

# Memorandum



**Date:** May 7, 2024

Agenda Item No. 8(P)(6)

**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".

**Subject:** Recommendation for Approval to Establish a Prequalification Pool for Office Trailers  
Purchase, Rental, and Services

## **Summary**

This pool is for the purchase or rental of office trailers as temporary or permanent occupancy solutions as needed by County departments. The office trailers are used during construction projects, expansion efforts, weather displacements, and to improve workspaces, add remote department operations, or create satellite offices. Modular office trailers support departments' requirements for growth, expansion, and development by providing adequate space for essential staff in an expedited manner while reducing the cost associated with acquiring real estate.

The primary users of this pool are Parks, Recreation and Open Spaces Department (PROS), Miami-Dade Fire Rescue Department (MDFR), and PortMiami. PROS is anticipating the need for fifteen mobile office trailers over the term of the pool to support operations and programming. MDFR plans to add six additional office trailer rentals to manage emergency operations and unforeseen circumstances during the term of the pool. PortMiami has construction projects requiring office trailers to house County employees, tenants, and operations for several years due to the planned demolition of its existing administration building in 2025 for the development of a new Cruise Terminal G and parking/intermodal facility.

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN0001830, Office Trailers Purchase, Rental, and Services* for multiple County departments with an allocation of \$13,657,000 for a five-year term. The establishment of a pool is recommended due to the varying needs of departments and the wide range of office trailers required for rent or purchase, coupled with the diverse options and associated services available.

This pool will replace the current pool, *RTQ-00933*, established by the Board through Resolution No. R-361-19 for a five-year term in the amount of \$5,057,000. The pool was subsequently modified under delegated authority for additional authority of \$995,000 and by the Board through Resolution No. R-418-23 for \$1,000,000. There are three vendors prequalified under the current pool. In the replacement pool, two vendors are being recommended for inclusion.

To track pool expenditures by vendor, bidding under this and other prequalification pools are being conducted and monitored in a single platform, INFORMS, which allows staff to provide reports to the Board, as requested. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added throughout the pool's term.

## **Background**

A Request for Qualify (RTQ) was issued on November 29, 2023. The incumbent vendors under the current pool and other firms identified during market research were notified about the replacement solicitation. Additional outreach was conducted, including vendors registered under applicable commodity codes, and two responses were received on the submission date of December 13, 2023.

The pool includes two groups: Group 1: Purchase and/or rental of office trailers of various types and sizes, and Group 2: Maintenance and/or services of office trailers that need repair, reconfiguration, or enhancements.

**Scope**

The scope of this item is countywide in nature.

**Fiscal Impact/Funding Source**

The fiscal impact for the five-year term is \$13,657,000. The current pool has a cumulative allocation of \$7,052,000 for a five-year and three-month term and expires on August 31, 2024. The replacement pool is higher than the existing pool on an annualized basis and is based on the departments’ estimated needs.

<b>Department</b>	<b>Allocation</b>	<b>Funding Source</b>	<b>Contract Manager</b>
Animal Services	\$725,000	Proprietary Funds	Lia Rodriguez
Community Action and Human Services	\$60,000	General Fund / Federal Funds	Brad Skinner
Corrections and Rehabilitation	\$1,275,000	General Fund	Alessandra Linares
Internal Services	\$220,000	GOB / CIIP	Lashonne Williams-Canty
MDFR	\$2,000,000	Fire District	Marianela Betancourt
Police*	\$500,000	General Fund	Nicholas Santos
PROS	\$3,750,000	General Fund	Fernando Robreno
Public Housing and Community Development	\$100,000	Federal Funds	Indira Rajkumar-Futch
PortMiami	\$3,200,000	Proprietary Funds	Frank Ramirez
Solid Waste Management	\$277,000	General Fund / Proprietary Funds	Karina Careaga
Water and Sewer	\$1,550,000	Proprietary Funds	Fred Taylor
<b>Total</b>	<b>\$13,657,000</b>		

\*This contract contains termination for convenience provisions, which can be exercised if the commodities and/or services in this item are affected by the establishment of the constitutional offices.

**Track Record/Monitor**

Jonathan Desverguñat 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**

Two vendors are being recommended for inclusion in the pool, outlined in the table below. Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended are local due to no local vendors submitting. SPD staff conducted outreach including contacting vendors identified through market

research and incumbents. Further outreach will continue to be conducted to identify vendors within the applicable commodity codes to increase participation. The Office of Small Business Development identified two certified Small Business Enterprise (SBE) firms with their review; however, neither of the firms participated during the solicitation.

Vendor	Principal Address	Local Address	Principal	Groups Recommended
Advanced Modular Structures, Inc.	1911 NW 15 Street Pompano Beach, FL	None	Patricia Willis	1 and 2
McGrath Rent Corp dba Mobile Modular Management Corp	5700 Las Positas Road Livermore, CA	None	Melodie K. Craft	1 and 2


**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 drafting sessions with the user departments. The scope of services was updated to enhance the specifications.

**Applicable Ordinances and Contract Measures**

- The two percent User Access Program 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 applies to Group 2, where permitted by funding source.



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Jimmy Morales  
Chief Operations 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)(6)

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)(6)  
5-7-24

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

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL NO. EVN0001830 FOR MULTIPLE COUNTY DEPARTMENTS FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$13,657,000.00 FOR OFFICE TRAILERS PURCHASE, RENTAL, AND 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 No. EVN0001830 for multiple County departments for a five-year term in a total amount up to \$13,657,000.00 for office trailers purchase, rental, and 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 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.

Melanie J. Spencer

mjs