

Memorandum



Date: August 31, 2020

To: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez".

Agenda Item No. 8(F)(2)

Resolution No. R-847-20

Subject: Recommendation for Approval to Award a Contract and Establish a Prequalification Pool
for Protective Covering and Hurricane Shutters

Recommendation

It is recommended that the Board of County Commissioners (Board) approve a competitive contract award, *Contract No. FB-01358, Protection Covering and Hurricane Shutters*, for multiple County departments. The subject contract awards a vendor under Groups A and B to provide protective coverings for County facilities and also establishes an open prequalification pool to prequalify vendors under Groups C and D for future pricing competition to purchase hurricane shutters and installation, removal, and repair services.

The proposed contract is a consolidation of two similar contracts. This consolidation allows the County to streamline the management and provision of these goods and services. The County currently uses the following two contracts to obtain protection coverings, hurricane shutters, and associated services:

- *Contract No. FB-00277, Security Coverings for Windows and Doors* was established under the Mayor's delegated authority for a five-year term and was subsequently modified by the Board on November 19, 2019 through Resolution No. R-1216-19 for additional expenditure authority. The awarded bidder has a local address.
- *Prequalification Pool No. 5101-1/21-1, Hurricane Shutters Furnish/Install/Repair* was established by the Board for a five-year term with one, five-year option to renew term on September 1, 2011 through Resolution No. R-681-11. The pool is in its option to renew term, and has nine prequalified vendors, of which eight are local, and six are Certified Small Business Enterprise firms.

A solicitation was advertised under full and open competition on November 18, 2019. Five bids were received in response to the solicitation, of which four vendors have a local address and one is a Certified Small Business Enterprise firm. Groups C and D will remain open to allow additional vendors that meet the prequalification criteria to be added during the term of the pool, subject to ratification by the Board on a bi-annual basis.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$2,462,000, of which \$18,750 is for Group A, \$1,731,000 is for Group B, and the remaining \$712,250 is for Groups C and D. The current contract, FB-00277 has a cumulative allocation of \$2,400,000 and expires on November 30, 2020; and the current pool, 5101-1/21-1, has a cumulative allocation of \$8,768,000 and expires on December 31, 2021. The allocation under this replacement contract and pool is lower than the combined annual allocation of the current contract and pool, and is based on estimated usage by the departments.

Department	Allocation	Funding Source	Contract Manager
Aviation	\$60,000	Proprietary Funds	Neivy Garcia
Community Action and Human Services	\$300,000	Federal Funds/ General Fund	Salvador Najarro
Internal Services	\$250,000	Internal Service Funds	Jennyfer Calderon
Library System	\$20,000	Library District	Kimberly Craig
PortMiami	\$50,000	Proprietary Funds	Gyselle Pino
Public Housing and Community Development	\$1,782,000	Federal Funds	Indira Rajkumar-Futch
Total:	\$2,462,000		

Track Record/Monitor

Jessica Tyrrell of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

If this item is approved, the County Mayor or County Mayor's designee will have the authority to exercise all provisions of the contract, under Groups A and B of the solicitation, including any cancellation or extension provisions, pursuant to Section 2-8.1 of the County Code and Implementing Order 3-38.

Upon approval of this item, a pool of prequalified vendors will be established, under Groups C and D of the solicitation, 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 Recommended for Award and Prequalified for Pool

An Invitation to Bid was issued under full and open competition. Three bids were received by the closing date of the solicitation and two additional responses were received for the prequalification pool after the solicitation closing date. Of the responses received, one vendor is being recommended for award for Groups A and B and three vendors are being recommended prequalification under Groups C and D, all of which have a local address, and two of which are Certified Small Business Enterprise firms.

This solicitation is being awarded to the lowest priced responsive and responsible vendor under Group A: Rental of Protection Coverings for Doors and Windows Non-Federal Funds, and Group B: Rental of Protection Covering for Doors and Windows Federal Funds. The awarded vendor will provide rental of protection coverings and installation/removal services for a five-year term at a fixed price.

In addition, a prequalification pool is being created for future competition under Group C: Purchase of Hurricane Shutters and Group D: Purchase and Installation, Removal, and/or Repair of Hurricane Shutters, to purchase hurricane shutters and installation, removal, and repair services on an as-needed basis, and three vendors are being recommended for inclusion in the pool.

Vendor	Principal Address	Local Address*	Number of Employee Residents	Principal	Groups Awarded / Prequalified
			1) Miami-Dade 2) Percentage*		
Conwell & Associates Consulting Company ** (SBE)	11771 SW 137 Place Miami, FL	Same	N/A	Kenneth F Conwell	C and D
Done Wright AC & Electric Service, Inc.** (SBE)	10711 SW 216 Street Suite 109 Miami, FL	Same	N/A	David Wright	C and D
Sun Eagle General Contractors, Corp.	12300 SW 130 Street Number 5 Miami, FL	Same	N/A	Yamil Castillo	C and D
Vacant Property Security, LLC	350 Highland Drive Suite 100 Lewisville, TX	4595 NW 73 Avenue Miami, FL	3	Kim Drake-Loy	A and B
			7.5%		

*Provided pursuant to Resolution No. R-1011-15. Percentage of employee residents is the percentage of vendor's employees who reside in Miami-Dade County as compared to the vendor's total workforce.

** Vendor's submittal for prequalification pool was received after the solicitation closing date.

Vendors Not Recommended for Award and/or Prequalified for Pool

Vendor	Local Address	Reason Not Awarded (Groups A and B)	Reason Not Prequalified for Pool (Groups C and D)
Sun Eagle General Contractors, Corp.	Yes	Higher than lowest bid.	Not applicable. Vendor is being recommended for prequalification.
Vacant Investment Protection, Inc	No		Vendor did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendor may be added to the pool.

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues. 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 solicitation 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 client department. The scope of services was updated to combine both protection coverings and hurricane shutters into one solicitation.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies where permitted by the funding source.
- The Small Business Enterprise Bid Preference and Local Preference were applied where permitted by the funding source for Groups A and B.
- The Small Business Enterprise (SBE) Bid Preference and Local Preference will be applied at the time of spot market competition for Group C. An SBE set-aside applies for spot market competition up to \$100,000 when there are three or more SBE-certified firms available.
- Small Business Enterprise Construction (SBE-Con) measures, Responsible Wages, Living Wage, Community Workforce Program goals, Resident First, and Employ Miami-Dade County goals will be determined prior to advertising each spot market competition for Group D. Local Preference will be applied at the time of spot market competition where permitted by the funding source.



Maurice L. Kemp
Deputy Mayor



MEMORANDUM

(Revised)

TO: Honorable Chairwoman Audrey M. Edmonson
and Members, Board of County Commissioners

DATE: August 31, 2020

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 8(F)(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(F)(2)
8-31-20

RESOLUTION NO. R-847-20

RESOLUTION APPROVING AWARD OF CONTRACT NO. FB-01358 GROUP A (NON-FEDERAL FUNDING) AND GROUP B (FEDERAL FUNDING) TO VACANT PROPERTY SECURITY, LLC. FOR THE PURCHASE OR RENTAL OF PROTECTION COVERINGS FOR DOORS AND WINDOWS, AND ESTABLISHING AN OPEN PREQUALIFICATION POOL FOR GROUPS C AND D OF CONTRACT NO. FB-01358 FOR THE PURCHASE OF HURRICANE SHUTTERS AND INSTALLATION, REMOVAL, AND REPAIR SERVICES FOR MULTIPLE DEPARTMENTS FOR A FIVE-YEAR TERM IN AN AMOUNT NOT TO EXCEED \$2,462,000.00; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO GIVE NOTICE OF THESE AWARDS FOR GROUPS A AND B TO VACANT PROPERTY SECURITY, LLC., ISSUE THE APPROPRIATE PURCHASE ORDERS TO GIVE EFFECT TO SAME AND EXERCISE ALL PROVISIONS OF THE CONTRACT, INCLUDING ANY CANCELLATION OR EXTENSION PROVISIONS, PURSUANT TO SECTION 2-8.1 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA AND IMPLEMENTING ORDER 3-38; AND AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO SOLICIT PRICING FOR GROUPS C AND D, 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:

Section 1. This Board approves award of Contract No. FB-01358 Group A (Non-federal funding) and Group B (federal funding) to Vacant Property Security, LLC. for the purchase or rental of protection coverings for doors and windows for a five-year term, and authorizes the County Mayor or County Mayor's designee to give notice of these awards for Groups A and B to Vacant Property Security, LLC., issue the appropriate purchase orders to give effect to same and exercise all provisions of the contract, including any cancellation or extension provisions, pursuant to Section 2-8.1 of the Code of Miami-Dade County, Florida and Implementing Order 3-38. A copy of the contract document is on file with and available upon request from the Internal Services Department, Strategic Procurement Division.

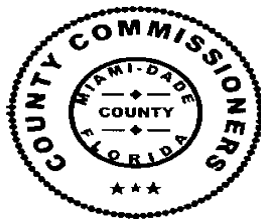
Section 2. This Board approves the establishment of an open prequalification pool for Groups C and D of Contract No FB-01358 for a five-year term for the purchase of hurricane shutters and installation, removal, and repair services for multiple departments, and authorizes the County Mayor or County Mayor's designee to (a) solicit pricing for Groups C and D 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. A copy of the solicitation document and resulting contracts are on file and available upon request from the Internal Services Department, Strategic Procurement Division.

Section 3. The Board approves the award of Groups A, B, C and D of Contract No. FB-01358 for an amount not to exceed \$2,462,000.00.

The foregoing resolution was offered by Commissioner **Rebeca Sosa**, who moved its adoption. The motion was seconded by Commissioner **Sally A. Heyman** and upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman	aye
Rebeca Sosa, Vice Chairwoman	aye
Esteban L. Bovo, Jr.	aye
Jose "Pepe" Diaz	aye
Eileen Higgins	aye
Joe A. Martinez	absent
Dennis C. Moss	aye
Xavier L. Suarez	aye
Daniella Levine Cava	aye
Sally A. Heyman	aye
Barbara J. Jordan	aye
Jean Monestime	aye
Sen. Javier D. Souto	aye

The Chairperson thereupon declared this resolution duly passed and adopted this 31st day of August, 2020. 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

HARVEY RUVIN, CLERK

By: **Melissa Adames**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Hugo Benitez