

## Internal Services Department (ISD) Rates

### ISD Risk Management Insurance Rates

#### ISD Insurance Rates and Allocations (several accounts):

Operating insurance coverage, including workers' compensation (5011150000), general liability (5232100000), auto liability (5260650000), sheriff professional (5232300000) and property insurance (5234100000) are provided through the ISD. Departments that purchase insurance or participate in self-insurance programs will receive individual estimated costs for Fiscal Year (FY) 2022-23.

The total allocation amount is based upon historical claim activities, operational exposures and anticipated future liabilities. In the FY 2022-23 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 Reserve<sup>1</sup>
- General liability based on BCC approved FY 2021-22 operating budget<sup>2</sup>
- Auto liability based on vehicle count, modified by type of equipment<sup>2,3</sup>

<sup>1</sup> Due to recommendations from the County's external auditors, actuaries retained by the County, and actuaries retained by the external auditor; the County will be establishing a special fund reserve to reduce the workers' compensation long-term debt. Please note: The Workers' Compensation allocations will be based on the Countywide underwriting formula.

<sup>2</sup> 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.

<sup>3</sup> 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.

For FY 2022-23, the allocation for Sheriff Professional Liability for the Miami-Dade Police Department increased from \$1,166,823 to \$1,174,856; and decreased for the Miami-Dade Corrections and Rehabilitation Department from \$833,177 to \$825,144. The allocation for Sheriff Professional Liability for FY 2022-23, will be as follows:

<b>Professional Liability Insurance Rates</b>			
<b>Account</b>	<b>Service</b>	<b>Rate</b>	<b>Department</b>
5232300000	Sheriff Professional Liability	\$1,174,856	Miami-Dade Police Department
5232300000	Sheriff Professional Liability	\$825,144	Miami-Dade Corrections and Rehabilitation Department

**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 \$60.51/month/vehicle. Please note that this rate is subject to change, and ISD will advise if needed.

**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 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 2022.

Any question or concern related to departmental allocations, should be directed to Baunie J. McConnell, Division Director of Risk Management, ISD at 305-375-4281.

**Budgeted Allocation for Workers' Compensation, General Liability and Auto Liability:**

DEPARTMENT	Workers' Compensation FY 2022-23	General Liability FY 2022-23	Auto Liability FY 2022-23
1 ADMINISTRATIVE OFFICE OF THE COURTS	\$499,170	\$10,067	\$2,178
2 ANIMAL SERVICES	510,294	16,941	34,629
3 AUDIT AND MANAGEMENT SERVICES	116,095	1,119	-
4 AVIATION	3,601,170	-	-
5 BOARD OF COUNTY COMMISSIONERS	596,882	6,080	14,977
6 CITIZENS' INDEPENDENT TRANSPORTION TRUST	38,199	953	-
7 CLERK OF THE COURTS	1,860,404	32,211	9,258
8 COMMISSION ON ETHICS & PUBLIC TRUST	63,400	598	545
9 COMMUNITY ACTION & HUMAN SERVICES	1,537,386	62,900	47,436
10 COMMUNITY INFORMATION AND OUTREACH	382,342	6,827	1,634
11 CORRECTIONS & REHABILITATION	11,418,371	245,350	160,716
12 COUNTY ATTORNEY'S OFFICE	732,028	6,516	-
13 CULTURAL AFFAIRS	271,281	17,174	3,812
14 DTPW - PUBLIC WORKS	642,876	22,094	402,653
15 DTPW - TRANSIT	11,836,193	-	-
16 ELECTIONS	421,943	13,625	7,625
17 FINANCE	989,068	12,529	-
18 FIRE RESCUE	15,093,909	347,117	579,181
19 HOMELESS TRUST	59,449	21,772	-
20 HUMAN RESOURCES	380,622	4,321	-
21 INFORMATION TECHNOLOGY	3,076,163	67,597	47,545
22 INSPECTOR GENERAL	173,378	2,431	-
23 INTERNAL SERVICES	2,321,737	142,637	301,554
24 JUVENILE SERVICES	228,685	7,712	1,634
25 LAW LIBRARY	8,475	180	-
26 LEGAL AID	98,955	1,481	-
27 LIBRARY	1,019,971	28,815	24,943
28 MEDICAL EXAMINER	263,730	4,807	3,812
29 MIAMI-DADE ECONOMIC ADVOCACY TRUST	54,447	1,813	-
30 MIAMI-DADE POLICE	21,775,015	426,407	4,175,755
31 OFFICE OF MANAGEMENT & BUDGET, GRANT CO	365,488	10,048	-
32 OFFICE OF THE MAYOR	174,365	1,663	-
33 PARKS, RECREATION & OPEN SPACES	3,210,438	184,454	353,837
34 PROPERTY APPRAISER	1,007,674	15,389	12,526
35 PUBLIC DEFENDER	-	1,024	1,634
36 PUBLIC HOUSING & COMM. DEV.	957,687	-	-
37 REGULATORY AND ECONOMIC RESOURCES	2,720,041	44,631	177,599
38 SEAPORT	827,861	71,044	63,284
39 SOLID WASTE MANAGEMENT	2,966,344	156,520	771,231
40 STATE ATTORNEY'S OFFICE	56,177	2,561	-
41 TRANSPORTATION PLANNING ORGANIZATION	89,429	595	-
42 WATER AND SEWER	7,552,860	-	-
Total:	\$ 100,000,000	\$ 2,000,000	\$ 7,200,000

## Fleet Operating and Vehicle Replacement Charges

### Fleet Operational Charges (several 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://ssrs2014.miamidade.gov/Reports/Pages/Folder.aspx?ItemPath=%2fSSRS+Intranet%2fISD%2fReports%2fISD+Customer+Reports%2fMiami+Dade+County+ISD+Fleet+Reporting+Portal%2fFleet+Focus+M5&ViewMode=List>

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

### Important:

**Please note that operational rates are determined during the budget development cycle. Final rates will be published on the ISD Fleet Management website once the FY 2022-23 budget is adopted.**

### Miami-Dade County ISD Fleet Management Division

#### Operational Rates

	Heavy Equipment	Light Equipment		
<b>Labor</b>	\$73.00/hour <sup>1</sup>	\$79.00/hour <sup>1</sup>		
<sup>1</sup> Work performed on Overtime or on County Holidays will be billed at time and a half or double time.				
<b>Commercial Repairs</b>	Cost + 20% markup over invoice	Cost + 25% markup over invoice		
<b>Parts</b>	Cost + 20% markup over invoice	Cost + 25% markup over invoice		
<b>Fuel</b>	Cost + \$0.15 surcharge per gallon for County Customers and \$0.20 surcharge for External Customers			
<b>Pool Vehicles</b>	\$0.47 per mile (inclusive of repairs, fuel and Sunpass tolls) <b>plus</b> the following daily rate:			
	Sedan / Pickup / Cargo Van	\$17.50 / day (>5 hours) or \$8.75 / ½ day (≤ 5 hours)		
	Passenger Van (7 & 15)	\$17.50 / day (>5 hours) or \$8.75 / ½ day (≤ 5 hours).		
	Hybrid Sedan	\$17.50 / day (>5 hours) or \$8.75 / ½ day (≤ 5 hours)		
<b>Light Equipment Fixed Repair Charges</b>	<u>Repair Description</u>	<u>Fixed Price</u>	<u>Repair Description</u>	<u>Fixed Price</u>
	A PM Light Equipment	\$39.95	Coolant Flush	\$72.95
	B PM Light Equipment	\$189.95	No Vehicle PickUp (1 Week)	\$50.00
	B PM Police Patrol	\$189.95	No Vehicle PickUp (2+ Weeks)	\$100.00
	C PM Light Equipment	\$269.95	Two Wheel Alignment	\$89.95
	C PM Police Patrol	\$269.95	Four Wheel Alignment	\$99.95
	PM Overdue (500 - 750 Miles)	\$50.00	Wheel Balance	\$59.95
	PM Overdue (+ 750 Miles)	\$100.00	Tire Rotation	\$31.95
<b>Vehicle Preparation &amp; Disposal Charges</b>	<u>Preparation Chgs</u>		<u>Disposal Chgs</u>	
	General Fleet Vehicle	\$928.20	General Fleet Vehicle	\$159.50
	General Fire Vehicle	\$891.80	General Fire Vehicle	\$181.40
	Marked Police Cruiser	\$1,086.40	Marked Police Cruiser	\$341.00
	Marked Corrections Cruiser	\$1,086.40	Marked Corrections Cruiser	\$341.00
	Marked Police Motorcycle	\$895.30	Marked Police Motorcycle	\$174.10

Fleet Management charges for its services using the account codes shown in the table below. Departments should review their FY 2020-2021 expenses in these accounts, as well as the budgeted amounts for FY 2021-22 to use as a guide in preparation for the FY 2022-23 budget.

Fleet Management Services Account Codes		
Description	Account Codes	
	Light	Heavy
<b>Operating Charges:</b>		
Fuel	5260600000	5260700000
Pool Vehicle Mileage	5260620000	N/A
Labor	5260660000	5260720000
Fluids/Parts	5260630000	5260730000
Commercial Repairs	5260640000	5260740000
Accident, Abuse, Modification	5260680000	5260680000
<b>Vehicle Trust Fund Charges:</b>		
Pool Vehicle Hourly Charges	5260770000	N/A
Preparation for Vehicle Disposal	5260780000	5260780000
Preparation for New Vehicle	5260790000	5260790000

**Important:**

The following chart details actual operational fleet charges for FY 2020-21 and are being provided only as a guide.

FY 2020-21 Fleet Expenses by Department	Light Fuel 5260600000	Heavy Fuel 5260700000	Pool Vehicle Mileage 5260620000	Light Repairs <sup>1</sup>	Heavy Repairs <sup>1</sup>	ACC/ABU/MOD 5260680000	Total
AD ANIMAL SERVICES DEPARTMENT	116,314	1,559	5,960	196,683	8,882	28,577	357,975
AVIATION DEPARTMENT	487,212	104,332	89	8,932	107,750	33,857	742,172
AT COUNTY ATTORNEY	184	-	-	-	-	-	184
BU MANAGEMENT AND BUDGET	-	-	477	-	-	-	477
CC COUNTY COMMISSION	18,094	607	5,878	34,303	10,402	-	69,284
CH COMMUNITY ACTION & HUMAN SERVICES	37,973	49,665	54,461	49,755	195,085	28,957	415,896
CL CLERK OF COURT	8,105	-	683	29,947	4,183	-	42,918
CR CORRECTIONS & REHABILITATION	291,879	35,004	3,488	322,872	163,624	69,099	885,966
CT COMMUNICATIONS	1,658	-	2,269	4,803	-	-	8,730
CU CULTURAL AFFAIRS	487	-	442	2,736	-	1,127	4,792
EL ELECTIONS	18,770	570	-	5,065	1,912	-	26,317
FN FINANCE DEPARTMENT	-	-	5,133	1,614	-	-	6,747
FR FIRE DEPARTMENT	325,470	579,372	35,692	554,804	349,712	61,576	1,906,626
HR HUMAN RESOURCES	-	-	108	-	-	-	108
ID INTERNAL SERVICES DEPARTMENT	163,598	8,789	64,899	154,045	21,457	27,237	440,025
IT INFORMATION TECHNOLOGY DEPARTMENT	71,145	1,348	10,395	106,641	4,455	26,393	220,377
JU JUVENILE ASSESSMENT CENTER (JAC)	444	-	6,110	3,384	-	3,671	13,609
LB LIBRARIES	41,429	55,578	18,641	58,917	85,608	6,997	267,170
MA OFFICE OF THE MAYOR	-	-	386	639	-	-	1,025
ME MEDICAL EXAMINER	19,815	-	-	10,942	-	640	31,397
MM MIAMI-DADE ECONOMIC ADVOCACY TRUST	-	-	87	-	-	-	87
OC ADMINISTRATIVE OFFICE OF THE COURTS	3,335	-	1,251	2,323	-	-	6,909
PA PROPERTY APPRAISER	14,359	-	1,307	9,731	-	615	26,012
PD METRO-DADE POLICE DEPARTMENT	7,762,905	122,309	1,604	6,380,400	375,855	1,196,642	15,839,715
PR PARKS, RECREATION AND OPEN SPACES	832,862	236,744	29,537	727,944	549,708	103,126	2,479,921
PU PUBLIC DEFENDER	234	-	-	726	-	-	960
PUBLIC HOUSING AND COMMUNITY DEVELOPMENT	151,306	2,731	12,777	170,983	18,401	16,070	372,268
RE REGULATORY & ECONOMIC RESOURCES	271,100	-	2,370	376,696	1,043	75,311	726,520
SA STATE ATTORNEY OFFICE	47,682	135	-	44,378	1,660	13,056	106,911
SP SEAPORT	148,734	6,479	6,580	174,108	109,080	1,210	446,191
SW SOLID WASTE MANAGEMENT	796,159	5,207,994	9,782	993,416	23,488,781	288,473	30,784,605
WATER AND SEWER DEPARTMENT	1,474,418	1,195,002	108,656	1,210,013	194,144	10,329	4,192,562
TP DEPT OF TRANSPRTION & PUBLIC WORKS	766,230	1,967,232	79,110	672,483	2,771,525	140,258	6,396,838
<b>Grand Total</b>	<b>13,871,901</b>	<b>9,575,450</b>	<b>468,172</b>	<b>12,309,283</b>	<b>28,463,267</b>	<b>2,133,221</b>	<b>66,821,294</b>

<sup>1</sup>Repair values include total charges for parts, labor, and outsources work for the following sub-object codes: 5260630000, 5260640000, 5260660000, 5260720000, 5260730000, and 5260740000.

**Fuel Costs:**

The below table denotes the actual fuel usage by department for FY 2016-17 vs FY 2020-21. Additionally, as part of the recent BCC legislation (Directive No. 182156) concerning “Fuel Reduction Targets”, all County departments are to help achieve the following reduction goals which will be benchmarked from FY 2016-17 fuel consumption levels.

Target Year: 2028 (Reduction Goal)

Unleaded Reduction by -20 percent

Diesel Reduction by -70 percent

The average fuel price per gallon charged to departments in FY 2020-21 is also shown below and is being provided as a guide.

Rates: Unleaded (E10): \$2.26 per gallon  
 Diesel (B5): \$2.30 per gallon

Department	FY 16/17 vs. FY 20/21 Fuel Consumption Gallons by Department							
	FY 16/17 Unleaded Gallons	FY 20/21 Unleaded Gallons	FY 16/17 : 20/21 Variance	% from Prior year	FY 16/17 Diesel Gallons	FY 20/21 Diesel Gallons	FY 16/17 : FY 20/21 Variance	% from Prior year
ADMIN OFC OF COURTS	1,328	1,409	81	6.1%	-	-	-	0.0%
ANIMAL SERVICES	30,792	40,437	9,645	31.3%	9,267	8,144	(1,123)	-12.1%
AVIATION DEPARTMENT	189,109	209,839	20,730	11.0%	72,031	52,242	(19,789)	-27.5%
CAHSD	26,324	17,951	(8,373)	-31.8%	34,279	15,886	(18,393)	-53.7%
CLERK OF COURTS	4,415	3,403	(1,012)	-22.9%	-	-	-	0.0%
COMM ON ETHICS	253	-	(253)	-100.0%	-	-	-	0.0%
COMMUNICATIONS	528	711	183	34.6%	-	-	-	0.0%
CORRECTIONS AND REHA	117,153	108,314	(8,839)	-7.5%	30,365	12,541	(17,824)	-58.7%
COUNTY ATTORNEY OFFC	649	-	(649)	-100.0%	-	-	-	0.0%
COUNTY COMMISSION	11,584	7,528	(4,056)	-35.0%	844	275	(569)	-67.4%
DEPT CULTURAL AFFRS	1,662	211	(1,451)	-87.3%	-	-	-	0.0%
ELECTIONS DEPARTMENT	5,647	950	(4,697)	-83.2%	8,358	245	(8,113)	-97.1%
FIRE RESCUE	122,167	181,754	59,587	48.8%	943,367	702,256	(241,111)	-25.6%
INTERNAL SERVICES	54,201	68,165	13,964	25.8%	4,108	4,983	875	21.3%
ITD	40,382	28,181	(12,201)	-30.2%	433	515	82	18.8%
JUVENILE SERVICES DPT	410	183	(227)	-55.3%	-	-	-	0.0%
LIBRARIES	14,862	17,510	2,648	17.8%	17,880	23,308	5,428	30.4%
MEDICAL EXAMINER	6,869	8,335	1,466	21.3%	-	-	-	0.0%
METR. PLANNING ORG.	54	-	(54)	-100.0%	-	-	-	0.0%
MIAMI DADE POLICE	2,748,011	2,963,235	215,224	7.8%	36,509	18,040	(18,469)	-50.6%
OFFICE OF THE MAYOR	102	-	(102)	-100.0%	-	-	-	0.0%
PHCD	87,044	65,116	(21,928)	-25.2%	1,773	1,276	(497)	-28.0%
PROPERTY APPRAISER	6,650	3,829	(2,821)	-42.4%	-	-	-	0.0%
PROS	294,328	258,418	(35,910)	-12.2%	118,581	108,950	(9,631)	-8.1%
PUBLIC DEFENDER	147	100	(47)	-31.8%	-	-	-	0.0%
RER	113,303	114,545	1,242	1.1%	-	-	-	0.0%
SEAPORT	50,494	57,476	6,982	13.8%	7,867	2,988	(4,879)	-62.0%
SOLID WASTE - PUBLIC WORKS	23,538	36,320	12,782	54.3%	52	-	(52)	-100.0%
SOLID WASTE COLLECTION	110,214	134,477	24,263	22.0%	1,424,016	1,776,253	352,237	24.7%
SOLID WASTE DISPOSAL	45,261	30,151	(15,110)	-33.4%	748,984	553,623	(195,361)	-26.1%
STATE ATTORNEY	29,036	14,585	(14,451)	-49.8%	205	48	(157)	-76.6%
TRANSIT AGENCY	117,465	486,474	369,009	314.1%	9,594,112	2,462,557	(7,131,555)	-74.3%
WATER AND SEWER	569,762	682,669	112,907	19.8%	597,658	716,368	118,710	19.9%
<b>Total</b>	<b>4,823,744</b>	<b>5,542,276</b>	<b>718,533</b>	<b>14.9%</b>	<b>13,650,687</b>	<b>6,460,498</b>	<b>(7,190,189)</b>	<b>-52.7%</b>

**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 OMB, 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 by County Departments must be submitted as part of the budget submission via the updated “Vehicle Request Form” 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 Rey Llerena , Fleet Contracts & Procurement Manager, ISD Fleet Management Division at 786-469-2744.

## **Real Estate Services**

### **Lease Management Services (account 5255110000):**

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, 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, 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 (account 5260510000):**

U.S. mail will be charged on a monthly basis and invoiced in the Billing module in INFORMS. Requested non-scheduled deliveries will be charged for actual personnel and vehicle operation costs of service.

**Rate:** U.S. Mail - \$0.58 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 (account 5260500000):**

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 - \$0.040 per impression (black and white)  
Greater than 5,000 impressions - \$0.035 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 (account 5470110000):**

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:** \$150.00 per hour with a three hour move minimum requirement. The Overtime rate is \$225 and the Holiday rate is \$300 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:** \$8.00 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. Thirty percent of the final sale price of auctioned items is retained by ISD for management and oversight of our auctions. Seventy percent of the final sale price is returned to the originating department or municipality upon completion of the auction.

## **Facilities and Infrastructure Management Services (FIMD)**

### **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.

<b>TRADE</b>	<b>Labor Rate (Hourly)</b>
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 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 (account 5260280000) - up to \$35,000:**



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.

**Note:** 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 (account 5260400000):**

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 \$35,000. Departments must secure adequate funding and budget approval before work begins.

**Note:** Project management fees for services provided are billed to the requestor's department 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 department codes monthly based on the project's billing model

**Monthly Parking (account 5313200000):**

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

**Rate:** \$60.00 per County vehicle per month. Departments may use the following formula for budgeting expenditures: Number of County vehicles x \$60.00 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](http://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 chartfield information to the ISD Parking Manager

**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/Facility

<b>After Hour Charges by Facility</b>	
<b>Building</b>	<b>After-Hour Charge (per hour)</b>
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
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 (account 5223400000):**

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 2022-23 BUDGETED COST
Aviation	\$126,235
Community Action and Human Services	\$3,533
Corrections and Rehabilitation	\$2,822
Cultural Affairs	\$1,061
Fire Rescue	\$3,834
Internal Services	\$10,800
Library	\$1,044
Parks, Recreation and Open Spaces	\$12,758
Miami-Dade Police	\$1,753
Public Housing	\$4,585
Seaport	\$1,615
Solid Waste Management	\$3,539
Regulatory and Economic Resources	\$3,100
Department of Transportation and Public Works	\$27,074
Water and Sewer	\$38,512

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

Each department can retrieve its Florida Power and Light (FPL) and Water and Sewer Department (WASD) utility cost projections for the fiscal year through the EnergyCAP (ECAP) interface at <https://my.energycap.com/sso/login>. Please contact 305-375-1814 for access to the system, or to review approved FPL rate increases for the next four years beginning on January 1, 2022. Departments will need to adjust both budgeted and projected costs based on planned expansions and contractions to their utility's usage. The table below reflects charges to each department for the management of the ECAP 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 training, and IT costs.

<b>Department</b>	<b>Total</b>
Animal Services	\$545
Aviation	\$32,878
Community Action and Human Services	\$9,093
Corrections and Rehabilitation	\$7,338
Cultural Affairs	\$1,419
Fire Rescue	\$8,927
General Govt. Offices	\$209
Information Technology	\$209
Internal Services	\$20,007
Library	\$6,075
Parks, Recreation and Open Spaces	\$76,227
Miami-Dade Police	\$5,757
Public Housing and Community Development	\$109,517
Regulatory and Economic Resources	\$90
State Attorney	\$987
Seaport	\$10,328
Solid Waste Management	\$8,433
Transportation and Public Works	\$49,509
Water and Sewer	\$76,111

**Note:** ISD has completed the WASD implementation project as of August 2020. This project added WASD invoices to ECAP 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.

<b>Department</b>	<b>Weekly</b>	<b>Bi-Weekly</b>	<b>Monthly</b>	<b>Total</b>
Animal Services	0	1	0	\$4,919
Corrections and Rehabilitation	15	0	0	\$147,576

Information Technology	2	0	14	\$51,462
Community Action and Human Services	0	4	0	\$19,677
Library	0	1	0	\$4,919
Transportation and Public Works	4	24	0	\$157,414
Internal Services	29	32	12	\$469,973
Miami-Dade Police	1	0	13	\$39,354
Parks, Recreation and Open Spaces	0	0	13	\$29,515
Solid Waste Management	0	21	0	\$103,303
Public Housing and Community Development	0	16	0	\$78,707
District 12	0	1	0	\$4,919

**Rates:** Not covered in SLA  
 ISD service technician (Regular time): \$86/hour  
 ISD service technician (Overtime): 129/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	\$4,134
Corrections and Rehabilitation	\$24,807
Cultural Affairs	\$4,134
Fire Rescue	\$12,403
Public Housing and Community Development	\$53,748
Internal Services	\$224,639
Library	\$12,403
Transportation and Public Works	\$268,740
Parks, Recreation and Open Spaces	\$19,294
Miami-Dade Police	\$17,916
Port Miami	\$144,706
Solid Waste Management	\$2,756
Water and Sewer	\$24,807

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 Contracted 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

<b>Security Service Charges</b>	
<b>Service</b>	<b>Charge</b>
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
<b>Note:</b> Departments requiring service must provide a set of keys or access card to ISD.	False Alarm fees apply: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – 5<sup>th</sup>: \$50.00</li> <li>• 5<sup>th</sup>: Technician Inspection</li> <li>• 6<sup>th</sup>: \$75.00</li> <li>• 7<sup>th</sup>: \$100.00</li> <li>• 8<sup>th</sup>: \$150.00</li> <li>• 9<sup>th</sup>: \$200.00</li> <li>• 10<sup>th</sup> and above: \$250.00 each</li> </ul>

Facility security systems monitoring, e.g., cameras, panic buttons, access cards, etc.	Call for estimates on specific sites
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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.	\$25.00 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 (account 5115020000):**

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**

<b>In-Person, On-Site Interpreter Services</b>	
<b>Non-Federally Funded Departments</b>	
<b>Description</b>	<b>Proposed Rate FY 2022-23</b>
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, or outside of 8:00 am to 5:00 pm weekdays.)	\$69.00
Emergency Services	\$80.00

<b>Federally Funded Departments</b>	
<b>Description</b>	<b>Proposed Rate FY 2022-23</b>
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, or outside of 8:00 am to 5:00 pm weekdays.)	\$72.88
Emergency Services	\$90.00

<b>Video Remote Interpreting (VRI)</b>	
<b>Description</b>	<b>Proposed Rate FY 2022-23</b>
Video Remote Interpreting (VRI)	\$105.00

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

<b>C-PRINT</b>	
<b>Non-Federally Funded Departments</b>	
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.

***\*Please note that all ISD final rates will be determined as part of the budget process.***