


Memorandum



Date: June 5, 2018

To: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Recommendation for Approval to Establish a Prequalification Pool for Audio Visual Equipment and Supplies

Agenda Item No. 8(F)(12)

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-00626, Audio Visual Equipment and Supplies*, for multiple County departments. The pool provides for purchases of a wide variety of audio visual equipment and supplies, such as commercial and educational audio visual equipment, slide-tape presentations, films, televisions, CDs, videos, and all related products and installation support.

Prior to the advertisement of this solicitation, the Small Business Development Division reviewed the scope of work and advised that there were eight certified Small Business Enterprise firms under the commodity codes associated with this solicitation; however, only one vendor responded as being able to meet the solicitation requirements. Following evaluation of the bid submittals, that vendor is being recommended for inclusion in the pool. The other certified firms were contacted and asked about their reasons for non-participation. Some of the firms advised they were not interested in this type of commodity, as they are renters of audiovisual equipment supplies and services, while others stated they are not audio visual firms.

Additional audio visual firms were located through Google and contacted, but they expressed a lack of interest in the solicitation. In further efforts to increase local vendor participation, the Small Business Development Division completed an email blast post-evaluation. To date, no responses have been received. This pool will remain advertised on the Internal Services Department's website to encourage additional local vendor participation.

It would not be feasible for the two local firms being recommended for inclusion in the pool to support the full audio visual needs of the County. The local firms primarily provide the County with small-scale items such as cameras, tape recorders and film. The non-local firms provide the majority of the complex audio visual equipment that is used by County departments, such as Cultural Affairs, which uses large-scale equipment for productions and events. In those instances where a local firm is awarded, the cost associated with the purchase reflects a mark-up because the local firm obtains the equipment from a larger non-local firm and resells it to the County.

This item is placed for Committee review pursuant to Miami-Dade County Code Section 29-124(f). The Board may only consider this item if the Citizens' Independent Transportation Trust (CITT) has forwarded a recommendation to the Board prior to the date scheduled for Board consideration or 45 days have elapsed since the issuance of this recommendation. If CITT has not forwarded a recommendation and 45 days have not elapsed since the issuance of this recommendation, a withdrawal of this item will be requested.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$13,982,000. The current pool, 8279-5/18-1, has a cumulative value of \$22,940,000 for a ten-year term and expires on July 31, 2018. The allocation under the new pool is higher than the existing pool due to the increased allocation requests from several departments based on projected usage.

Department	Allocation	Funding Source	Contract Manager
Administrative Office of the Courts	\$25,000	General Fund	Dennise Suarez
Aviation	\$1,214,000	Proprietary Funds	Neivy Garcia
Communications	\$1,054,000	General Fund	Deborah Dean
Community Action and Human Services	\$50,000	General Fund/ Federal Funds	Kimberly Craig
Corrections and Rehabilitation	\$1,800,000	General Fund	Mohammad Haq
Cultural Affairs	\$2,500,000	Proprietary Funds	Marialaura Leslie
Economic Advocacy Trust	\$3,000	General Fund	Jose L. Gonzalez
Fire Rescue	\$600,000	Fire District	Marianela Betancourt
Information Technology	\$1,000,000	Internal Service Funds	Julian Manduley
Internal Services	\$166,000	Internal Service Funds	Victoria Palomino
Library System	\$66,000	Library District	Anna Rodriguez
Medical Examiner	\$30,000	General Fund	Aylin Concepcion
Office of the Clerk	\$316,000	Clerk Revenue	Charis Lubeck
Office of Inspector General	\$4,000	Proprietary Funds	Felix Jimenez
Parks, Recreation and Open Spaces	\$377,000	General Fund	Lluis Gorgoy
Police	\$1,400,000	General Fund	Laura Romano
PortMiami	\$455,000	Proprietary Funds	Gyselle Pino
Public Housing and Community Development	\$273,000	Federal Funds	Indira Rajkumar-Futch
Regulatory and Economic Resources	\$100,000	Proprietary Funds	Manuel Blanco
Solid Waste Management	\$78,000	Proprietary Funds/ General Fund	Olga Espinosa-Anderson
Transportation and Public Works	\$2,402,000	DTPW Operating	Angela Mathews-Tranumn
Water and Sewer	\$69,000	Proprietary Funds	Susan Pascul
Total:	\$13,982,000		

Track Record/Monitor

Fredrick Taylor of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

Upon approval of this item, a pool of prequalified vendors will be established to participate in spot market competitions. The County Mayor or the County Mayor's designee will have the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board. The County Mayor or the County Mayor's designee will also have the authority to (a) exercise all provisions of the solicitation documents and any resulting contracts pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38 and (b) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis.

Vendors Prequalified for Pool

A Request to Qualify was issued under full and open competition. Twenty-one vendors responded to the solicitation, of which there were three "No Bids." Ten vendors are being recommended for inclusion in the pool, and eight vendors are not being recommended for inclusion in the pool, as set forth in the tables below.

Vendor	Principal Address	Local Address	Principal
Audio Visual Innovations, Inc.	6301 Benjamin Road Suite 101 Tampa, FL	None	Steve Palmer
CDW Government, LLC	230 N Milwaukee Avenue Vernon Hills, IL	None	Christina V. Rother
Classroom Outfitters, LLC (SBE)	19301 SW 106 Avenue Suite 11 Miami, FL	Same	Richard A. Brewer
Computer Station of Orlando, Inc.	124 Fairway Pointe Circle Orlando, FL	None	Patrick Walsh
Emtec Group, Inc.	555 East Lancaster Avenue Suite 510 Radnor, PA	None	Gregory Chandler
Encore Broadcast Equipment Sales, Inc.	2104 West Kennedy Boulevard Tampa, FL	None	Susan L. Masotti
Howard Industries, Inc. dba Howard Technology Solutions	36 Howard Drive Ellisville, MS	None	Michael W. Howard
Pro Sound, Inc.	1375 NE 123 Street Miami, FL	Same	Rod Sintow
Pyramid Paper Company dba Pyramid School Products	6510 N 54 Street Tampa, FL	None	Lawrence A. Miller
School Specialty, Inc.	W6316 Design Drive Greenville, WI	None	Joseph M. Yorio

Vendors Not Prequalified for Pool

Vendor	Reason for Not Recommending
Adorama Camera, Inc.	Vendor did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendor may be added to the pool.
Audio Fidelity Communications Corporation dba Whitlock	
Business Information Systems, Inc., dba BIS Digital, Inc.	
ELB Global, Inc., dba ELB US, Inc.	
LRE, Inc., dba Lee Ryder Lamination	
National AV Installations, Inc.	
VMI, Inc.	
Unique Photo, Inc.	
Acco Brands USA, LLC	No Bid*
Encore Data Products, Inc.	
LD Products, Inc.	

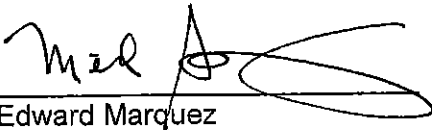
*A "No Bid" means the vendor responded indicating that it will not be providing an offer.

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues. The lists that were referenced included convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision will be collected on all purchases where permitted by the funding source.
- The Small Business Enterprise measures will be determined prior to advertising each spot market competition.
- The Local Preference will be applied at the time of spot market competition where permitted by the funding source.
- The Living Wage does not apply.

for 
Edward Marquez
Deputy Mayor




MEMORANDUM

(Revised)

TO: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

DATE: June 5, 2018

FROM: 
Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 8(F)(12)

Please note any items checked.

- "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
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(F)(12)
6-5-18

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-00626 IN A TOTAL AMOUNT UP TO \$13,982,000.00 FOR THE PURCHASE OF AUDIO VISUAL EQUIPMENT AND SUPPLIES FOR VARIOUS COUNTY DEPARTMENTS FOR AN INITIAL TERM OF FIVE YEARS; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, 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

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board authorizes the establishment of prequalification pool RTQ-00626 for the purchase of audio visual equipment and supplies for various County departments in a total amount up to \$13,982,000.00 for an initial term of five years; and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, (b) 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 (c) add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis. A copy of the solicitation document and resulting contracts are on file and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Esteban L. Bovo, Jr., Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Daniella Levine Cava	Jose "Pepe" Diaz
Sally A. Heyman	Barbara J. Jordan
Joe A. Martinez	Jean Monestime
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	Xavier L. Suarez
District 5 - Vacant	

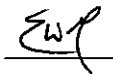
The Chairperson thereupon declared the resolution duly passed and adopted this 5th day of June, 2018. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Eduardo W. Gonzalez



Memorandum

To: Honorable Chairman Esteban Bovo, Jr.
and Members, Board of County Commissioners

From: Javier A. Betancourt, Executive Director

Date: April 26, 2018

Re: **CITT AGENDA ITEM 5C:**
RESOLUTION BY THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZE ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-00626 IN A TOTAL AMOUNT UP TO **\$2,402,000.00** FOR THE PURCHASE OF AUDIO VISUAL EQUIPMENT AND SUPPLIES FOR THE DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS FOR AN INITIAL TERM OF FIVE YEARS; AND AUTHORIZE THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING, 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 (DTPW – BCC Legislative File No. 180868)

On April 25, 2018, the CITT voted (8-0) to forward a favorable recommendation to the Board of County Commissioners (BCC) for the approval of the above referenced item, CITT Resolution No. 18-013. The vote was as follows:

Glenn J. Downing, CFP®, Chairperson – Aye
Joseph Curbelo, 1st Vice Chairperson – Aye
Alfred Holzman, 2nd Vice Chairperson – Aye

Oscar Braynon – Aye
Hon. Anna E. Lightfoot-Ward, Ph.D. – Aye
Miles E. Moss, P.E. – Absent
Marilyn Smith – Aye
Hon. Linda Zilber – Absent

Prakash Kumar – Aye
Jonathan Martinez – Absent
Paul J. Schwiep, Esq. – Aye
L. Elijah Stiers, Esq. – Absent

cc: Alina Hudak, Deputy Mayor
Bruce Libhaber, Assistant County Attorney