

Memorandum



Date: March 1, 2022

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

From: Daniella Levine Cava
Mayor *Daniella Levine Cava*

Subject: Recommendation for Approval to Establish a Prequalification Pool for Office Supplies

Agenda Item No. 8(F)(7)

Resolution No. R-198-22

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *RTQ-02016, Office Supplies*, for the Internal Services Department (Internal Services) with an allocation of \$12,787,960. This pool will replace *Contract 19-12R* accessed by the County under the Mayor's delegated authority.

Six vendors are being recommended for inclusion in this pool, of which five are Small Business Enterprise (SBE) firms. The acquisition of these goods presents an opportunity to keep local dollars in our community. It was previously contemplated that office supplies be centrally purchased through one national, non-local corporation, however, office supplies can be obtained through local companies, thereby making more than \$12 million available to local and small business firms.

This award removes significant barriers to competition that excluded local companies. It is important to note that expenses will be monitored by the administration to ensure that this approach is efficient and does not result in extraordinary price "mark-ups." Additionally, companies will be monitored to ensure they are not serving as simple pass-throughs, but offer local employment and warehousing of supplies, resulting in local employment and economic impact. As part of my efforts to diversify the contract awards to local small business vendors, this award is within the framework of my Values-Based Procurement initiative that seeks to increase opportunities for local and small business and improve the solicitation process. The County will be using a single portal managed by Materials Management within ISD for the convenient ordering and delivery of these goods.

This pool will allow the County to purchase various office supplies and related products for all departments on an as needed basis. Vendors will participate in spot market competitions for specified office supplies and related products on an as needed basis. The prequalified vendors will be included in two groups, as follows: Group 1: Office Supplies - SBE Set-Aside; and Group 2: Office Supplies - No Measures, due to use of Federal Funds.

Outreach efforts were conducted to encourage participation in this solicitation. The pool will remain open to allow additional qualified vendors which meet the prequalification criteria to be added throughout the pool's term. Staff will continue to reach out to vendors to encourage additional participation.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$12,787,960. The current contract, *19-12R*, is valued at \$1,000,000 for 3 years and seven months and expires on October 13, 2023. This contract was accessed to establish a just-in-time punch out functionality within the Enterprise Resource Planning System. The allocation for the last term of the previous pool, *6712-5/15-5*, was \$12,216,000 for six years.

Department	Allocation	Funding Source	Contract Manager
Internal Services	12,787,960	Internal Services Fund	Leyanis Ferreiro
Total:	\$12,787,960		

Track Record/Monitor

Basia M. Pruna, Assistant Division Director, Internal Services Department will monitor this pool.

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 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 (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 Prequalified for Pool

A Request to Qualify was issued under full and open competition. Sixteen vendors responded to the solicitation, including two “No Bids”, and six are being recommended for inclusion in the pool as set forth in the table below.

Vendor	Principal Address	Local Address	Principal	Group
Barlop Inc. (SBE)	6508 NW 82 Avenue Miami, FL	Same	Madelyn Lopez	1 and 2
Daboter Inc d/b/a Smith Office & Computer Supply	1009 S 21 Avenue Hollywood, FL	None	David Levy	2
Gasant Enterprises LLC (SBE)	20609 NW 14 Place Miami, FL	Same	Mabeka Gasant	1 and 2
iPhone and iPad Warehouse LLC (SBE)	18149 NE 19 Avenue North Miami Beach, FL	Same	Brian Farella	1 and 2
Office Express Supplies, Inc. (SBE)	8005 W 20 Avenue Hialeah, FL	Same	Randolph Garcia	1 and 2
Toner Cartridge Recharge, Inc. (SBE)	2500 NW 79h Avenue, Suite 267 Doral, FL	Same	Nino Clares-Prieto	1 and 2

Vendors Not Prequalified for Pool or Did Not Bid

Vendor	Local Address	Reason for Not Recommending
A Plus School Supply	No	Vendor did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendor can be added to the pool. The Strategic Procurement Division is constantly providing guidance to vendors so they can provide the required information and documentation.
Digital Dolphin Products, LLC	No	
Elite Business Strategies, LLC dba myElite Products	No	

Vendor	Local Address	Reason for Not Recommending
LD Products, Inc.	No	
LRE Inc. dba Lee Ryder Lamination (SBE)	Yes	
M.E. Global Supplies, Inc. (SBE)	Yes	
Total Connection, Inc. (SBE)	Yes	
WB Mason Co, Inc.	No	
ACCO Brands USA LLC	No	No Bid*
Unipak Corp.	No	

*A "No Bid" means the vendor responded indicating that it will not be providing an offer.


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 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 or pool 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 user department. A total of 3,083 vendors were notified upon advertisement and 16 responses were received including two "No Bids."

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies where permitted by the funding source.
- Small Business Set-Aside applies to all spot market competition if permitted by the funding source.
- Local Preference will be applied at the time of spot market competition where permitted by the funding source.
- The Living Wage does not apply as the services are not covered by the Living Wage Ordinance.



Edward Marquez
 Chief Financial Officer



MEMORANDUM
(Revised)

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

DATE: March 1, 2022

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(F)(7)

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)(7)
3-1-22

RESOLUTION NO. _____ R-198-22

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-02016 FOR GROUPS 1 AND 2 FOR THE PURCHASE OF OFFICE SUPPLIES FOR THE INTERNAL SERVICES DEPARTMENT FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$12,787,960.00; 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 the establishment of Prequalification Pool RTQ-02016 for Groups 1 and 2 for the purchase of office supplies for the Internal Services Department for a five-year term in a total amount up to \$12,787,960.00; 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 on file and available upon request from the Internal Services Department, Strategic Procurement Division.

The foregoing resolution was offered by Commissioner **Eileen Higgins**, who moved its adoption. The motion was seconded by Commissioner **Oliver G. Gilbert, III** 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	Keon Hardemon	aye
Sally A. Heyman	aye	Danielle Cohen Higgins	aye
Eileen Higgins	aye	Joe A. Martinez	aye
Kionne L. McGhee	aye	Jean Monestime	aye
Raquel A. Regalado	aye	Rebeca Sosa	aye
Sen. Javier D. Souto	absent		

The Chairperson thereupon declared this resolution duly passed and adopted this 1st day of March, 2022. 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.

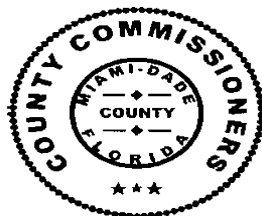
MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

Basia Pruna

By: _____

Deputy Clerk



Approved by County Attorney as
to form and legal sufficiency.

OR

Oren Rosenthal