

**OFFICIAL FILE COPY  
CLERK OF THE BOARD  
OF COUNTY COMMISSIONERS  
MIAMI-DADE COUNTY, FLORIDA**

**MEMORANDUM**

Agenda Item No. 7(B)

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**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** (Second Reading 6-30-09)  
May 5, 2009

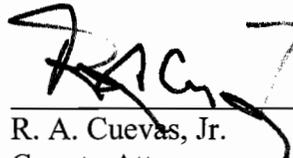
**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Ordinance further defining  
conditions for delegated  
authority of Mayor to award  
contracts without Commission  
approval to be inclusive of all  
terms and renewal combined;  
amending Section 2-8.1

**Ordinance No. 09-52**

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The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Barbara J. Jordan.

  
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R. A. Cuevas, Jr.  
County Attorney

RAC/jls

# Memorandum



**Date:** June 30, 2009  
**To:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners  
**From:** George M. Burgess  
County Manager  
**Subject:** Ordinance Further Defining Conditions for Delegated Authority of Mayor or Designee to Award Contracts without Commission Approval to be Inclusive of all terms and renewals combined

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The ordinance further defining conditions for delegated authority of Mayor or designee to award contracts without commission approval will have no fiscal impact on Miami-Dade County. This policy is consistent with the amended procedure as noted in the County Manager's memorandum of August 11, 2008 (attached).

Contracts whose initial term or options to renew (OTR) were approved by the Mayor or designee under previous delegated authority thresholds will continue to be brought to the Board once the value would exceed \$1 million.

Staff will continue to conduct market research prior to exercising any OTR to ensure that it is in the best interest of the County to continue with the current contract. Small Business Development reviews will also continue to be conducted prior to exercising OTRs to ensure that small business opportunities are maximized.

  
Assistant County Manager

fis03509

# Memorandum



**Date:** August 11, 2008

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

**Subject:** New Procedure for Options-to-Renew

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Section 2-8.1 of the County Code provides the Mayor or his designee with the authority to award competitive contracts valued up to \$1 million. Prior to exercising any option-to-renew (OTR) of a contract awarded under this delegated authority, which would exceed the \$1 million threshold, the contract is brought to the Board of County Commissioners (Board) for approval to exercise all OTR periods of the contract.

Due to recent discussions at the Budget and Finance Committee and Board meetings, effective immediately we will seek the Board's approval for contracts under \$1 million dollar threshold, which when all OTRs are exercised, the contract value exceeds the Mayor's delegated authority.

This practice will be implemented prospectively for all contracts.

- c Honorable Carlos Alvarez, Mayor
- Denis Morales, Chief of Staff, Office of the Mayor
- Susanne M. Torriente, Assistant County Manager
- Jennifer Glazer-Moon, Director, Office of Strategic Business Management
- Miriam Singer, Director, Department of Procurement Management
- Department Directors



# MEMORANDUM

(Revised)

**TO:** Honorable Chairman Dennis C. Moss  
and Members, Board of County Commissioners

**DATE:** June 30, 2009

**FROM:**   
R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Agenda Item No. 7(B)

Please note any items checked.

- "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Bid waiver requiring County Mayor's written recommendation
- Ordinance creating a new board requires detailed County Manager's report for public hearing
- Housekeeping item (no policy decision required)
- No committee review

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 7(B)  
6-30-09

ORDINANCE NO.      09-52

ORDINANCE FURTHER DEFINING CONDITIONS FOR DELEGATED AUTHORITY OF MAYOR OR DESIGNEE TO AWARD CONTRACTS WITHOUT COMMISSION APPROVAL TO BE INCLUSIVE OF ALL TERMS AND RENEWALS COMBINED; AMENDING SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:**

Section 1. The Code of Miami-Dade County is hereby amended as follows:<sup>1</sup>

\* \* \*

**Section 2-8.1 Contracts and purchase generally.**

\* \* \*

(b) *Bid Requirement for certain purchases; delegation of authority to advertise, award and reject bids or proposals for certain purchases.*

Formal sealed bids shall be secured for all contracts and purchases within the scope of this section when the transaction involves the expenditure of two hundred fifty thousand dollars (\$250,000.00) or more, except that the Board of County Commissioners, upon written recommendation of the County Manager, may, by resolution adopted by two-thirds (2/3) vote of the members present, waive competitive bidding when it finds this is to be in the best interest of the County. The County Manager is hereby delegated the authority to advertise for bid all County contracts, including contracts for public improvements, purchases of supplies, materials and services, and purchases of professional services, without the need for action by the County Commission. The County Manager shall be required to include in any such advertisement the measures approved by the Review Committee relating to the County's small and community business programs established in this Code. The County Manager shall further be required to report to this Board on a quarterly basis all contracts advertised with the

<sup>1</sup> Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

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measures included, and other steps taken to foster small and community business programs. The Commission Auditor shall review and evaluate the Manager's exercise of authority delegated pursuant to this section and report the results of his or her evaluation to the Board of County Commissioners on a periodic basis. The County Manager is hereby delegated the authority to award and reject bids or proposals for contracts for public improvements (construction), and purchases of supplies, materials and services (including professional services, other than professional architectural, engineering and other services subject to Section 2-10.4 and Section 287.055, Florida Statutes) costing one million dollars (\$1,000,000.00) or less, or in the case of miscellaneous construction contracts designed to provide opportunities for Community Small Business Enterprises specifically authorized by Board resolution two and one-half million dollars (\$2,500,000.00) or less, without the need for action by the County Commission. The authority to award contracts provided in the preceding sentence shall not constitute authority for the County Manager to >>award<<[[~~exercise an option to renew~~]] any contract where the combined value for such contract's initial term and [[~~the~~]] >>any<<option>>s<< to renew would exceed >>the monetary limitations set forth above<< [[~~one million dollars (\$1,000,000.00)~~]], and in such instances the >>Board may delegate the authority to award such options to renew contemporaneously with the award of the contract.<< [[~~County Manager shall obtain the prior authorization of the County Commission to exercise such option. The County Manager may recommend that the foregoing requirement to obtain prior Commission authorization to exercise an option to renew be waived for a specific contract when the Manager deems it to be in the best interests of the County.~~]] The Inspector General shall be invited to participate as appropriate in the processes by which the authority delegated hereby is exercised. The County Manager is delegated the authority to utilize any of the following processes for selection of a contractor to perform contracts for public improvements: competitive price bidding, request for proposals, or request for qualifications without the need for prior approval of the County Commission. The County Manager shall review all construction projects to determine whether the break-up of the project into smaller contracts will increase the opportunity for CSBEs to participate therein. For those contracts where the County manager requests authority from the County Commission to advertise, the request for such authority shall advise the steps taken to accomplish the foregoing sentence. The County Manager may designate appropriate County staff to exercise the authority delegated hereunder by administrative order, approved by the Board of County Commissioners.

Section 2. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 3. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any Sunset provision, shall become and be made a part of the Code of Miami-Dade County, Florida. The sections of this ordinance may

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be renumbered or re-lettered to accomplish such intention, and the word "ordinance" may be changed to "section," "article," or other appropriate work.

Section 4. This ordinance shall become effective 10 days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

PASSED AND ADOPTED: **June 30, 2009**

Approved by County Attorney as  
to form and legal sufficiency.



Prepared by:  
Oren Rosenthal



Prime Sponsor: Commissioner Barbara Jordan