


# Memorandum



**Date:** October 5, 2021

**To:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

**From:** Daniella Levine Cava  
Mayor 

**Subject:** Recommendation for Approval to Establish a Prequalification Pool for RTQ-01710, Purchase/Lease of Multifunctional Devices, Maintenance and Solutions and Utilizing Charter County Transportation Surtax Funds for Such Purpose

Agenda Item No. 8(F)(7)

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-01710, Purchase/Lease of Multifunctional Devices, Maintenance and Solutions*, for multiple County Departments, with an allocation of \$18,751,000. The current pool, 9301-0/20, was approved by the Board on July 7, 2011, for a ten-year term, through Resolution No. R-539-11, and is primarily used to purchase/lease multifunctional devices, maintenance and solutions on an as needed basis.

This replacement pool will provide for the purchase/lease of devices and services, including but not limited to, production printers, large/wide format printers, single-function printers, desktop printers, desktop scanners, plotters, microfilm machines, microfiche machines, paper shredders, fax machines, software bundles that enable and enhance the productivity and capability of the devices, and maintenance and support services. The devices enable staff to copy and scan business transactions for contracts, customer services, accounting and communications between internal and external County staff and/or vendors and ensures the departments' day-to-day operations are achieved. This pool will allow the County to take advantage of all emerging technologies that are designed to reduce waste and impact on the environment. Staff is gathering data from all departments to analyze equipment types and usage to ensure each department is deploying devices that are sustainable and ecofriendly. All allocations released under this pool will require Mayoral approval.

Eleven vendors responded to the solicitation, of which seven are being recommended for inclusion in the pool, including six with local addresses and two certified Small Business Enterprise firms. In efforts to increase vendor participation, the solicitation draft was posted on the County's future solicitation website and all current pool vendors were notified by email before the solicitation was advertised. Upon advertisement, 91 vendors viewed the solicitation and 27 downloaded the solicitation. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added.

This item is placed for Board 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. It should be noted, of the total allocation requested through this item, \$1,701,000 is being allocated from for Department of Transportation and Public Works operating funds and \$50,000 is being allocated from Charter County Transportation Surtax funds for the Citizens Independent Transportation Trust.

## Scope

The scope of this item is countywide in nature.

**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.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$18,751,000. The current pool, 9301-0/20, is valued at \$34,000,000 for a ten-year and three-month term and expires on October 31, 2021. The allocation for the replacement pool is higher than the current pool on an annualized basis, as the amount is based on the spend data from 2015 to 2021 and is requested by departments to ensure there is adequate allocation to accommodate leasing new devices, device upgrades, replacement devices for current leases set to expire during the new term, as well as cover any overages not factored into the lease payments. A portion of this item will be funded by Charter County Transportation Surtax funds.

<b>Department</b>	<b>Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
Animal Services	\$181,000	General Fund	Alexis Castro
Audit and Management Services	\$45,000	General Fund	Michielan Gayle
Aviation	\$1,300,000	Proprietary Funds	Neivy Garcia
Board of County Commissioners	\$200,000	General Fund	Elda Green
Citizens Independent Transportation Trust	\$50,000	PTP Surtax	Vontressia Walker
Community Action and Human Services	\$990,000	General Fund/Federal Funds	Brad Skinner
Communications and Customer Experience	\$76,000	General Fund	Kenia Lopez
Corrections and Rehabilitation	\$1,925,000	General Fund	Zuleika Davidson
County Attorney	\$275,000	General Fund	Julie Rivero
Cultural Affairs	\$126,000	Proprietary Funds	Regla Lee
Economic Advocacy Trust	\$51,000	General Fund	Monique Caliste
Elections	\$210,000	General Fund	Jose Ponce
Finance	\$300,000	Proprietary Funds	Joaquin Bello
Fire Rescue	\$453,000	Fire District Funds	Marianela Betancourt
Human Resources	\$350,000	General Fund	Ricardo Bran
Information Technology	\$663,000	Internal Service Funds	Lourdes Betancourt
Internal Services	\$2,096,000	Internal Service Funds	Angela Wilson
Juvenile Services	\$123,000	General Fund	Cindy Akerman
Library System	\$950,000	Library District	Kimberly Craig
Management and Budget	\$45,000	General Fund	Carolina Acosta
Mayor’s Office	\$45,000	General Fund	Veronica Pizzorni

<b>Department</b>	<b>Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
Medical Examiner	\$179,000	General Fund	Aylin Concepcion
Parks, Recreation and Open Spaces	\$947,000	General Fund	Fernando L. Robreno
Police	\$1,950,000	General Fund	Laura Romano
PortMiami	\$334,000	Proprietary Funds	Gyselle Pino
Public Housing and Community Development	\$500,000	Federal Funds	Indira Rajkumar-Futch
Regulatory and Economic Resources	\$626,000	General Fund	Pierson Sherwood
Solid Waste Management	\$380,000	General Fund/Proprietary Funds	Karina Careaga
Transportation and Public Works	\$1,701,000	DTPW Operating	Rodney McMillian
Transportation Planning Organization	\$55,000	Federal Funds	Dachel Payrol
Water and Sewer	\$1,625,000	Proprietary Funds	Angel Castro
<b>Total:</b>	<b>\$18,751,000</b>		

**Track Record/Monitor**

Sade Chaney of the Internal Services Department is the Procurement Contracting Manager.

**Vendors Prequalified for Pool**

Eleven vendors responded to the solicitation, and seven are being recommended for inclusion in the pool as set forth in the table below.

<b>Vendor</b>	<b>Principal Address</b>	<b>Local Address</b>	<b>Principal</b>
Barlop, Inc. dbaBarlop Business Systems (SBE)	6508 NW 82 Avenue Miami, FL	Same	Madelyn Lopez
BLM Technologies of Florida, LLC dba EvolvTec	1321 NW 65 Place Suite 3 Fort Lauderdale, FL	None	Greg Blanc
Canon Solutions America, Inc.	One Canon Park Melville, NY	5200 Blue Lagoon Drive Suite 150 Miami, FL	Adachi Yoroku
Dex Imaging LLC	500 Staples Drive Framingham, MA	8880 NW 20 Street Suite M-N Doral, FL	Cristina Gonzalez
Restored Digital Solutions, LLC dba RDSTEAM.COM (SBE)	1900 NW 135 Avenue Miami, FL	Same	Gustavo J. Hermida
TGI Office Automation, LLC	5535 NW 35 Avenue Suite B Fort Lauderdale, FL	8200 NW 27 Street Suite 102 Doral, FL	Frank Grasso
Xerox Corporation	201 Merritt 7 Norwalk, CT	6205 Blue Lagoon Drive Suite 210 Miami, FL	Steven Bandrowczak

**Vendors Not Prequalified for Pool**

Vendor	Local Address	Reason for Not Recommending
Kyocera Document Solutions SE	8240 NW 52 Terrace Suite 301 Miami, FL	Vendor is not registered with Miami-Dade County. Upon submission of the required documents, the vendor may be added to the pool.
Konica Minolta Business Solutions, USA	8400 NW 33 Street Unit 402 Doral, FL	Vendors did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendors may be added to the pool.
Toshiba Business Solutions, a Division of Toshiba America Business Solutions, Inc.	15050 NW 79 Court Suite203 Miami Lakes, FL	Vendors did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendors may be added to the pool.
Sharp Business Systems	14651 Oak Lane Miami Lakes, FL	Vendor has not met all requirements of the pool. Upon verification that the vendor has met all requirements, the vendor may be added to the pool.

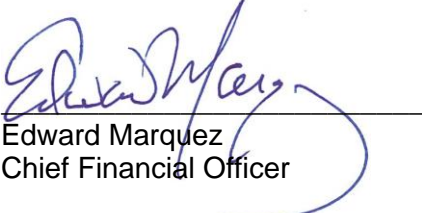
**Due Diligence**

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 through various vendor responsibility lists and a keyword internet search through various vendor responsibility lists and a keyword internet search. 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.

Pursuant to Resolution No. R-140-15, prior to re-procurement, a full review of the scope of services was conducted to ensure the replacement pool reflects the County’s current needs. The review included conducting market research, posting a draft solicitation for industry comment and receiving feedback from the user departments. The scope of services was updated to office machine maintenance and services for County owned devices, which includes but is not limited to multifunctional printers, production printers, large/wide format printers, desktop printers, desktop scanners, plotters, fax machines and microfilm machines.

**Applicable Ordinances and Contract Measures**

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

  
 Edward Marquez  
 Chief Financial Officer



**MEMORANDUM**  
(Revised)

**TO:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

**DATE:** October 5, 2021

**FROM:**   
Gen Bonzon-Keenan  
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)  
10-5-21

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01710 IN A TOTAL AMOUNT UP TO \$18,751,000.00 FOR THE PURCHASE OF PURCHASE/LEASE OF MULTIFUNCTIONAL DEVICES, MAINTENANCE AND SOLUTIONS FOR MULTIPLE DEPARTMENTS FOR A FIVE-YEAR TERM; 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; AND AUTHORIZING THE USE OF \$50,000.00 IN CHARTER COUNTY TRANSPORTATION SURTAX FUNDS FOR ELIGIBLE EXPENSES CONTAINED IN THE ORIGINAL PEOPLE'S TRANSPORTATION PLAN

**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-01710 for the purchase of purchase/lease of multifunctional devices, maintenance and solutions for multiple departments in a total amount up to \$18,751,000.00 for a five-year term; 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; and authorizes the use of \$50,000.00 in Charter County Transportation Surtax Funds for eligible expenses contained in the original People’s Transportation Plan.

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:

- |                                       |                        |
|---------------------------------------|------------------------|
| Jose “Pepe” Diaz, Chairman            |                        |
| Oliver G. Gilbert, III, Vice-Chairman |                        |
| Sen. René García                      | Keon Hardemon          |
| Sally A. Heyman                       | Danielle Cohen Higgins |
| Eileen Higgins                        | Joe A. Martinez        |
| Kionne L. McGhee                      | Jean Monestime         |
| Raquel A. Regalado                    | Rebeca Sosa            |
| Sen. Javier D. Souto                  |                        |

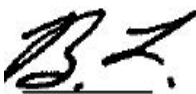
The Chairperson thereupon declared this resolution duly passed and adopted this 5<sup>th</sup> day of October, 2021. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon 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.




Bruce Libhaber



## Memorandum



**To:** Honorable Chairman Jose “Pepe” Diaz  
and Members, Board of County Commissioners

**From:** Javier A. Betancourt, Executive Director 

**Date:** July 30, 2021

**Re: CITT AGENDA ITEM 7C:**  
RESOLUTION BY THE CITIZENS’ INDEPENDENT TRANSPORTATION TRUST RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZE ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01710 IN A TOTAL AMOUNT UP TO **\$1,701,000.00** FOR THE PURCHASE OF PURCHASE/LEASE OF MULTIFUNCTIONAL DEVICES, MAINTENANCE AND SOLUTIONS FOR THE DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS FOR A FIVE-YEAR TERM; 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/ISD – BCC LEGISLATIVE FILE NO. 211603) SURTAX FUNDS ARE NOT REQUESTED**

On July 29, 2021, the CITT voted (10-0) to forward a favorable recommendation to the Board of County Commissioners (BCC) for the approval of the above referenced item, CITT Resolution No. 21-033. The vote was as follows:

Joseph Curbelo, Chairperson – Aye  
Oscar J. Braynon, 1<sup>st</sup> Vice-Chairperson – Aye  
Alfred J. Holzman, 2<sup>nd</sup> Vice-Chairperson – Aye

Hon. Peggy Bell – Aye  
Glenn J. Downing, CFP® – Aye  
Paul J. Schwiep, Esq. – Absent  
L. Elijah Stiers, Esq. – Aye  
Robert Wolfarth – Aye

Meg Daly – Aye  
Ashley V. Gantt, Esq. – Absent  
Marilyn Smith – Aye  
Mary Street, Esq. – Aye

c: Jimmy Morales, Chief Operations Officer  
Bruce Libhaber, Assistant County Attorney





## Memorandum



**To:** Honorable Chairman Jose “Pepe” Diaz  
and Members, Board of County Commissioners

**From:** Javier A. Betancourt, Executive Director

**Date:** July 30, 2021

**Re: CITT AGENDA ITEM 7D:**

RESOLUTION BY THE CITIZENS’ INDEPENDENT TRANSPORTATION TRUST RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS (BCC) AUTHORIZE ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01710 IN A TOTAL AMOUNT UP TO **\$50,000.00** FOR THE PURCHASE OF PURCHASE/LEASE OF MULTIFUNCTIONAL DEVICES, MAINTENANCE AND SOLUTIONS FOR THE OFFICE OF THE CITIZENS’ INDEPENDENT TRANSPORTATION TRUST FOR A FIVE-YEAR TERM; 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; AND AUTHORIZE THE USE OF CHARTER COUNTY TRANSPORTATION SURTAX FUNDS CONTAINED IN THE ORIGINAL PEOPLE’S TRANSPORTATION PLAN (**OCITT/ISD – BCC LEGISLATIVE FILE NO. 211603**) **SURTAX FUNDS ARE REQUESTED**

On July 29, 2021, the CITT voted (10-0) to forward a favorable recommendation to the Board of County Commissioners (BCC) for the approval of the above referenced item, CITT Resolution No. 21-034. The vote was as follows:

Joseph Curbelo, Chairperson – Aye  
Oscar J. Braynon, 1<sup>st</sup> Vice-Chairperson – Aye  
Alfred J. Holzman, 2<sup>nd</sup> Vice-Chairperson – Aye

Hon. Peggy Bell – Aye  
Glenn J. Downing, CFP® – Aye  
Paul J. Schwiep, Esq. – Absent  
L. Elijah Stiers, Esq. – Aye  
Robert Wolfarth – Aye

Meg Daly – Aye  
Ashley V. Gantt, Esq. – Absent  
Marilyn Smith – Aye  
Mary Street, Esq. – Aye

c: Jimmy Morales, Chief Operations Officer  
Bruce Libhaber, Assistant County Attorney