

# Memorandum



**Date:** October 6, 2020

**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

Agenda Item No. 8(F)(7)

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Recommendation to Ratify Emergency Purchase and Increase in Expenditure Authority  
under Prequalification Pool No. RTQ-01333, Moving Services

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve this request for ratification of a competitive emergency purchase in the amount of \$100,000 and an increase in expenditure authority in the amount of \$2,900,000, under Prequalification Pool No. *RTQ-01333, Moving Services* for the Elections Department (Elections). Elections is requesting the increase in expenditure authority to support future services through the remaining term of the pool. The County established this prequalification pool on September 25, 2019, under delegated authority, for a five-year term.

Elections started using this pool during municipal elections in 2019 to obtain moving services for the delivery and pickup of voting equipment and related supplies to and from the Elections Department warehouse, or other off-site warehouses, to Early Voting and Election Day locations. Voting equipment includes, but is not limited to, optical scanners, privacy booths, ballot transfer carts, check-in stations and general election supplies such as folding tables and chairs.

On July 13, 2020, the Director of the Elections Department declared an emergency in the amount of \$100,000, as there was insufficient expenditure authority available to obtain moving services for the August 2020 Primary Election. Although staff proceeded as an emergency due to the proximity of the August election, a request for quotes was issued to all the vendors on the prequalification pool to obtain the best pricing for these services.

Since the establishment of this prequalification pool, Elections has successfully utilized this delivery method for multiple municipal elections, the March 2020 Presidential Preference Primary and the August 2020 Primary Elections. Additional expenditure authority is needed to continue utilizing these services for the upcoming 2020 Presidential Election and to continue through the 2024 election cycle. Elections has realized operational efficiencies from shifting to these services as opposed to performing this function with temporary workers, allowing the redistribution of staff to other critical functions and eliminating the administrative functions associated with vehicular accident claims.

## **Scope**

The impact of this item is countywide in nature.

## **Fiscal Impact/Funding Source**

The pool term will expire on September 30, 2024. The pool had an existing cumulative allocation of \$999,000 prior to the \$100,000 emergency purchase. If the additional allocation requested is approved, the pool will have a modified cumulative allocation of \$3,999,000. The requested increase in expenditure authority is based on actual spend during the first year of the pool, the immediate need for the upcoming elections and future scheduled elections through 2024.

Department	Existing Cumulative Allocation	Allocation to Ratify	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
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Elections	\$999,000	\$100,000	\$2,900,000	\$3,999,000	General Fund	Jose Ponce
<b>Total:</b>	<b>\$999,000</b>	<b>\$100,000</b>	<b>\$2,900,000</b>	<b>\$3,999,000</b>		

### **Track Record/Monitor**

Pearl Bethel of the Internal Services Department is the Procurement Contracting Manager.

### **Delegated Authority**

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.

### **Prequalified Vendors**

Vendor	Principal Address	Local Address	Principal
Jasnov, Inc. dba Bekins of South Florida	5300 N Powerline Road, Suite 100 Fort Lauderdale, FL	None	Joseph Sabga
Millennium Relocation Services, Inc.	9332 NW 101 Street Medley, FL	Same	Julio E. Martinez
Taylor Concepts Co. dba Esquire Logistics, Inc.	8272 NW 21 Street Doral, FL	Same	Steven A. Howard
First Class Moving of South Florida, Inc.	8110 Anderson Road, Suite 100 Tampa, FL	None	Christopher Hunt

### **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 contractor responsibility, including verifying corporate status and review of performance and compliance issues. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

### **Applicable Ordinances and Contract Measures**

- The two percent User Access Program provision applies.
- The Small Business Enterprise (SBE) Bid Preference and Local Preference will be applied at the time of spot market competition. An SBE set-aside applies for spot market competition up to \$100,000 when there are three or more SBE-certified firms available.
- The Living Wage does not apply.



Jennifer Moon  
Deputy Mayor



# MEMORANDUM

(Revised)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** October 6, 2020

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(7)

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 present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ ) 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)(7)  
10-6-20

RESOLUTION NO. \_\_\_\_\_

RESOLUTION RATIFYING AN EMERGENCY PURCHASE IN THE AMOUNT OF \$100,000.00 AND INCREASE IN EXPENDITURE AUTHORITY IN THE AMOUNT OF \$2,900,000.00 FOR THE PURCHASE OF MOVING SERVICES FOR PREQUALIFICATION POOL NO. RTQ-01333 FOR THE MIAMI-DADE ELECTIONS DEPARTMENT; 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 ratifies an emergency purchase in the amount of \$100,000.00 and an increase in expenditure authority in the amount of \$2,900,000.00 for moving services for Prequalification Pool No. RTQ-01333 for the Miami-Dade Elections Department as set forth in the incorporated memorandum, 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, Strategic Procurement 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:

Audrey M. Edmonson, Chairwoman

Rebeca Sosa, Vice Chairwoman

Esteban L. Bovo, Jr.

Jose "Pepe" Diaz

Eileen Higgins

Joe A. Martinez

Dennis C. Moss

Xavier L. Suarez

Daniella Levine Cava

Sally A. Heyman

Barbara J. Jordan

Jean Monestime

Sen. Javier D. Souto

The Chairperson thereupon declared this resolution duly passed and adopted this 6<sup>th</sup> day of October, 2020. 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.



Oren Rosenthal