

# Memorandum



**Date:** June 1, 2022

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

**From:** Daniella Levine Cava  
Mayor *Daniella Levine Cava*

**Subject:** Recommendation for Approval to Establish a Prequalification Pool for Veterinary Supplies and Pharmaceuticals

Agenda Item No. 8(F)(3)

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-01913, Veterinary Supplies and Pharmaceuticals*, for the Miami-Dade Animal Services and the Miami-Dade Parks, Recreation and Open Spaces Departments in a total amount of \$18,400,000 for a five-year term. Small Business Enterprise (SBE) measures and local preference will be applied at the time of spot market competition, where permitted by the funding source.

Four vendors are being recommended for inclusion in the pool, of which one has a local address and is a certified SBE firm. During market research, staff identified potential vendors and sent an email blast to gauge their participation. A total of 4,055 firms were notified upon advertisement and six responded to the solicitation. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added throughout the pool's term. Staff will continue to reach out to vendors to encourage additional participation.

The current pool, *8073-1/20-1*, was established under delegated authority on January 20, 2012, for a five-year term with one, five-year option to renew term. The pool was subsequently modified for additional expenditure authority under delegated authority, and by the Board through Resolution Nos. R-806-14, R-93-15, R-1028-19, and R-897-21. There are 11 vendors in the current pool. Three vendors are local, of which two are SBEs.

## **Background**

The replacement pool consists of Group A (for the purchase of pharmaceutical supplies; Group B (for the purchase of veterinary laboratory supplies); and Group C (for the purchase of medical and miscellaneous supplies). Supplies include but are not limited to, gauze, alcohol prep pads, surgical blades, dermatophyte kits, ketone urine test strips, mineral oil, alfaxan-alfaxalone, alprazolam, azaperone, buprenorphine, dizapem tablets, diazepam injections, and in-house enzyme-linked immunosorbent assay tests for diseases such as heartworm, lyme, canine parvovirus and feline immunodeficiency.

Animal Services Department will use the pool to purchase medical, pharmaceutical and veterinary laboratory supplies to provide low cost and free vaccination and sterilization services to the public, as well as improved standards of veterinary care for more than 30,000 shelter animals annually, nursing and supportive care for victims of animal cruelty or neglect, heartworm treatment for adopted pets, and enhanced vaccination protocols to prevent the spread of disease amongst animals. Veterinary supplies and pharmaceuticals will also be utilized in pursuit of the County's No Kill Program and expansion of life saving efforts for animals under Resolution No. R-1255-20, the Save Charlie Act.

Parks, Recreation, and Open Spaces will use the pool to procure veterinary and pharmaceutical supplies for over 3,500 animals at Zoo Miami. These supplies are necessary for providing the highest level of care for the animals.

## **Scope**

The scope of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$18,400,000. The current pool, 8073-1/20-1, is valued at \$13,225,000.00 for a 10-year and six-month term and expires on July 31, 2022. The allocation under the replacement pool is higher than the current pool due to the expansion of the scope of services to include provision of veterinary laboratory supplies for identifying diseases in animals and additional items to support the operations of mobile wellness clinics, laboratories and the County’s No Kill Program under Resolution R-1255-20, the Save Charlie Act. The allocation is based upon the departments’ projected usage for the five-year term.

| Department                        | Allocation          | Funding Source | Contract Manager    |
|-----------------------------------|---------------------|----------------|---------------------|
| Animal Services                   | \$18,000,000        | General Fund   | Alexis Castro       |
| Parks, Recreation and Open Spaces | \$400,000           | General Fund   | Fernando L. Robreno |
| <b>Total:</b>                     | <b>\$18,400,000</b> |                |                     |

**Track Record/Monitor**

Sophia Cunningham 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. Six vendors responded to the solicitation, of which four are being recommended for inclusion in the pool as set forth in the table below.

Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended for inclusion in the pool are local due to a diminished number of veterinary pharmaceutical and laboratory supplies vendors. Staff will continue to conduct outreach efforts to increase local participation in the pool.

| Vendor  | Principal Address                            | Local Address | Principal           | Prequalified Group(s) |
|---|--|---------------|---------------------|-----------------------|
| Agni Enterprises, LLC dba Head to Heels Safety Supplies (SBE) | 7950 NW 155 Street Suite 103 Miami Lakes, FL | Same          | Subbarayan R. Pochi | B and C               |
| Intervet Inc. dba Merck Animal Health                         | 2 Giralda Farms Madison, NJ                  | None          | Caroline Litchfield | A and C               |
| MWI Veterinary Supply Co. dba MWI Animal Health               | 3041 W Pasadena Drive Boise, ID              | None          | Mark Shaw           | A, B and C            |
| Patterson Veterinary Supply, Inc.                             | 1031 Mendota Heights Road St Paul, MN        | None          | Kevin M. Pohlman    | A, B and C            |

**Vendors Not Prequalified for Pool**

The vendors in the below table are not being recommended for prequalification. However, the Strategic Procurement Division is providing guidance to the vendors that did not meet the prequalification requirements so they can provide the required documentation. Upon submission of the required documents and verification of information, the vendors may be added to the pool.

| <b>Vendor</b>         | <b>Local Address</b> | <b>Reason for Not Prequalifying</b>   |
|-----------------------|----------------------|---|
| Total Connection Inc. | Yes                  | Vendors did not submit the required documents to satisfy the prequalification criteria. |
| Zoom Technologies LLC | No                   |   |

**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. 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 holding meetings and drafting sessions with the user departments. The scope of services was updated to include the purchase of veterinary laboratory supplies such as in-house enzyme-linked immunosorbent assay tests for detecting diseases in animals.

**Applicable Ordinances and Contract Measures**

- The two percent User Access Program provision applies where permitted by the funding source.
- The Small Business Enterprise measures and Local Preference will be applied at the time of spot market competition, where permitted by the funding source.
- The Living Wage does not apply, as these are not covered services under the Ordinance.



Morris Copeland  
Chief Community Services Officer



**MEMORANDUM**  
(Revised)

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

**DATE:** June 1, 2022

**FROM:**   
Gen Bonzon-Keenan  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(3)

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)(3)  
6-1-22

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-01913 FOR GROUP A - PHARMACEUTICAL SUPPLIES; GROUP B - VETERINARY LABORATORY SUPPLIES; AND GROUP C - MEDICAL AND MISCELLANEOUS SUPPLIES FOR THE PURCHASE OF VETERINARY SUPPLIES AND PHARMACEUTICALS FOR MULTIPLE COUNTY DEPARTMENTS FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$18,400,000.00; 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-01913 for Group A - pharmaceutical supplies; Group B - veterinary laboratory supplies; and Group C - medical and miscellaneous supplies for the purchase of veterinary supplies and pharmaceuticals for multiple County departments for a five-year term in a total amount up to \$18,400,000.00; 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 is 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:

|                                       |                        |
|---------------------------------------|------------------------|
| 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 1<sup>st</sup> day of June, 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.

  
\_\_\_\_\_

Oren Rosenthal