percent fee

Pest Management (subobjec/account 22340)

Funding for the program is provided by departments in direct proportion with their pro-rata use of the countywide pest control contract with the ISD, Strategic Procurement Division (SPD).

Rates: Varies among departments utilizing service

DEPARTMENT	FY 2021-22 BUDGETED COST
Aviation	\$ 79,292
Community Action and Human Services	\$ 5,036
Corrections and Rehabilitation	\$ 10,028
Cultural Affairs	\$ 1,168
Fire Rescue	\$ 6,668
Internal Services	\$ 28,775
Library	\$ 3,769
Parks, Recreation and Open Spaces	\$ 19,878
Miami-Dade Police	\$ 3,065
Public Housing	\$ 2,880
Seaport	\$ 3,518
Solid Waste Management	\$ 5,273
Regulatory and Economic Resources	\$ 1,947
Department of Transportation and Public Works	\$ 52,373
Water and Sewer	\$ 24,191

Electrical Energy and Water & Sewer (WASD) Billing System Charges

Each department can retrieve its electrical and WASD cost projections for the fiscal year through the EnergyCAP interface at <https://my.energycap.com/sso/login>. Please contact 305-375-1814 for access to the system, or to review FPL rate change projections. Departments will need to adjust both budgeted and projected costs based on planned expansions and contractions to their utilities usage. The table below reflects charges to each department for the management of the EnergyCAP system, an automated billing and account management system for utilities, and is based on the number of FPL and WASD accounts per department and associated costs such as personnel, software, vendor support, and IT costs.

<u>Department</u>	<u>Total</u>
Animal Services	\$631
Aviation	\$33,532
Community Action and Human Services	\$9,097
Corrections and Rehabilitation	\$11,799
Cultural Affairs	\$2,403
Fire Rescue	\$9,269
General Govt. Offices	\$244
Information Technology	\$244
Internal Services	\$16,281
Library	\$5,558
Parks, Recreation and Open Spaces	\$76,987
Miami-Dade Police	\$4,087
Public Housing and Community Development	\$142,026
Regulatory and Economic Resources	\$92
State Attorney	\$1,004
Seaport	\$11,635
Solid Waste Management	\$7,007
Transportation and Public Works	\$48,169
Water and Sewer	\$74,935

Note: ISD has completed the Water and Sewer Department (WASD) implementation project as of August 2020. This project added WASD invoices to EnergyCAP and provides departments with an overall view of their utility costs and consumption from one interface. These additions of WASD accounts and meters have increased software, IT and personnel costs. As departments use this enhanced program, they will be charged for their licenses and prorated software costs, in addition to the costs in the above table. Departments are encouraged to add a contingency for these additional costs.

Backup/ Emergency Generator Support

On-site electric power generators provide auxiliary prime and back-up power to County-owned facilities. Scheduled preventive maintenance is provided in accordance with a Service Level Agreement (SLA) for each unit, for a fixed monthly fee. Agreements are available on a weekly, bi-weekly, or monthly basis. Emergency and other unscheduled repairs are charged based on time and materials to include the cost of parts, supplies, vendor cost and other materials to cover administrative, procurement, and delivery costs.

Generators serviced by the ISD/FIMD Generator Section are billed based on the service level requested by each department. The standard plan provides for monthly generator PM service, the Gold Plan provides bi-weekly PM service, and the Platinum Plan provides for weekly generator PM service. The table below reflects service level agreements established by department. Equipment added by individual departments during the fiscal year will be billed at the prevailing rate and will add to the total noted in the table below.

Department	Weekly	Bi-Weekly	Monthly	Total
Corrections and Rehabilitation	14	0	0	\$137,629
Information Technology	4	0	14	\$51,422
Community Action and Human Services	0	4	0	\$19,661
Library	0	1	0	\$4,915
Transportation and Public Works	4	25	0	\$162,205
Internal Services	31	32	17	\$490,781
Miami-Dade Police	1	0	13	\$39,322
Parks, Recreation and Open Spaces	0	0	13	\$29,492
Solid Waste Management	0	19	0	\$93,391
Public Housing and Community Development	0	19	0	\$76,447

Rates: Not covered in SLA
 ISD service technician (Regular time): \$ 84/hour
 ISD service technician (Overtime): \$ 126/hour
 Outside contractors (Regular time): \$ Invoice amount plus 10 percent
 Outside contractors (Overtime): \$ Invoice amount plus 10 percent

Important: **ISD is not responsible for refueling generator tanks. This responsibility rests with the owner/operator managing the facility.**

Elevator Maintenance Management and Services

The Office of Elevator Safety (OES) will render services to include assisting with writing and managing maintenance contracts for elevators, escalators, moving walks, and conveyors, and related equipment. Funding for the management of the maintenance contracts is provided by departments in direct proportion with their pro-rata use of the countywide elevator maintenance contract with the ISD, Strategic Procurement Division (SPD) and will be charged as follows:

DEPARTMENT	FY 2021-22 BUDGETED COST
Aviation	Personnel rates below will apply
Community Action and Human Services	\$4,341
Corrections and Rehabilitation	\$26,045
Cultural Affairs	\$4,341
Fire Rescue	\$13,023
Public Housing and Community Development	\$70,901
Internal Services	\$235,854
Library	\$13,023
Transportation and Public Works	\$282,157
Parks, Recreation and Open Spaces	\$20,257
Miami-Dade Police	\$18,810
Port Miami	\$151,930
Solid Waste Management	\$2,894
Water and Sewer	\$26,045

OES provides compliance inspections, consultations, and equipment testing.

The information provided is based on the present costs. We are currently reviewing and enhancing the Elevator Contracts services. If additional resources are added mid-year, the additional costs will be distributed using the same distribution model.

Rates: Total expense for each department will vary, depending on the total number of units, age, degree of usage, and condition of unit.

<u>Personnel Description</u>	<u>Hourly Rate</u>
Elevator Inspector, standard rate:	\$ 160.00
Elevator Inspector, standard overtime rate:	225.00
Elevator Inspector, holiday overtime rate:	285.00
Elevator Section Support Staff:	95.00
Deputy Chief Elevator Inspector:	150.00
Manager, Office of Elevator Safety:	160.00

Elevator Regulatory Fees, Permit Fees, Inspection Fees and other costs:

For departments that own and operate elevators, escalators, moving walks and other regulated equipment, there are other associated fees which may apply for the inspection, permitting and certifying of equipment. Please refer to the Office of Elevator Safety Website for the published fee schedule, applicable to all owners, both public and private, at:

<https://www.miamidade.gov/facilities/elevator-permits.asp>

Security Services

Security services include calls for maintenance repairs on security systems, security alarm systems, installation of security systems, security alarm monitoring, elevator entrapment monitoring, security surveys and consultations, investigations and administration of the security guard contracts.

Rates: Varies according to service

Security Service Charges	
Service	Charge
Administration of service calls for maintenance and repair on alarms, closed circuit television, and other security equipment systems installations.	Charges are based on current security contract rates with 20 percent added for administration of services
Project Management for services above if requested by customer	\$100.00 per permit*
Installation of new security system and equipment	Call for estimate
Security Alarm System Monitoring – non-key response: ISD notifies facility contact person and/or police upon alarm activation	\$50.00 per month for each numbered account
Security Alarm System Monitoring – key response: ISD dispatches a Security Supervisor to the alarm and notifies facility contact person and/or police upon alarm activation (Standard connection via phone line).	\$150.00 per month for each numbered account
Radio Security Alarm System Monitoring – key response: same staffing response as above; however, this service includes a radio transmitter installed at the location to provide back-up communication.	\$170.00 per month for each numbered account
Radio Security Alarm System Monitoring – non – key response	\$75.00 per month for each numbered account
<i>Note: Departments requiring service must provide a set of keys or access card to ISD.</i>	False Alarm fees apply: <ul style="list-style-type: none"> • 1st – 5th: \$50.00 • 5th: Technician Inspection • 6th: \$75.00 • 7th: \$100.00 • 8th: \$150.00 • 9th: \$200.00 • 10th and above: \$250.00 each
Facility security systems monitoring, e.g. cameras, panic buttons, access cards, etc.	Call for estimates on specific sites

Administration of security guard contracts and on-site supervision.	Eight percent added to invoices Six percent added to Aviation department invoices. Charges apply to all security guard services as listed below
	Security Inspector costs will be billed and distributed to all departments
Monitoring of elevator phones Security Inspectors provide oversight County-wide ensuring facilities are staffed with properly credentialed and trained security officers, as well as responding to burglar alarms and reports of suspicious activity.	\$20.00 per month per elevator Security Inspector costs, along with vendor Project Manager costs, are billed bi-weekly via journal entry directly to the end users.
Vehicle (patrol car or motorized cart) for security officer. <i>Note: charges based on current vendor contracts and are subject to change.</i>	Charges are based on current security contract rates. Call for estimates on specific sites.
Security Guards, armed or unarmed with radios and uniforms/blazers Level 1: Watchman-type guard, unarmed Level 2: Intermediate guard, armed or unarmed Level 3: Specially trained, armed security guard Screener: Trained operator of electronic screening equipment	Charges are based on current security contract rates. Call for estimates on specific sites

***Note: Project management includes City of Miami annual alarm permit activations/renewals, processing, delivery and processing of any subsequent false alarm notices are paid up front by ISD's, FIMD Office of Security Management, and reimbursed by end user departments.**

Sign Language Interpreters (subobject/account 11502)

Under certain circumstances, public meetings and County-sponsored events may be required to have sign language interpreters present. Refer to County Procedure No. 579 (ADA Effective Communication) and consult with your departmental ADA Coordinator in order to make this determination.

Rates: Varies depending on hours/day of service

In-Person, On-Site Interpreter Services	
Non-Federally Funded Departments	
Description	Proposed Rate FY 21/22
County's Business Hours (8:00 am - 5:00 pm, Mondays to Fridays)	\$63.00
Non-Business Hours (requests that cannot be performed during business hours including those services for which the appointment must take place on weekends, holidays, our outside of 8:00 am to 5:00 pm weekdays.	\$69.00
Emergency Services	\$80.00

Federally Funded Departments	
Description	Proposed Rate FY 21/22
County's Business Hours (8:00 am - 5:00 pm, Mondays to Fridays)	\$68.73
Non-Business Hours (requests that cannot be performed during business hours including those services for which the appointment must take place on weekends, holidays, our outside of 8:00 am to 5:00 pm weekdays.	\$72.88
Emergency Services	\$90.00

Video Remote Interpreting (VRI)	
Description	Proposed Rate FY 21/22
Video Remote Interpreting (VRI)	\$105.00

Communication Access Realtime Translation (CART)	
Non-Federally Funded Departments	
On-Site Projected CART	\$275
Remote CART	\$225
Remote Projected CART	\$250

C-PRINT	
Non-Federally Funded Departments	
C-Captionist	\$225

Note: Higher rate used for budgeting purposes. Actual costs are based on the vendor used per procurement guidelines, roadmap, and current rates.