

# Memorandum



**Date:** November 7, 2023

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

**From:** Daniella Levine Cava  
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava". The signature is written in a cursive, flowing style.

Agenda Item No. 8(P)(4)

**Subject:** Recommendation to Establish a Prequalification Pool for Lawn Equipment: Purchase, Lease, Rental, Parts and Repair Services

## **Summary**

This item is to establish a prequalification pool for the purchase, rental, lease, and repair services for various types of lawn equipment and trailers, including replacement parts and accessories for multiple County departments. Upon establishment of the pool, purchases will be made on an as-needed basis via spot market competition. Approval of this item will allow departments to continue purchasing lawn equipment and services that are essential to maintaining the appearance of County properties and in preserving the value of the County's investment of plant material.

Parks, Recreation and Open Spaces (PROS) will be the primary user of this pool, based on their allocation. PROS is responsible for providing maintenance services to 42 athletic fields, three regional parks, six golf courses, and 118 Special Assessment Districts throughout Miami-Dade County, making it imperative that the lawn equipment used for services at these sites can be repaired as needed and replaced when the equipment reaches the end of its life expectancy. In addition, in-house crews are responsible for trimming approximately 78,000 trees and which includes safety-related trimming services to eliminate hazardous tree conditions identified throughout approximately 3,300 miles of County-owned roadway.

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN0000228, Lawn Equipment: Purchase, Lease, Rental, Parts and Repair Services* for multiple County departments with an allocation of \$7,351,000 for a five-year term. The establishment of a pool is recommended due to the varying types and brands of lawn equipment, including trailers, replacement parts, consumables, and accessories that need to be serviced, purchased and/or leased on as needed basis, which makes it difficult to establish estimated quantities for a fixed-price contract.

This pool will replace Prequalification Pool No. *RTQ-00947*, which was approved by the Board on January 23, 2019, through Resolution No. R-48-19 for a five-year term. There are currently 18 prequalified vendors in the pool, of which 14 are local, including two certified Small Business Enterprise (SBE) firms.

To track pool expenditures by vendor, bidding under this and other prequalification pools is being conducted and monitored in a single platform, INFORMS, which will allow staff to provide reports to the Board, as requested.

## **Background**

On March 23, 2023, a Request to Qualify (RTQ) was issued, and by the closing date on April 27, 2023, eight vendors responded to the solicitation. In an effort to include additional qualified local vendors, staff conducted further outreach to vendors identified in the market research, and two additional vendors submitted their responses after the closing date.

The scope of services for this prequalification pool consists of five groups: Group 1 - purchase of lawn equipment and trailers; Group 2 - purchase of lawn equipment replacements parts, consumables, and accessories; Group 3 - lawn equipment repair services in-shop; Group 4 - lawn equipment repair services mobile); and Group 5 - rental/lease of lawn equipment and trailers.

The pool will be used by multiple County departments, including PROS, Department of Solid Waste Management (DSWM), the Department of Transportation and Public Works (DTPW), and Water and Sewer Department (WASD), to meet their operational needs and to maintain their facilities and facilitate the repair and maintenance of their lawn equipment. PROS has the highest requested allocation and will use the pool to maintain their athletic fields, regional parks, golf courses, and special assessment districts throughout Miami-Dade County, in addition for the repair and maintenance of their aging lawn equipment. DSWM has the second-highest requested allocation and will use the pool for purchase, maintenance, and repair of their lawn equipment in order to maintain the properties under their control.

**Scope**

The scope of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$7,351,000. The current contract pool is valued at \$6,930,000 for a five-year term and expires on February 29, 2024. The allocation under the proposed pool is higher than the current pool due to anticipated usage and increased costs for these types of goods and services.

Department	Allocation	Funding Source	Contract Manager
Aviation	\$50,000	Proprietary Funds	Sylvia Novela
Corrections and Rehabilitation	\$100,000	General Fund	Natasha Reese
Fire Rescue	\$100,000	Fire District	Marianela Betancourt
Internal Services	\$65,000	Internal Service Funds / General Fund	Lashonne Williams-Canty
PROS	\$5,000,000	General Fund	Fernando L. Robreño
Police*	\$100,000	General Fund	Nicholas Santos
Public Housing and Community Development	\$175,000	Federal Funds	Indira Rajkumar-Futch
DSWM	\$765,000	Proprietary Funds / General Fund	Karina Careaga
DTPW	\$490,000	DTPW Operating	Melvin Cartagena
WASD	\$506,000	Proprietary Funds	Susan Pascul
<b>Total</b>	<b>\$7,351,000</b>		

\*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 office.

**Track Record/Monitor**

Manuel A. Jimenez of the Strategic Procurement Department (SPD) 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. Any contract award under the prequalification pool exceeding \$5,000,000 is subject to ratification by the Board.

**Vendors Prequalified for Pool**

Of the ten responses received in response to the RTQ, eight vendors, of which six are local, including two certified SBE firms, are being recommended for inclusion in the pool as noted below.

Outreach will continue to be conducted to encourage additional participation by local qualified vendors. There are six SBE firms under related commodity codes, of which two responded as being able to meet the solicitation requirements. This pool will also remain advertised on the County’s website to encourage additional participation.

Vendor	Principal Address	Local Address	Principal	Group(s) Prequalified
2M MOWER & TOOL, LLC (SBE)**	13800 SW 142 Avenue Suite 1 Miami, FL	Same	Dilbe A. Medina Roa	1, 2, 3 & 5
Ace Lawnmower Service, Inc.	6620 SW 8 Street Miami, FL	Same	John B. Fogg, Jr.	1, 2 & 3
All Dade Lawnmowers, Inc.	1495 NW 111 Avenue Miami, FL	Same	David F. Torrente	1, 2 & 3
Clarke Mosquito Control Products, Inc.	3036 Michigan Avenue Kissimmee, FL	None	John L. Clarke, III	1 & 2
Equipment Sales of South Florida, LLC (SBE)	12355 SW 129 Court Suite 8 Miami, FL	Same	Lance Cooper	1, 2, 3, 4 & 5
EFE, Inc. dba Everglades Farm Equipment Co, Inc.	127 N Krome Avenue Florida City, FL	Same	Michael L. Schlechter	1, 2, 3, 4 & 5
Joe Blair Garden Supply, Inc.	320 NE 79 Street Miami, FL	Same	Elizabeth M. Shoaf	1, 2, 3 & 4
Wesco Turf, Inc.**	1301 NW 3 Street Deerfield Beach, FL	None	William Jill Gamble	1, 2, 3 & 4

\*\* Submittal received from vendor after the solicitation closed.

**Vendors Not Prequalified for Pool**

The vendors in the below table are not being recommended for prequalification at this time. However, SPD is providing guidance to the vendors so they can provide the required information and documentation. Upon submission and verification of the required documents and/or information, the vendors may be added to the pool.

Vendor	Local Address	Reason for Not Recommending
Elra Investments, LLC dba Pronto Mowers	No	Vendor did not submit the required documents to satisfy the prequalification criteria.
Guardian Provision, LLC	Yes	

**Due Diligence**

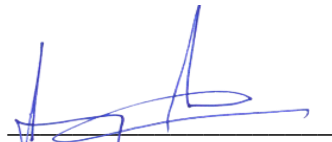
Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD’s Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues through various vendor responsibility lists and a

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 in accordance with departmental needs. This included consolidation of the qualification requirements to broaden vendor participation, environmental consideration requirements, and brands being used. Further, for equipment still covered under warranty, a provision was added to require that all repairs and maintenance to be performed by an authorized representative of the manufacturer in order to prevent the warranty on the equipment being voided.

**Applicability of Ordinances and Contract Measures**

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



Jimmy Morales  
Chief Operations Officer



**MEMORANDUM**  
(Revised)

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

**DATE:** November 7, 2023

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

**SUBJECT:** Agenda Item No. 8(P)(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(P)(4)  
11-7-23

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000228 FOR MULTIPLE COUNTY DEPARTMENTS FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$7,351,000.00 FOR LAWN EQUIPMENT: PURCHASE, LEASE, RENTAL, PARTS AND REPAIR 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; PROVIDED THAT ANY CONTRACT AWARD UNDER THE POOL EXCEEDING \$5,000,000.00 IS RATIFIED BY THE BOARD

**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 EVN0000228 for multiple County departments for a five-year term in a total amount up to \$7,351,000.00 for lawn equipment: purchase, lease, rental, parts and repair 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; provided that any contract award under the pool exceeding \$5,000,000.00 is ratified by the Board.

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	

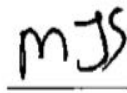
The Chairperson thereupon declared this resolution duly passed and adopted this 7<sup>th</sup> day of November, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon 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

JUAN FERNANDEZ-BARQUIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Melanie J. Spencer