

Memorandum



Date: July 7, 2022

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

Agenda Item No. 8(F)(6)

From: Daniella Levine Cava
Mayor 

Subject: Request for Additional Expenditure Authority to Contract No. FB-01915, Courier Services (Pick-Up and Delivery); and Authorizing the Use of Charter County Transportation Surtax Funds for Such Purpose

Summary

This item requests expenditure authority of \$25,000 for the Office of the Citizen's Independent Transportation Trust (CITT). The County awarded this contract under delegated authority in the amount of \$257,783. The allocation for CITT was bifurcated from the contract award to avoid delaying the award process for other departments. The allocation will be used by CITT to procure courier services to have agenda packages and other documents picked up and delivered on demand.

Recommendation

It is recommended that the Board of County Commissioners (Board) authorize additional expenditure authority to *Contract No. FB-01915, Courier Services*, for the Office of the Citizen's Independent Transportation Trust. The Department is requesting \$25,000 in additional expenditure authority to establish a contract for courier services for the pick-up and delivery of correspondence and parcels within the tri-county area. The County awarded this competitively solicited contract under delegated authority on March 1, 2022, for a five-year term in the amount of \$257,783. The contract is used by multiple County departments to obtain courier services for the transfer of documents, boxes, construction plans and packages between various facilities.

The requested allocation for CITT was bifurcated from the contract award established under delegated authority to avoid delaying the award process for other departments. CITT is requesting \$25,000 in expenditure authority to establish its allocation under this contract. The allocation will be used by CITT to procure courier services to have agenda packages and other documents picked up and delivered on demand. Deliveries are typically within the tri-county area.

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 CITT has forwarded a recommendation to the Board. 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 contract expires on February 28, 2027, and has a current allocation of \$257,783. If this request is approved, the contract will have a modified cumulative allocation of \$282,783. The requested increase in expenditure authority is based on projected needs for pick-up and delivery of courier-related items for CITT. The requested allocation includes the use of Charter County Transportation Surtax Funds for such purpose.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Animal Services	\$95,000	\$0	\$95,000	General Fund	Alexis Castro

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Communications	\$2,000	\$0	\$2,000	General Fund	Stacy
Library	\$25,000	\$0	\$25,000	Library District Funds	Kimberly Craig
Police	\$5,000	\$0	\$5,000	General Fund	Laura Romano
Regulator Economics Resources	\$117,000	\$0	\$117,000	Proprietary Funds	Manuel Blanco
CITT	\$0	\$25,000	\$25,000	Charter County Transportation Surtax Funds	Vontressia Walker
Water and Sewer	\$13,783	\$0	\$13,783	Proprietary Funds	Susan Pascal
Total:	\$257,783	\$25,000	\$282,783		

Track Record/Monitor

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

Delegated Authority

If this item is approved, 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 Vendor

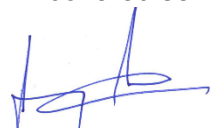
Vendor	Principal Address	Local Address	Principal
Global Courier Services Inc. (SBE)	5740 SW 59 Place Miami FL	Same	Cazanas, Heriberto

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 User Access Program provision applies and the two percent program discount will be collected on all purchases.
- The Small Business Enterprise Bid Preference and Local Preference were applied in accordance with the ordinances.
- The Living Wage does not apply as the value of the contract is less than \$100,000 per year for covered services under the Ordinance.


Jimmy Morales
Chief Operations Officer




MEMORANDUM

(Revised)

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

DATE: July 7, 2022

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(F)(6)

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)(6)
7-7-22

RESOLUTION NO. _____

RESOLUTION APPROVING ADDITIONAL EXPENDITURE AUTHORITY UP TO \$25,000.00 FOR A TOTAL MODIFIED CONTRACT AWARD OF \$282,783.00 FOR CONTRACT NO. FB-01915 FOR THE PURCHASE OF COURIER SERVICES FOR THE OFFICE OF THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION OR EXTENSION PROVISIONS, PURSUANT TO COUNTY CODE SECTION 2-8.1 AND IMPLEMENTING ORDER 3-38; AND AUTHORIZING THE USE OF CHARTER COUNTY TRANSPORTATION SURTAX FUNDS FOR THE OFFICE OF THE CITIZENS' INDEPENDENT TRANSPORTATION TRUST INCLUDED 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:

Section 1. This Board authorizes additional expenditure authority up to \$25,000.00 for a total modified contract award of \$282,783.00 for Contract No. FB-01915 for the purchase of Courier Services for the Office of the Citizens' Independent Transportation Trust.

Section 2. This Board authorizes the County Mayor or County Mayor's designee to exercise all provisions of the contract, including any extensions or cancellations, 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.

Section 3. This Board authorizes the use of Charter County Transportation Surtax Funds for the Office of the Citizens' Independent Transportation Trust included 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 7th day of July, 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.




Bruce Libhaber



Memorandum



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

From: Javier A. Betancourt, Executive Director 

Date: June 24, 2022

Re: CITT AGENDA ITEM 7E:
RESOLUTION BY THE CITIZENS’ INDEPENDENT TRANSPORTATION TRUST (CITT) RECOMMENDING THE BOARD OF COUNTY COMMISSIONERS APPROVE ADDITIONAL EXPENDITURE AUTHORITY UP TO **\$25,000.00** FOR A TOTAL MODIFIED CONTRACT AWARD OF \$282,783.00 FOR CONTRACT NO. FB-01915 FOR THE PURCHASE OF COURIER SERVICES FOR THE OFFICE OF THE CITIZENS’ INDEPENDENT TRANSPORTATION TRUST; AUTHORIZE THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION OR EXTENSION PROVISIONS, PURSUANT TO COUNTY CODE SECTION 2-8.1 AND IMPLEMENTING ORDER 3-38; AND AUTHORIZING THE USE OF CHARTER COUNTY TRANSPORTATION SURTAX FUNDS FOR THE OFFICE OF THE CITIZENS’ INDEPENDENT TRANSPORTATION TRUST INCLUDED IN THE ORIGINAL PEOPLE’S TRANSPORTATION PLAN (**OCITT/ISD – BCC LEGISLATIVE FILE NO. 221136**) **SURTAX FUNDS ARE REQUESTED**

On June 23, 2022, the CITT voted (6-0) to forward a favorable recommendation to the Board of County Commissioners (BCC) for the approval of the above referenced item, CITT Resolution No. 22-016. The vote was as follows:

Oscar J. Braynon, Chairperson – Aye
Alfred J. Holzman, 1st Vice-Chairperson – Absent
Robert Wolfarth, 2nd Vice-Chairperson – Aye

Hon. Peggy Bell – Aye
Meg Daly – Absent
Paul J. Schwiep, Esq. – Absent
Mary Street, Esq. – Aye

Joseph Curbelo – Aye
Qjuezari Harvey – Absent
L. Elijah Stiers, Esq. – Absent
Ernest Thomas – Aye

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