

Memorandum



Date: January 20, 2021

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor


Subject: Request for Additional Expenditure Authority to Prequalification Pool No. 9796-1/24-1, Office Machine Repair and Maintenance Services

Agenda Item No. 8(F)(4)

Resolution No. R-16-21

Recommendation

It is recommended that the Board of County Commissioners (Board) authorize additional expenditure authority to *Prequalification Pool No. 9796-1/24-1, Office Machine Repair and Maintenance Services* for the Miami-Dade Police Department. The Department is requesting \$66,000 in additional expenditure authority in order to ensure there is sufficient funding throughout the term of the pool to continue purchasing office machine repair and maintenance services for County owned machines. Board approval is required as the cumulative pool allocation will exceed \$1 million dollars.

The County established this pool under delegated authority in February 2014 for a five-year term with one, five-year option to renew. The pool is currently in the option to renew term. Prequalified vendors under the pool provide repair and maintenance services for various office machines, including but not limited to, microfilm, microfiche, paper shredders, fax machines, desktop scanners and printers, plotters, and typewriters. There are currently ten active prequalified vendors under the pool, of which eight have local addresses and two are certified Small Business Enterprise firms. Since its establishment, six vendors have been added to the pool, of which five have local addresses.

The Miami-Dade Police Department is requesting \$66,000 to purchase parts, maintenance and repair services for printers, reader printers, shredders, plotters, scanners and fax machines located at various Police Districts, Units, Bureaus, and Sections within the Department's Headquarters. These office machines are in service daily, and is critical that access to law enforcement documents be available for officers to provide optimum service to the citizens of Miami-Dade County. The office machines are used to scan law enforcement documents into the Electronic Document Management System; print public records, clearance letters, Offense Incident Reports for the public and law enforcement agencies; shred or destroy important documents with sensitive information; and plot/print large County maps for identification of specific areas for various essential job duties for Districts and Units. The Department's initial allocation for the current term was based on the pre-approved allocation at the time the pool was established. As additional needs are identified, incremental increases have been requested to ensure the Department maintains adequate funding levels.

The pool remains open and additional vendors that meet the prequalification criteria may be added at any time during the term, subject to ratification by the Board on a bi-annual basis.

Scope

The impact of this item is countywide in nature.

Fiscal Impact/Funding Source

The current term expires on February 29, 2024, and has a current cumulative allocation of \$999,000. If this request is approved, the pool will have a modified cumulative allocation of \$1,065,000. The

requested increase in expenditure authority is based on current usage and the estimated needs identified by the requesting Department.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Aviation	\$96,000	\$0	\$96,000	Proprietary Funds	Neivy Garcia
Community Action and Human Services	\$62,000	\$0	\$62,000	General Fund	Yolanda Singleton
Internal Services	\$441,000	\$0	\$441,000	Internal Service Funds	David Campos
Juvenile Services	\$35,000	\$0	\$35,000	General Fund	Sabrina Burch
Metropolitan Planning Organization	\$18,000	\$0	\$18,000	Federal Funds	Oscar Camejo
Office of Management and Budget	\$32,000	\$0	\$32,000	General Fund	Carolina Acosta
Parks, Recreation and Open Spaces	\$23,000	\$0	\$23,000	General Fund	Bernie Rodriguez
Police	\$115,000	\$66,000	\$181,000	General Fund	Maggie Acosta
PortMiami	\$44,000	\$0	\$44,000	Proprietary Funds	Phillip Rose
Regulatory and Economic Resources	\$53,000	\$0	\$53,000	Proprietary Funds	Manny Blanco
Solid Waste Management	\$60,000	\$0	\$60,000	General Fund	Karina Careaga
Transportation and Public Works	\$15,000	\$0	\$15,000	DTPW Operating	Rodney McMillian
Vizcaya Museum and Gardens	\$5,000	\$0	\$5,000	Proprietary Funds	Luis Correa
Total:	\$999,000	\$66,000	\$1,065,000		

Track Record/Monitor

Sade Chaney of the Internal Services Department is the Procurement Contracting Manager.

Delegated Authority

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 County Mayor's designee will also have the authority to 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.

Prequalified Vendors

Vendor	Principal Address	Local Address	Principal
Automated Business Machines, Inc.	6073 NW 167 Street Suite C-24 Miami, FL	Same	Alan Mandel

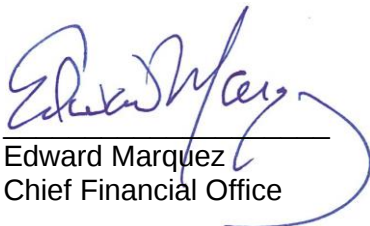
Vendor	Principal Address	Local Address	Principal
Barlop, Inc. (SBE)	6508 NW 82 Avenue Miami, FL	Same	Jose A. Lopez
Canon Solutions America, Inc.	One Canon Park Melville, NY	5200 Blue Lagoon Drive Suite 150 Miami, FL	Adachi Yoroku
Electronic Risks Consultants, Inc.	1208 US Highway 22 East Suite 4 Phillipsburg, NJ	None	Avraam Zambas
MTS Software Solutions, Inc.	8302 Atlantic Avenue Margate City, NJ	None	Gary Schwartz
PC Solutions & Integration, Inc.	4937 SW 75 Avenue Miami, FL	Same	Michelle Rudnick
Restored Digital Solutions, LLC dba RDSTEAM.COM (SBE)	1900 NW 135 Avenue Miami, FL	Same	Gustavo J. Hermida
Ricoh USA, Inc.	300 Eagleview Boulevard Exton, PA	11200 SW 8 Street Miami, FL	Joji Tokunaga
Toshiba America Business Solutions, Inc.	25530 Commercentre Drive Lake Forest, CA	15050 NW 79 Court Floor 2 Miami Lakes, FL	Scott MacCabe
Xerox Corporation	201 Merritt 7 Norwalk, CT	6205 Blue Lagoon Drive Suite 210 Miami, FL	Steven J. Bandrowczak

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 contractor responsibility, including verifying corporate status and review of performance and compliance issues. 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 provision applies where permitted by the funding source.
- The Small Business Enterprise (SBE) Bid Preference and Local Preference will be applied at the time of spot market competition where permitted by the funding source. A SBE set-aside applies for spot market competition up to \$100,000 where permitted by the funding source when there are three or more SBE-certified firms available.
- The Living Wage does not apply.



Edward Marquez
Chief Financial Office



MEMORANDUM

(Revised)

TO: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

DATE: January 20, 2021

FROM: 
Gen Bonzon-Keenan
Successor County Attorney

SUBJECT: Agenda Item No. 8(F)(4)

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)(4)
1-20-21

RESOLUTION NO. R-16-21

RESOLUTION APPROVING ADDITIONAL EXPENDITURE AUTHORITY IN A TOTAL AMOUNT UP TO \$66,000.00 FOR PREQUALIFICATION POOL NO. RTQ-9796-1/24-1 FOR PURCHASE OF OFFICE MACHINE REPAIR AND MAINTENANCE SERVICES FOR THE MIAMI-DADE POLICE DEPARTMENT FOR A TOTAL PREQUALIFICATION POOL AMOUNT OF \$1,065,000.00; 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

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

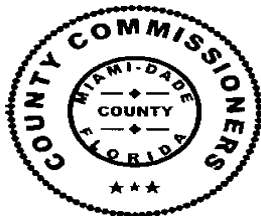
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

This Board authorizes additional expenditure authority in a total amount up to \$66,000.00 for Prequalification Pool No. RTQ-9796-1/24-1 for the purchase of office machine repair and maintenance services for the Miami-Dade Police Department for a total prequalification pool amount of \$1,065,000.00; 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. A copy of the solicitation document is available upon request from the Internal Services Department, Strategic Procurement Division.

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:

Jose "Pepe" Diaz, Chairman	aye
Oliver G. Gilbert, III, Vice-Chairman	aye
Sen. René García	aye
Sally A. Heyman	aye
Eileen Higgins	aye
Kionne L. McGhee	aye
Raquel A. Regalado	aye
Sen. Javier D. Souto	aye
Keon Hardemon	aye
Danielle Cohen Higgins	aye
Joe A. Martinez	aye
Jean Monestime	aye
Rebeca Sosa	aye

The Chairperson thereupon declared this resolution duly passed and adopted this 20th day of January, 2021. 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

Melissa Adames

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Oren Rosenthal