


Memorandum



Date: December 12, 2023

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

From: Daniella Levine Cava
Mayor 

Subject: Recommendation to Waive Competitive Bidding Procedures and Authorize a Non-Competitive Purchase for Animal Identification Microchips

Agenda Item No. 8(P)(11)

Summary

This item is for additional expenditure authority for the Animal Services Department (ASD) to continue purchasing animal identification microchips and other related database services required to be able to identify, track, and register owned and sheltered pets. Animal identification microchips are inserted under the animal's skin and have a unique electronic signature which can be read by a corresponding scanner. Once registered, an animal can be located through national and/or international databases. Through this contract, ASD achieves its mission to return lost pets to their rightful owner, and the microchips are one of the main tools used to accomplish this goal.

Recommendation

It is recommended that the Board of County Commissioners (Board) waive competitive bidding procedures pursuant to Section 5.03(D) of the Home Rule Charter and Section 2-8.1(b) of the Miami-Dade County Code, by a two-thirds vote of the Board members present and authorize additional expenditure authority of \$40,000 to *Contract No. BW-10135, Animal Identification Microchips*, for ASD. The County awarded this non-competitive bid waiver contract under delegated authority on December 2, 2021, for a three-year term. Current research indicates that the market for the provision of animal identification microchips is competitive. The County is in the process of drafting specifications to establish a replacement contract.

Background

The provision of microchips is of utmost importance to the community to decrease the lengths of stay for lost pets at the shelters and increase the number of pets that are returned to their owner. Pethealth Services (USA), Inc. (Pethealth) is the current provider of microchips and database services. Their responsibilities include a quality review of pet owner registration data to determine pet owners that are pending registration. Under the contract, this quality assurance review and data verification process is ongoing and is being performed free of charge to the County and community pet owners.

Additional expenditure authority is needed as the demand for these products has increased above initial projections through the animal wellness clinic and community outreach events. Additionally, the number of pets entering the shelter that require a microchip implanted prior to adoption has increased the sales of the product for pet owners.

A bid waiver is requested to ensure continuity of services for the remainder of the contract term while a competitive solicitation is advertised, and a replacement contract awarded. This bid waiver contract was established with Pethealth to allow for the ongoing quality review of pet owner registrations and to increase microchip registrations and lost-pet reunifications. Pethealth offers free lifetime membership to pet owners, which contributes to those objectives, as fees to owners are recognized as a barrier to registration. Accordingly, it is in the County's best interest to approve this bid waiver request pursuant to Section 2-8.1(b)(1) of the Miami-Dade County Code and Section 5.03(D) of the Home Rule Charter to continue purchasing microchips, related products, and associated services.

Scope

The impact of this item is countywide in nature.

Delegated Authority

The County Mayor or the County Mayor’s designee will have the authority to exercise all provisions of the contract, including any cancellation or extensions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Fiscal Impact/Funding Source

The contract term expires on December 1, 2024. The contract has a current cumulative allocation of \$232,800. If this request is approved, the contract will have a modified cumulative allocation of \$272,800. The requested increase in expenditure authority is based on costs associated with microchips, microchip injectors, scanners, and database registry services. The department’s request is based on approximately 10,000 microchips to cover the department’s anticipated operational needs.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
ASD	\$232,800	\$40,000	\$272,800	General Fund	Lia Rodriguez
Total:	\$232,800	\$40,000	\$272,800		

Track Record/Monitor

Christopher Grant-Henriques of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager.

Awarded Vendor

Vendor	Principal Address	Local Address	Principal
Pet Health Services (USA) Inc.	3315 E. Algonquin Road Ste 310 Rolling Meadows, IL	None	Nicole Bennett-Smith

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD’s Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance and compliance issues through various vendor responsibility lists and a keyword internet search. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

Applicable Ordinances and Contract Measures

- The two percent User Access Program applies.
- The Small Business Enterprise measures and Local Preference did not apply.
- The Living Wage Ordinance does not apply.



Morris Copeland
Chief Community Services 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)(11)

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)(11)
12-12-23

RESOLUTION NO. _____

RESOLUTION WAIVING COMPETITIVE BIDDING REQUIREMENTS OF SECTION 5.03(D) OF THE HOME RULE CHARTER AND SECTION 2-8.1(B) OF THE COUNTY CODE BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT; AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY OF \$40,000.00 FOR A MODIFIED TOTAL CONTRACT AWARD OF \$272,800.00 FOR CONTRACT NO. BW-10135 TO CONTINUE PURCHASING ANIMAL IDENTIFICATION MICROCHIPS FOR THE ANIMAL SERVICES DEPARTMENT; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION OR EXTENSIONS, PURSUANT TO SECTION 2-8.1(B) OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38

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 finds that it is in the best interest of Miami-Dade County to waive the competitive bidding requirements of section 5.03(D) of the Home Rule Charter and section 2-8.1(b) of the County Code by a two-thirds vote of the Board members present and authorize additional expenditure authority of \$40,000.00 for a modified total contract award of \$272,800.00 for Contract No. BW-10135 to continue purchasing animal identification microchips for the Animal Services Department.

Section 2. The Board authorizes the County Mayor or County Mayor’s designee to exercise all provisions of the contract, including any cancellation or extensions, pursuant to section 2-8.1(b) of the Code of Miami-Dade County, Florida and Implementing Order 3-38. A copy of the original contract is available upon request from the Strategic Procurement Department.

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 | |

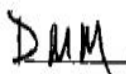
The Chairperson thereupon declared this resolution duly passed and adopted this 12th day of December, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override 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.



David M. Murray