

Memorandum



Date: May 3, 2022

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

From: Daniella Levine Cava
Mayor *Daniella Levine Cava*

Subject: Request for Expenditure Authority to Contract No. FB-00685, Polo Shirts

Agenda Item No. 8(F)(4)

Recommendation

It is recommended that the Board of County Commissioners (Board) authorize additional expenditure authority to *Contract No. FB-00685, Polo Shirts*, for multiple County departments. The departments are requesting \$324,900 in additional expenditure authority to continue purchasing polo shirts. The County awarded this competitively established contract on May 1, 2018, for a five-year term in the amount of \$1,482,000 under Resolution No. R-395-18. The contract was modified under delegated authority for additional expenditure authority totaling \$250,000.

The contract provides for the purchase of long and short-sleeved polos, made of various fabrics, each embroidered with the County and/or individual department's logo. Many of the polo shirts are used as departmental uniforms for various classifications of employees. The contract comprises two groups: (A) polo shirts purchased with non-federal funds and set aside for Small Business Enterprise (SBE) firms and, (B) polo shirts purchased with federal funds. The SBE Set-Aside and Local Preference was applied to Group A. A No measure was applied to Group B due to federal funding source.

Additional expenditure authority is requested for the remainder of the contract term as follows:

1. Corrections and Rehabilitation is requesting \$100,000 to purchase polo shirts for employees in specialty units such as K-9 Unit, Transportation Bureau, Mental Health Treatment Center, Training Bureau and Compliance, Inspections, and Accreditation Bureau. In 2020, the Department implemented new polo shirt uniform requirements for these specialty areas which are expected to continue throughout the term of the contract. The additional expenditure will be used to provide polo shirts for current and new officers within these areas.
2. Cultural Affairs is requesting \$16,000 for uniform polo shirts for staff at four county facilities: African Heritage Cultural Arts Center, Joseph Caleb Auditorium, Miami-Dade County Auditorium and South Miami-Dade Cultural Arts Center. These uniform polos are worn by front line staff who work directly with the public, often in crowds of hundreds. The mandatory uniform prominently features the County logo so that the general public can easily identify County facility staff at indoor and outdoor events such as festivals, music concerts, school field trips, graduations, dance recitals, and other community activities. Employees using the uniform polos include after-school program instructors, security, maintenance, production, and event crowd control staff.
3. Elections is requesting \$2,500 to provide polo shirts for 110 employees. The shirts are part of the Department's uniform and are issued to employees based on assigned duties. Polo shirts are worn by employees who are involved in disaster assistance program, election activities and warehouse activities.
4. PortMiami is requesting \$29,500 to purchase polo shirts for employees. Based on collective bargaining agreements, the Department is required to provide uniforms bi-annually. The requested amount is based on the Department's analysis of usage and anticipated needs.
5. Miami-Dade Public Library System is requesting \$120,000 for continued purchase of polo shirts for employees. Polo shirts are part of the dress code for the department's approximately 700

library public service employees and worn daily at all library locations. Public service staff are issued five polo shirts per fiscal year. Ordering for existing staff and new hires is planned for spring 2022 and spring 2023.

6. Water and Sewer is requesting \$56,900 to replenish funds expended based on an unanticipated increase in polo shirt requests for additional staff classifications. The Department provides polo shirts for several classifications which include the deputy director, division chiefs, assistant chief supervisors, engineers, safety officers, field operations, and various administrative staff. Employees are required to wear polo shirts to plant bid openings, field/site visits, conferences, workshops, and other events. Based on historical usage and anticipated needs, the requested allocation is adequate for the remainder of the contract term.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The contract expires on May 31, 2023 and has a cumulative allocation of \$1,732,000. If this request is approved, the contract will have a modified cumulative allocation of \$2,056,900. The requested increase in expenditure authority is based on current usage and the estimated needs identified by the requesting departments. The additional expenditure for this year was approved by the Board as part of the fiscal year 2021-22 County budget.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Animal Services	\$63,600	\$0	\$63,600	General Fund	Alexis Castro
Aviation	\$90,000	\$0	\$90,000	Proprietary Funds	Neivy Garcia
Clerk of the Courts	\$4,000	\$0	\$4,000	Clerk Revenue	Charis Lubeck
Communications	\$55,000	\$0	\$55,000	General Fund	Deborah Dean
Community Action and Human Services	\$135,000	\$0	\$135,000	General/Federal Funds	Brad Skinner
Corrections and Rehabilitation	\$85,000	\$100,000	\$185,000	General Fund	Zuleika Davidson
Cultural Affairs	\$3,002	\$16,000	\$19,002	Proprietary Funds	Regla Lee
Elections	\$2,500	\$2,500	\$5,000	General Funds	Jose Ponce
Information Technology	\$99,000	\$0	\$99,000	Internal Service Funds	Julian Mandaley
Human Resources	\$3,000	\$0	\$3,000	General Fund	Ricardo Bran
Internal Services	\$57,000	\$0	\$57,000	Internal Service Funds	Jennyfer Calderon
Juvenile Services	\$4,000	\$0	\$4,000	General Fund	Maria Molina
Medical Examiner	\$2,000	\$0	\$2,000	General Fund	Aylin Concepcion
Office of	\$4,500	\$0	\$4,500	Proprietary	Patra Liu

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Inspector General				Funds	
Parks, Recreation and Open Spaces	\$248,000	\$0	\$248,000	General Fund	Fernando Robreno
Police	\$200,000	\$0	\$200,000	General Fund	Laura Romano
PortMiami	\$28,000	\$29,500	\$57,500	Proprietary Funds	Gyselle Pino
Public Housing and Community Development	\$30,000	\$0	\$30,000	Federal Funds	Indira Rajkumar-Futch
Public Library System	\$200,000	\$120,000	\$320,000	Library District	Kimberly Craig
Regulatory & Economic Resources	\$100,000	\$0	\$100,000	Proprietary Funds	Manuel Blanco
Solid Waste Management	\$84,498	\$0	\$84,498	General/Proprietary Funds	Karina Careaga
Transportation and Public Works	\$38,000	\$0	\$38,000	DTPW Operating	Angela Mathews-Tranumn
Water and Sewer	\$195,900	\$56,900	\$252,800	Proprietary Funds	Susan Pascual
Total:	\$1,732,000	\$324,900	\$2,056,900		

It should be noted that contracts contain termination for convenience provisions which can be exercised if the commodities and services in this item are affected by the establishment of the constitutional offices.

Track Record/Monitor

Sophia Cunningham of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

The County Mayor or County Mayor’s designee will have the authority to exercise all provisions of the contract, including any cancellation or extension provisions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Awarded Vendors

Vendor	Principal Address	Local Address	Principal
Global Trading, Inc. (SBE)	7500 NW 25 Street Unit 12 Miami, FL	Same	Viraj S. Wikramanayake
IPA Corp (SBE)	5201 Blue Lagoon Drive Suite 975 Miami, FL	Same	Norberto R. Cederna
Paragon Uniform Group, Inc.	1612 Jefferson Avenue Miami Beach, FL	Same	Pedro Gonzalez

Vendor	Principal Address	Local Address	Principal
(SBE)			

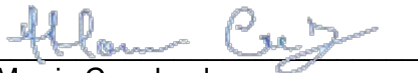
*DGG Uniform & Work Apparel, LLC was originally awarded, however the company was dissolved resulting in removal from the contract.

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 applies and will be collected on all purchases made under Group A.
- The Small Business Enterprise Set-Aside and Local Preference applied to Group A. No measure was applied to Group B due to federal funding source.
- The Living Wage does not apply as the services to be procured are not covered by the Ordinance.



Morris Copeland
Chief Community Services Officer



MEMORANDUM
(Revised)

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

DATE: May 3, 2022

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(F)(4)

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)(4)
5-3-22

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN AN AMOUNT UP TO \$324,900.00 FOR A MODIFIED CONTRACT AMOUNT OF \$2,056,900.00 FOR CONTRACT NO. FB-00685 FOR THE PURCHASE OF POLO SHIRTS FOR MULTIPLE COUNTY DEPARTMENTS; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY EXTENSION OR CANCELLATION PROVISIONS, PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purpose 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 additional expenditure authority in an amount up to \$324,900.00 for a modified contract amount of \$2,056,900.00 for Contract No. FB-00685 for the purchase of polo shirts for multiple County departments; and authorizes the County Mayor or County Mayor's designee to exercise all provisions of the contract, including any extensions or cancellation provisions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38. A copy of the contract is on file with 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:

Jose "Pepe" Diaz, Chairman

Oliver G. Gilbert, III, Vice-Chairman

Sen. René García

Sally A. Heyman

Eileen Higgins

Kionne L. McGhee

Raquel A. Regalado

Sen. Javier D. Souto

Keon Hardemon

Danielle Cohen Higgins

Joe A. Martinez

Jean Monestime

Rebeca Sosa

The Chairperson thereupon declared this resolution duly passed and adopted this 3rd day of May, 2022. 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.

mjs

Melanie J. Spencer