

Memorandum



Date: March 7, 2023

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor

Agenda Item No. 8(P)(8)

Subject: Recommendation for Approval to Establish a Prequalification Pool: EVN000045 for Reproduction and Binding Services

Summary

This item is for the purchase of reproduction and binding services, including but not limited to, architectural blue printing, drawing services, building document files, and project presentations, on an as-needed basis, for multiple County departments. Departments anticipate utilizing this pool for printing jobs that are not available through the County's printshop. Three vendors are being recommended to be included in the pool, and all are certified Small Business Enterprise (SBE) firms. A set-aside measure has been assigned to the pool.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN000045, Reproduction and Binding Services*, for multiple County departments with an allocation of \$1,440,000 for a five-year term. To track pool expenditures by vendor, bidding under this and other prequalification pools will gradually be conducted and monitored in a single platform, INFORMS, which will allow staff to provide data reports to the Board, as requested. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added throughout the pool's term.

The pool will replace current pool, *8254-1/22*, which was established by the Board on September 4, 2012, through Resolution No. R-680-12 for an initial five-year term, with one five-year option to renew, and a cumulative allocation of \$3,816,000. The pool was subsequently modified under delegated authority. The current pool has eleven vendors; ten have local addresses, five of which are certified SBE firms. At the time the pool was established, seven vendors were included in the pool and four additional vendors were added since then. The pools expire at the end of the term unless extended by the Board prior to the expiration.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$1,440,000. The current pool, *8254-1/22*, is valued at \$4,217,500 for the ten-year and six-month term and expires on April 30, 2023. The allocation for this replacement pool is a reduction from the current pool due to fewer departments participating in the pool.

Department	Allocation	Funding Source	Contract Manager
Communications and Customer Experience	\$10,000	General Fund / Proprietary Funds	Kenia Lopez
Public Housing and Community Development	\$100,000	Federal Funds	Indira Rajkumar-Futch
Fire Rescue	\$30,000	Fire District Fund	Marianela Betancourt
Internal Services	\$50,000	Proprietary Funds	Juanita Times
Regulatory and Economic Resources	\$1,210,000	Proprietary Funds	Joel Arango, Jr
Miami-Dade Economic Advocacy Trust	\$20,000	General Fund	William A Simmons

Department	Allocation	Funding Source	Contract Manager
PortMiami	\$20,000	Propriety Funds	Frank Ramirez
Total:	\$1,440,000		

Track Record/Monitor

Shari Francis of the Strategic Procurement 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 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. Three vendors responded to the solicitation, of which all are SBE firms and are being recommended for inclusion in the pool as set forth in the table below.

Outreach efforts conducted included market research to identify and contact potential vendors, and to gauge their interest in participating in the pool. A total of 95 firms were notified upon advertisement. In addition, local and non-local firms, including the incumbents, were notified of the draft scope of services posted to the County’s Future Solicitations website. SBD identified eight SBE firms certified under the project commodity code, and three were able to provide the items under this solicitation. Staff will continue to conduct vendor outreach to increase local vendor participation.

Vendor	Principal Address	Local Address	Principal
Quadco Printing and Signs, Inc. (SBE)	4970 SW 72 Avenue Miami, FL	Same	Jorge A. Quadreny
Superior Office Services, LLC (SBE)	4109 NW 135 Street Opa-Locka FL	Same	Edwin Gonzalez
Lithografikos LLC dba Minuteman Press At The Falls (SBE)	8850 SW 129 Terrace, Miami FL	Same	Zachary S. Hall

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Strategic Procurement Department’s 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 comments, corresponding, and drafting sessions with the user departments.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies where permitted by the funding source.
- The SBE Set-Aside and Local Preference will be applied at time of spot market competition, where permitted by the funding source. A no measure will apply when the funding source precludes the application of small business measures. Each spot market quote under this pool must be submitted to Small Business Development for review.
- The Living Wage applies as the services are covered under the Ordinance.
- The Responsible Wages and Benefits do not apply as the services are not covered under the Ordinance.



Jimmy Morales
Chief Operations Officer



MEMORANDUM
(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: March 7, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(8)

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(P)(8)
3-7-23

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN000045 FOR MULTIPLE COUNTY DEPARTMENTS FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$1,440,000.00 FOR THE PURCHASE OF REPRODUCTION AND BINDING SERVICES; 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 EVN000045 for multiple County departments for a five-year term in a total amount up to \$1,440,000.00 for the purchase of reproduction and binding services; 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.

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:

Oliver G. Gilbert, III, Chairman	
Anthony Rodríguez, Vice Chairman	
Marleine Bastien	Juan Carlos Bermudez
Kevin Marino Cabrera	Sen. René García
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Eileen Higgins
Kionne L. McGhee	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 7th day of March, 2023. 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

LUIS G. MONTALDO, CLERK AD INTERIM

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

OR

Oren Rosenthal