

MEMORANDUM

Agenda Item No. 8(P)(2)

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

DATE: May 7, 2024

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution approving additional time of five years and expenditure authority up to \$3,894,000.00 for a total modified prequalification pool amount of \$8,610,862.00 for Prequalification Pool No. RTQ-00918 for the purchase and installation of signs and banners for multiple County departments; provided that any contract award under the pool exceeding \$5,000,000.00 is ratified by the Board

The accompanying resolution was prepared by the Strategic Procurement Department and placed on the agenda at the request of Prime Sponsor Commissioner Kionne L. McGhee.


Geri Bonzon-Keenan
County Attorney

GBK/ks


MDC001

Memorandum



Date: May 7, 2024

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

From: Daniella Levine Cava
Mayor 

Subject: Request for Additional Time and Expenditure Authority for Prequalification Pool for Signs and Banners, Purchase & Installation

Summary

This prequalification pool is for the purchase of electrical and non-electrical signs and banners used by departments for basic public information, such as directions or safety rules, special events, distribution of department's messaging to County residents and visitors, as well as for replacement of building signs after a hurricane or building renovation. Departments can also purchase installation and removal services. This item is requesting additional time and expenditure authority.

This is an open pool and there are no changes to the requirements. It is anticipated that if the pool was resolicited the same vendors would prequalify, hence a five-year extension is being requested. This extension will allow existing prequalified vendors to remain in the pool provided they continue to meet the requirements, while new prequalified vendors will be able to access the pool for additional participation, resulting in greater efficiency for both existing vendors and the County, due to reduction in administrative work. Continuing with the current pool will allow existing vendors to focus on accessing bid opportunities, as opposed to repeating prequalification documentation under a resolicited pool. Thus, the pool will continue to streamline processes and reduce time to procure these goods and services, saving the County time and money and reducing administrative barriers for our vendors.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve extending *Prequalification Pool No. RTQ-00918, Signs and Banners, Purchase & Installation*, for five years and \$3,894,000 in additional expenditure authority for multiple County departments. The use of this pool for the purchase of signs, banners and related services allows departments the flexibility to request quotes for new signs, replace old, worn signboards, and install new fixtures as needed, to provide appealing visual presentations throughout the County.

The Board approved this pool through Resolution No. R-1146-18 for a five-year term and \$3,995,000. The pool was subsequently modified for additional expenditure authority under delegated authority. Currently, 14 vendors are prequalified, of which 10 are local, including five certified Small Business Enterprise (SBE) firms.

Background

Departments use this pool to purchase different types of signs and related services under three groups: Group 1: Purchase of Signs and Banners; Group 2: Purchase, Install, and/or Removal (Non-Electrical Signs and Banners); and Group 3: Purchase, Install, and/or Removal (Electrical Signs and Banners).

Prior to the decision to seek extension of the pool, outreach was conducted to identify potential local vendors. Notice of the pool extension was also in the County's notification system via INFORMS and DemandStar. Over 900 vendors were identified and will be invited to submit their qualifications for inclusion in the pool. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added.

Scope

The impact of this item is countywide in nature.

Delegated Authority

There is no additional delegation of authority sought in this item as the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, 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 add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis, was granted when the pool was established by the Board. Any contract award under the prequalification pool exceeding \$5,000,000 is subject to ratification by the Board.

Fiscal Impact/Funding Source

The pool term expires on July 31, 2024, and has a current cumulative allocation of \$4,716,862 for five years and three months. If this request is approved, the pool will have a modified cumulative allocation of \$8,610,862 and will expire July 31, 2029. The requested increase is based on the anticipated needs throughout the five-year extension period and is substantially the same as the allocation of the current five-year term of the pool.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Animal Services	\$49,612	\$33,000	\$82,612	General Fund	Lia Rodriguez
Aviation	\$52,500	\$50,000	\$102,500	Proprietary Funds	Sylvia Novela
Communications and Customer Experience	\$0	\$5,000	\$5,000	General Fund / Proprietary Funds	Stacy Diaz
Community Action and Human Services	\$63,000	\$50,000	\$113,000	General Fund / Federal Funds	Brad Skinner
Cultural Affairs	\$341,250	\$220,000	\$561,250	Proprietary Funds	Olga Gonzalez
Economic Advocacy Trust	\$21,000	\$0	\$21,000	General Fund	Clevell Brown-Jennings
Internal Services	\$2,611,350	\$2,500,000	\$5,111,350	Internal Service Funds	Terrence Thompson
Library System	\$236,250	\$225,000	\$461,250	Library District	Kimberly Craig
Management and Budget	\$0	\$5,000	\$5,000	General Fund	Janie Jackson
Public Housing and Community Development	\$52,500	\$50,000	\$102,500	Federal Funds	Indira Rajkumar-Futch
Parks, Recreation, and Open Spaces	\$603,750	\$456,000	\$1,059,750	General Fund	Fernando L. Robreño
PortMiami	\$682,500	\$300,000	\$982,500	General Fund / Federal / Proprietary Funds	Frank Ramirez
Strategic Procurement	\$3,150	\$0	\$3,150	Proprietary Funds	Kyndal Campbell
Total	\$4,716,862	\$3,894,000	\$8,610,862		

Track Record/Monitor

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

Prequalified Vendors

Currently, fewer than 75 percent of the prequalified vendors are local due to the small number of local businesses submitting qualifications. To encourage local vendor participation, in addition to the registered vendors with SPD, staff conducted a search to identify local vendors listed in the Tax Collector's Local Business Tax database. Searches did not reveal additional local vendors who could provide the products or services sought under the pool.

Vendor	Principal Address	Local Address	Principal
AAA Flag & Banner Mfg. Co., Inc	8955 National Boulevard Los Angeles, CA	681 NW 108 Street, Miami, FL	Retta Logan
Interpretive Graphics Signs & Systems, Inc	3590 Summerhill Drive Salt Lake City, UT	None	John Peters
Lark Label, LLC	120 North Old Manor Road Wichita, KS 67208	None	Karl W Miller
Master Visuals Pro, LLC	815 N Homestead Boulevard Homestead, FL	Same	Karla M Carrillo
Neon Sign Solutions, Inc. (SBE)	631 West 27 Street Hialeah, FL	Same	Jorge Idarraga
Paramount Service & Maintenance Corp.	3850 SW 137 Avenue Miramar, FL	7789 NW 52 Street Doral, FL	Tito Socarras
Quadco Printing & Signs, Inc. (SBE)	4345 SW 72 Avenue Miami, FL	Same	Jorge A Quadreny
Saul Signs Master, Inc.	10960 SW 36 Street Miami, FL	Same	Arturo Vizcaino
Signalite, Inc.	7230 NW 46 Street Miami, FL	Same	Jose Pacheco
South Florida Lighting Team, LLC (SBE)	14374 Commerce Way Miami Lakes, FL	Same	Kurt Stange
Superior Office Services, LLC (SBE)	4109 NW 135 Street Opa-Locka, FL	Same	Edwin Gonzalez
System 2/90, Inc.	5350 Corporate Grove Boulevard SE Grand Rapids, MI	None	Albert Perry
Tigo, Inc.	5967 NW 31 Avenue Fort Lauderdale, FL	None	Cheryl Tiapago
Total Connection, Inc. (SBE)	20451 NW 2 Avenue Miami, FL	Same	Joseph Orukotan

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 where permitted by funding source.

Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners
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- SBE 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 the funding source.
- The Living Wage Ordinance does not apply.



Carladenise Edwards
Chief Administrative Officer



MEMORANDUM
(Revised)

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

DATE: May 7, 2024

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)
5-7-24

RESOLUTION NO. _____

RESOLUTION APPROVING ADDITIONAL TIME OF FIVE YEARS AND EXPENDITURE AUTHORITY UP TO \$3,894,000.00 FOR A TOTAL MODIFIED PREQUALIFICATION POOL AMOUNT OF \$8,610,862.00 FOR PREQUALIFICATION POOL NO. RTQ-00918 FOR THE PURCHASE AND INSTALLATION OF SIGNS AND BANNERS FOR MULTIPLE COUNTY DEPARTMENTS; 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 additional time of five years and expenditure authority up to \$3,894,000.00 for a total modified prequalification pool amount of \$8,610,862.00 for Prequalification Pool No. RTQ-00918 for the purchase and installation of signs and banners for multiple County departments. Any contract award under the pool exceeding \$5,000,000.00 shall be subject to ratification by the Board. A copy of the pool documents is on file with and 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
Kevin Marino Cabrera
Roberto J. Gonzalez
Danielle Cohen Higgins
Kionne L. McGhee
Micky Steinberg

Juan Carlos Bermudez
Sen. René García
Keon Hardemon
Eileen Higgins
Raquel A. Regalado

The Chairperson thereupon declared this resolution duly passed and adopted this 7th day of May, 2024. 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