

Memorandum



Date: December 12, 2023

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

Agenda Item No. 8(P)(2)

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Subject: Recommendation to Establish a Prequalification Pool for Audio Visual Equipment and Supplies

Summary

This item is to establish a prequalification pool for the purchase of various types of audio-visual equipment and supplies for multiple County departments. The pool provides for the purchase of audio-visual equipment and supplies which is used countywide for virtual and in-person meetings, broadcasting, recording, presentations, sound systems, and videos. Approval of this item will allow County departments to customize quotes based on specific operational and infrastructure needs.

This pool will provide the County with solutions to standard and complex audio-visual requirements, as well as access to various brands of equipment and supplies to maintain and/or upgrade quality and performance. Prequalified vendors will provide a wide range of audio-visual equipment and supplies including, but not limited to, commercial audio-visual equipment, podcasting equipment, equipment to create, mix, amplify, produce and record music, film production equipment, lighting equipment, sound booths, screens and green screens, audiovisual education materials, theatrical lighting, slide-tape presentations, films, televisions, and related products. Additionally, prequalified vendors may provide consultation, support, repair, regular maintenance, and installation services, as needed.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN0000543, Audio Visual Equipment and Supplies* for multiple County departments in the amount of \$26,387,400 for a five-year term. The establishment of a pool is recommended due to the wide range of audio-visual needs throughout the County and the varying needs of departments. A pool will allow for the competition of different projects for the purchase of audio-visual equipment, supplies, and services as the need arises, making projects accessible to small and local vendors. The pool will streamline processes and reduce time to procure these goods and services.

This pool will replace *RTQ-00626*, which was established by the Board through Resolution No. R-597-18 for a five-year term in the amount of \$13,982,000. The pool was subsequently modified under delegated authority and by the Board through Resolution No. R-985-22 for \$9,160,911 in additional expenditure authority. The pool currently has 28 vendors, eight of which are local, including two certified Small Business Enterprise (SBE) firms. Four local vendors are being recommended for inclusion in the replacement pool, including three certified SBE firms. 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 local participation.

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

A Request to Qualify was issued on March 21, 2023. Upon solicitation opening on April 21, 2023, the County received nine submittals. Prior to advertising, outreach efforts included contacting the incumbent vendors and sending an email blast to registered vendors under the applicable category code.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$26,387,400. The current pool is valued at \$23,142,911 for a five-year and six-month term and expires on January 31, 2024. The annualized allocation under the replacement pool is higher than the current pool and is based on the departments' forecasted usage.

Department	Allocation	Funding Source	Contract Manager
Administrative Office of the Courts	\$25,000	General Fund	Valerie Regits
Animal Services	\$75,000	General Fund	Lia Rodriguez
Aviation	\$950,000	Proprietary Funds	Sylvia Novela
Clerk of Courts	\$316,000	Clerk Revenue	Phillip Rincon
Corrections and Rehabilitation	\$2,800,000	General Fund	Alessandra Linares
Communications and Customer Experience	\$4,100,000	Series 2021A Bonds, General Fund, and Proprietary Funds	Kenia Lopez
Cultural Affairs	\$3,500,000	BBC, GOB and/or CIIP	Regla Lee
Emergency Management	\$600,000	General Fund and Federal Funds	Lesbia Baez-Silva
Fire Rescue	\$1,250,000	Fire District Funds, Federal Funds, and General Fund	Marianela Betancourt
Internal Services	\$3,149,400	General Fund, CIIP, and GOB	Lashonne Williams-Canty
Office of Inspector General	\$25,000	General Fund	Adria Dilme-Bejel
Information Technology	\$900,000	Internal Service Funds	Manuel Fernandez
Library	\$2,500,000	Library District	Kimberly Craig
Medical Examiner	\$808,000	General Fund	Aylin Concepcion
Public Housing and Community Development	\$273,000	Federal Funds	Indira Rajkumar-Futch
Parks, Recreation and Open Spaces	\$1,500,000	General Fund	Fernando L. Robreño
Regulatory and Economic Resources	\$50,000	Proprietary Funds	Joel Arango, Jr.
Solid Waste Management	\$238,000	Proprietary Funds, General Fund	Karina Careaga
Transportation and Public Works	\$3,128,000	DTPW Operating	Beth Goldsmith
Water and Sewer	\$200,000	Proprietary Funds	Susan Pascul
Total	\$26,387,400		

Track Record/Monitor

Angela Mathews-Tranumn 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

Four vendors, including three SBE firms, are being recommended for inclusion in the pool as set forth in the table below.

Vendor	Principal Address	Local Address	Principal
AudioVideo Technical Services, Inc. (SBE)	14629 SW 104 Street Suite 162 Miami, FL	Same	Cristina Guerra
Home Entertainment Systems, Inc. (SBE) dba HES AV	11231 NW 20 Street Unit 138 Sweetwater, FL	Same	Carlos M. Ferrero
Network and Communications Services, Inc. (SBE)	9509 NW 47 Terrace Miami, FL	Same	Dhana Gahagan
Safeware, Inc.	4403 Forbes Boulevard Lanham, MD	8263 NW 56 Street Doral, FL	M. Daric Simons

Vendors Not Prequalified for Pool

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

Vendor	Local Address	Reason for Not Recommending
BIS Digital, Inc.	No	Vendors did not submit the required documents and/or information to satisfy the prequalification criteria.
Creative Entertainment Group	Yes	
Globalxnet Technologies, LLC	Yes	
Guardian Provision, LLC	Yes	
W.W. Grainger, Inc.	No	

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.

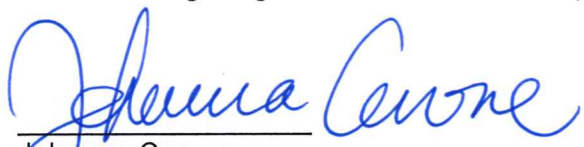
Pursuant to Resolution No. R-140-15, prior to re-procurement, a full review of the scope of services was conducted to ensure the replacement or pool reflects the County's current needs. The review included

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and Members, Board of County Commissioners
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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 additional equipment, supplies, and brand name manufacturers.

Applicability of Ordinances and Contract Measures

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



Johanna Cervone
Chief of Staff



MEMORANDUM
(Revised)

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

DATE: December 12, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(2)

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)(2)
12-12-23

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000543 FOR MULTIPLE COUNTY DEPARTMENTS FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$26,387,400.00 FOR PURCHASE OF AUDIO-VISUAL EQUIPMENT; 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 EVN0000543 for multiple County departments for a five-year term in a total amount up to \$26,387,400.00 for purchase of audio-visual equipment; 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 12th day of December, 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.

mjs

Melanie J. Spencer