

Date: May 2, 2023

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor



Agenda Item No. 8(P)(4)

Resolution No. R-421-23

Subject: Recommendation for Approval to Establish a Prequalification Pool for Toner Cartridges for Printers, Copiers, and Facsimile Machines

Summary

This item is requesting establishment of a prequalification pool for the purchase of toner cartridges for printers, copiers, and facsimile machines on behalf of multiple County departments. Upon establishment of the pool, purchases are made via spot market competition on an as needed basis. The pool will be utilized by Internal Services Department (ISD) Materials Management Division to stock the centralized office supply warehouse to provide toner and other office supplies to the various County departments. This pool allows for the purchase of Original Equipment Manufacturer (OEM) or remanufactured toner cartridges, as well as for the inclusion of recycling services along with the purchase. It's important to note that remanufactured cartridges lessen the impact to the environment and reduces our carbon footprint. Toner usage across the County has decreased, and usage continues to remain low as there are many initiatives underway to reduce printing, go paperless, and digitize files.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve establishment of a prequalification pool, *EVN0000183, Toner Cartridges for Printers, Copiers, and Facsimile Machines*, in the amount of \$7,000,000 for ISD to service County departments for a five-year term. Small Business Enterprise (SBE) measures and the Local Preference will be applied at the time of spot market competition. To track pool expenditures by vendor, bidding under this and other prequalification pools will gradually be conducted and monitored in a single platform, INFORMS, which will allow staff to provide data reports to the Board, as requested.

Background

The previous pool, *6301-5/15-5, Toner Cartridges (New/OEM) for Printers*, was established for a five-year term with five, one-year option to renew terms effective July 1, 2007. The pool was subsequently extended by the Board for five additional years and under delegated authority for six months. The pool had 20 vendors, of which 10 were local, including six certified Small Business Enterprise (SBE) firms. The incumbent vendors under the previous pool, as well as other identified firms, were notified about the replacement solicitation.

It was originally anticipated that toner needs would be met through *Pool No. RTQ-02016, Office Supplies*, approved by the Board on March 1, 2022 by Resolution No. R-198-22. It has been determined by ISD Materials Management that the vendors in the Pool are unable to meet all of the toner needs of the County. Therefore, a solicitation was advertised on September 30, 2022, and responses were received on November 15, 2022. Upon advertisement, 25 vendors were notified, of which 19 downloaded the solicitation and 15 responded. The pool includes two groups: Group 1: New OEM Toner Cartridges and Group 2: Remanufactured Toner Cartridges.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$7,000,000. The previous pool, *6301-5/15*, was valued at \$30,743,000 for a 15-year and six-month term which expired on December 31, 2022. The allocation

under the replacement pool is lower than the previous pool on an annualized basis and is based on estimated usage during the pool term.

Department	Allocation	Funding Source	Contract Manager
ISD	\$7,000,000	Internal Service Funds	Terrence Thompson
Total:	\$7,000,000		

Track Record/Monitor

Angela Mathews-Tranumn 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.

Vendors Prequalified for Pool

Six vendors are being recommended for inclusion in the pool, of which four are local, including three certified SBE firms, as set forth in the table below.

Vendor	Principal Address	Local Address	Principal	Group(s) Prequalified
Barlop, Inc. (SBE)	6508 NW 82 Avenue Miami, FL	Same	Madelyn Lopez	Groups 1 and 2
Galloway Office Supply, Inc.	10201 NW 21 Street Miami, FL	Same	Jim Toural	Groups 1 and 2
GCS Imaging, Inc.	217 Hergesell Avenue Maywood, NJ	No	Rose Taub	Group 1
Network & Communication Services, Inc. (SBE)	9509 NW 47 Terrace Doral, FL	Same	Dhana Diaz	Groups 1 and 2
Office Express Supplies, Inc. (SBE)	8005 West 20 Avenue Hialeah, FL	Same	Randy Garcia	Groups 1 and 2
Staples Contract & Commercial, LLC	500 Staples Drive Framingham, MA	No	Jeffery L. Hall	Group 2

Vendors Not Prequalified for Pool

The vendors in the below table are not being recommended for prequalification. However, SPD is providing guidance to these vendors so they can provide the required information and documentation. Upon submission of the required documents and/or verification of information, the vendors may be added to the pool.

Vendor	Local Address	Reason for Not Recommending
Cornerstone Printer Supplies, Inc.	Yes	Vendor did not submit the required documents to satisfy the prequalification criteria.
M.E. Global Supplies, Inc.	Yes	
Inversiones Papelmania 2000, Inc. dba Papelmania USA	Yes	
Toner Cartridge Recharge, Inc.	Yes	

Vendor	Local Address	Reason for Not Recommending
Trusted & Dependable Solutions	No	No Bid*
Axelliant, LLC	No	
Monarch Electronics, Inc.	Yes	
The Tree House, Inc.	No	
Veratics Inc dba GoVets	No	

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

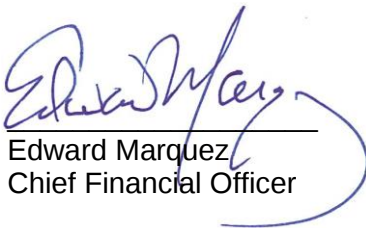
Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with 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 meetings and drafting sessions with the user department. There were no major changes to the scope of services required.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies.
- The Small Business Enterprise measures will be determined prior to advertising each spot market competition. The Local Preference will be applied at the time of spot market competition. Each spot market competition must be submitted to the Small Business Development Division for review.
- The Living Wage Ordinance does not apply as this is for the purchase of goods.



Edward Marquez
Chief Financial Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: May 2, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(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(P)(4)
5-2-23

RESOLUTION NO. _____ R-421-23

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000183 FOR THE INTERNAL SERVICES DEPARTMENT FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$7,000,000.00 FOR THE PURCHASE OF TONER CARTRIDGES FOR PRINTERS, COPIERS, AND FACSIMILE MACHINES; 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

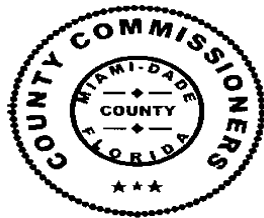
WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

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 EVN0000183 for the Internal Services Department for a five-year term in a total amount up to \$7,000,000.00 for the purchase of toner cartridges for printers, copiers, and facsimile machines; 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.

The foregoing resolution was offered by Commissioner **Eileen Higgins**,
 who moved its adoption. The motion was seconded by Commissioner **Marleine Bastien**
 and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman	aye		
Anthony Rodríguez, Vice Chairman	aye		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Kevin Marino Cabrera	aye	Sen. René García	aye
Roberto J. Gonzalez	aye	Keon Hardemon	aye
Danielle Cohen Higgins	aye	Eileen Higgins	aye
Kionne L. McGhee	aye	Raquel A. Regalado	aye
Micky Steinberg	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 2nd day of May, 2023. 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

LUIS G. MONTALDO, CLERK AD INTERIM

Basia Pruna

By: _____
 Deputy Clerk

Approved by County Attorney as
 to form and legal sufficiency.

Eduardo W. Gonzalez