

Memorandum



Date: December 12, 2023

Agenda Item No. 8(P)(4)

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

From: Daniella Levine Cava
Mayor 

Subject: Recommendation to Establish a Prequalification Pool for Specialty Printed Products, Finishing Supplies, and Mechanical Binding Services

Summary

This item is to establish a prequalification pool for the purchase of specialty printed products, finishing supplies, and mechanical binding services for multiple County departments. The pool will allow the departments to issue competitive spot market quotes on an as-needed basis for a variety of specialty printed products and services. These goods and services may include but are not limited to screen printing and other substrates, trade show displays and oversized prints, large and small decals and stickers, standard and non-standard forms, automotive graphics, decaling, installations, and removal, mechanical binding, finishing supplies, and lamination services, die making, die cutting, embossing, foil stamp and gluing, hand assembly, kitting, fulfillment, addressing and/or mailing services.

Under my leadership and fulfilling my administration's strategic planning objectives, the Internal Services Department's (ISD) Print Shop is working towards reducing outside specialty printing by an estimated 20 percent while exploring opportunities to further decrease our reliance on outside specialty printing services. ISD's Print Shop can produce most of the County's printing needs in-house. Items such as booklets, brochures, bills, notices, and ballots are printed in-house. However, specialty printed products such as floor decals, pull-up displays, indoor and outdoor banners, wide format posters, and decals are produced on specialty printing equipment. In order to fulfill specialty printed product requests, the ISD Print Shop outsources this type of specialty work.

Approval of this item will reduce concurrent pools, increase competition among similar vendors, and improve contract management efficiencies. It will also allow departments to continue to support operational needs for various products and services included in the solicitation. Among other uses, the pool will be used to print the TRIM Notices, W-2 forms, chauffer registration licenses, Official Hurricane Readiness Guide for County residents, wrap County vehicles and Metrorail stations, and decal stickers for windows, book drop containers, and other surfaces.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN0000335, Specialty Printed Products, Finishing Supplies and Mechanical Binding Services* for multiple County departments with an allocation of \$4,590,000 for a five-year term. This pool will consolidate and replace the two pools listed below:

- *RTQ-00140, Specialty Printed Products, Finishing Supplies, and Mechanical Binding Services*, was established by the Board through Resolution No. R-717-15 with an allocation of \$1,520,000. The pool was subsequently modified under delegated authority and by the Board through Resolution No. R-396-16 for \$2,157,611 in additional expenditure authority. The pool has 16 prequalified vendors, 11 of which are local, including five certified Small Business Enterprise (SBE) firms.
- *RTQ-00809, Continuous Pinfeed Forms Printing Services*, was established by the Board through Resolution No. R-135-19 with an allocation of \$1,655,000. There have been no modifications since inception. The pool has four prequalified vendors, one of which is local.

These two prequalification pools offer similar services; therefore, it was deemed to be in the County's best interest to consolidate them into a single replacement solicitation to facilitate administrative efficiencies for the departments and vendors. The establishment of a pool is recommended due to the wide range of printing products and services required by County departments. A pool will allow for competition among vendors selling specialty printed products and related 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.

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

There are four vendors being recommended for inclusion in the pool, all of which are local, including three certified SBEs. 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.

Background

This pool will provide multiple County departments with access to vendors that are capable of providing specialty printed products, services/installations, finishing supplies, mechanical binding, hand assembly, envelope converting and/or specialty fulfillment services on an as-needed basis. ITD's allocation is for the acquisition of various forms such as the WASD Bill, Parking Violation Notice, Officer Witness List, Juror Summons, and Solid Waste Bill. DTPW utilizes this pool for advising the public of transit service changes for both Metrorail and Metrobus, as well as County initiatives and programs such as the SMART Program, Vision Zero, Better Bus Shifts into Gear and bus operator recruitment. This pool is also used for printing and installation of bus wraps, interior ads on bus and rail, windscreens and dioramas at the rail stations, and posters and banners at Metromover stations.

A Request to Qualify was issued on June 5, 2023. Upon the closing date of July 7, 2023, the County received eight submittals, seven of which were from local firms. Three of the submittals did not include any references as part of their submittals, and one firm is in the process of being converted from a Bidder to a Supplier in INFORMS to allow them to be added once the prequalification becomes effective. The remaining four vendors have met the requirements and are being recommended for inclusion in the pool.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$4,590,000. The current pools are as follows: *RTQ-00140* is valued at \$3,677,611 for an eight-year and six-month term, and *RTQ-00809* is valued at \$1,655,000 for a five-year term. Both pools expire on March 31, 2024. The allocation requested for the replacement pool is higher than the current pools on an annualized basis and is based on estimated usage and to account for higher costs of printing services for the pool's term.

Department	Allocation	Funding Source	Contract Manager
Aviation	\$140,000	Proprietary Funds	Sylvia Novela
Finance	\$150,000	General Fund	Madelin Rizzo
ITD	\$1,585,000	Internal Service Funds	Julian Manduley
ISD	\$1,150,000	Internal Service Funds	Terrence Thompson
Library System	\$201,000	Library District	Kimberly Craig
Regulatory and	\$35,000	Proprietary Funds	Joel Arango, Jr.

Department	Allocation	Funding Source	Contract Manager
Economic Resources			
DTPW	\$1,329,000	DTPW Operating Funds	Melvin Cartagena
Total	\$4,590,000		

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.

Vendors Prequalified for Pool

Vendor	Principal Address	Local Address	Principal
Doral Digital Reprographics Corp (SBE)	5701 NW 79 Avenue Doral, FL	Same	Giancarlo Annitto
Inversiones Papelmania 2000, Inc. dba Papelmania USA (SBE)	3120 W 84 Street, Unit 5 Hialeah, FL	Same	Aileen Y. Crespo
Superior Office Services, LLC (SBE)	4109 NW 135 Street Opa Locka, FL	Same	Edwin Gonzalez
Walter Haas Graphics, Inc.	123 W 23 Street Hialeah, FL	Same	Patrick Haas

Vendors Not Prequalified for Pool

The vendors in the below table are not being recommended for prequalification; however, SPD staff is providing guidance to the vendors so they can provide the required documentation and/or information. 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
Color Reflections of Ft. Lauderdale, LLC	No	Vendor did not submit the required documents to satisfy the prequalification criteria.
Innovative Incentives	Yes	
Multicorp Marketing, Inc. dba Exclamarketing	Yes	
VPLP Signs, LLC	Yes	Vendor is in process of being converted from a Bidder to a Supplier in INFORMS.

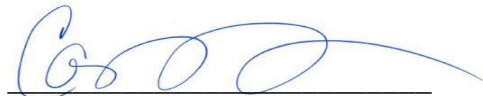
Due Diligence

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 to remove services no longer needed/used and remove printing style-specific groups to gain efficiencies for the County and vendors. Further, the scope of services currently provided under *RTQ-00809* was added to this replacement, as the services are similar.

Applicability of Ordinances and Contract Measures

- The two percent User Access Program applies where permitted by funding source. SBE measures will be determined by the Office of Small Business Development prior to advertising each spot market competition. Local Preference will be applied at the time of spot market competition where permitted by funding source.
- The Living Wage Ordinance applies.



Carladenise Edwards
Chief Administrative Officer



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)(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)
12-12-23

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000335 FOR MULTIPLE COUNTY DEPARTMENTS FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$4,590,000.00 FOR THE PURCHASE OF SPECIALTY PRINTED PRODUCTS, FINISHING SUPPLIES, AND MECHANICAL 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 EVN0000335 for multiple County departments for a five-year term in a total amount up to \$4,590,000.00 for the purchase of specialty printed products, finishing supplies, and mechanical 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 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.



Eduardo W. Gonzalez