Memorandum

MIAMI-DADE COUNTY

Date:	November 9, 2026
To:	Honorable Chairman Anthony Rodriguez and Members, Board of County Commissioners
From:	Daniella Levine Cava Mayor
Subject:	Request for Non-Competitive Designated Purchase (Sole Source) for Additional Expenditure Authority to Contract for Time Clock Terminals

ASC
Agenda Item No. 3(B)

Executive Summary

This item is for additional expenditure authority for the purchase of time clock terminals for Miami-Dade Aviation Department (MDAD). The time clock terminals and related software are used to monitor and track time recorded for MDAD's hourly employees. Additional allocation is being requested to support MDAD's need for additional equipment to upgrade its time and attendance system and improve payroll accuracy. MDAD is replacing its existing MG915 time clocks with upgraded equipment that is biometric and facial-recognition-enabled. The upgraded equipment will also allow for a software update which is intended to enhance the accuracy, control, and compatibility of MDAD's timekeeping processes.

TimeTrak Systems, Inc. is the sole provider of TimeTrak equipment and software, customization, and product licensing for its suite of solutions. TimeTrak Systems, Inc. does not allow resellers to distribute their products. The software includes integrated modules that are exclusive to TimeTrak Systems, Inc., containing intellectual property with protections afforded by U.S. Patents, along with various registered trademarks and copyright material.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve a non-competitive designated purchase (sole source) pursuant to Section 3-1(2)(c) of the Miami-Dade County Code, by a two-thirds vote of the Board members present, under *Contract No. SS-10358, Time Clock Terminals,* to authorize additional expenditure authority in the amount of $80,000 for MDAD.

Background

This sole source contract was awarded on June 10, 2024, under delegated authority for a five-year term. MDAD uses this contract to purchase time clock terminals which capture hours worked on a daily basis for all MDAD hourly employees via a "swipe in and out" computerized system. The data from these time clock terminals is then manually integrated with MDAD infrastructure and with the County's employee attendance tracking systems.

Currently, the system is not automatically integrated with INFORMS, the County's enterprise resource planning system, as there is no automated interface to transfer time recorded by hourly employees in the system into INFORMS for payroll processing. As a result, MDAD relies on a manual process that is time-consuming and increases the risk of errors and delays in payroll processing. MDAD evaluated multiple options available through TimeTrak Systems, Inc. and determined that the ESIT-FACE clocks provide the necessary features and functionality to meet departmental requirements.

Competition is not practicable at this time, as switching to another time tracking system provider would require a complete replacement of the current equipment and software. The estimated cost to replace all clock terminals with an alternate equipment provider is approximately $475,000, making an upgrade to the existing system that is meeting MDAD's needs more cost-effective. Utilizing the current provider and software would maintain operational continuity, support efficiency, reduce transition risks associated with introducing a third-party implementer, and align with the County's best operational interests. Accordingly, it is in the County's best interest to approve this designated purchase pursuant to Section 3-1(2)(c) of the Miami-Dade County Code to purchase biometric time clock terminals.

Scope
Miami International Airport is located within District 6, which is represented by Commissioner Natalie Milian Orbis; however, 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 3-1 of the County Code and Master Procurement Implementing Order 3-38.

Fiscal Impact/Funding Source
The contract expires on August 31, 2029, and has an existing cumulative allocation of $249,000. If this request is approved, the contract will have a modified cumulative allocation of $329,000. The requested increase in expenditure authority is based on the department's projected operational needs, which include the acquisition of 95 biometric timeclocks, continued annual maintenance and support services for the remaining contract term, and a contingency allowance for the potential procurement of up to an additional 10 biometric timeclocks to accommodate future MDAD needs. The additional expenditure for this year was approved by the Board as part of the Fiscal Year 2026-2027 County budget.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Budgeted*
MDAD	$249,000	$80,000	$329,000	Proprietary Funds	FY 2025-26 Adopted Budget, Volume 3, Page 203, Contractual Services
Total	**$249,000**	**$80,000**	**$329,000**		

*The FY 2026-27 Proposed Budget was not yet released at the time this item was drafted.

Track Record/Monitor
Marie Williams of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager.

Awarded Vendor

Vendor	Principal Address	Local Address	Principal
TimeTrak Systems, Inc.	933 Pine Grove Port Huron, MI	None	Marc Schopp

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.

Applicability of Ordinances and Contract Measures
- The two percent User Access Program does not apply.
- The Small Business Enterprise Selection Factor and Local Preference do not apply.

Roy Coley
Deputy Mayor

MEMORANDUM

(Revised)

TO: Honorable Chairman Anthony Rodriguez
and Members, Board of County Commissioners

DATE: January 20, 2027

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No.

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**
✓	**Requires more than a majority vote (i.e., 2/3's present ✓, 2/3 membership ____, 3/5's ____, unanimous ____, majority plus one ____, CDMP 7 votes (majority of membership) ____, CDMP 2/3 members present but not less than 7 votes (majority of membership) ____, CDMP 9 votes (2/3 membership) _____) to approve**
✓	**Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved _____ Mayor Agenda Item No.
Veto _____
Override _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING A NON-COMPETITIVE DESIGNATED PURCHASE PURSUANT TO SECTION 3-1(2)(C) OF THE COUNTY CODE, BY A TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT, UNDER CONTRACT NO. SS-10358, TIME CLOCK TERMINALS; AUTHORIZING ADDITIONAL EXPENDITURE AUTHORITY IN THE AMOUNT OF $80,000.00 FOR A TOTAL MODIFIED AMOUNT OF $329,000.00 FOR MIAMI-DADE AVIATION 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 3-1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND MASTER PROCUREMENT IMPLEMENTING ORDER 3-38

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying County Mayor's 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 it is in the best interest of Miami-Dade County to authorize a non-competitive designated purchase pursuant to Section 3-1(2)(c) of the County Code, by a two-thirds vote of the Board members present, under Contract No. SS-10358, Time Clock Terminals, and authorize additional expenditure authority in the amount of $80,000.00 for a total modified amount of $329,000.00 for Miami-Dade Aviation Department.

Section 2. This 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 3-1 of the Code of Miami-Dade County, Florida and Master Procurement Implementing Order 3-38. A copy of the contract document 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:

Anthony Rodriguez, Chairman
Kionne L. McGhee, Vice Chairman

Marleine Bastien	Juan Carlos Bermudez
Sen. René García	Oliver G. Gilbert, III
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Vicki L. Lopez
Natalie Milian Orbis	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 20th day of January, 2026. 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