

Date: July 6, 2023

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

From: Daniella Levine Cava
Mayor



Agenda Item No. 8(P)(25)

Resolution No. R-641-23

Subject: Recommendation for Approval to Establish a Prequalification Pool for Furniture (Office and Non-Office), including Systems Furniture, for Capital Improvement Projects

Summary

This item is for the establishment of a prequalification pool for the purchase of office and non-office furniture for multiple County departments, primarily for capital improvement projects previously approved by the Board that would require products and services provided by this pool. The pool provides for the purchase and installation of furniture including replacement parts, upholstery and associated products and services. County departments purchase traditional furniture, such as seating, desks and tables, upholstery of furniture, and specialized furniture, including detention center specific furniture, ADA special accommodation requests, interview room furniture, replacement parts and associated products and services for their respective facilities. Departments also use this pool for the installation and purchase of systems furniture, which is comprised of partitions, panels, and parts used to build physical offices and cubicles throughout County facilities. As new configuration guidelines are implemented, departments use the pool to improve space planning and to ensure the safety and work quality of employees. Demand for systems furniture is highest during new construction and the remodeling or renovation of existing floor plans. Approval of this item will allow user departments the ability to purchase office and non-office furniture, based on their specific needs and requirements, to furnish new and existing County facilities. Vendors and manufacturer product lines may be added throughout the term of the pool.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN0000246, Furniture (Office and Non-Office)* for multiple County departments in the amount of \$118,154,000 for a five-year term. The establishment of a pool is recommended due to the wide range of items purchased and large number of manufacturers available, as well as varying needs of the departments, which make standardization difficult. Additionally, a pool will allow for the competition of different size projects for the purchase of furniture as the need arises, making projects accessible to small and local vendors. To track pool expenditures by vendor, bidding under this and other prequalification pools will be conducted and monitored in a single platform, INFORMS, effective June 1, 2023, which will allow staff to provide data reports to the Board, as requested.

This pool will replace *Prequalification Pool No. RTQ-00439*, established by the Board on February 6, 2018 through Resolution No. R-95-18, in the amount of \$15,185,000 for a one-year term with a requirement that annual requests for continuation of the pool be presented to the Board based on the approved budget for each department. The Board approved additional time and expenditure authority for subsequent fiscal years through Resolution Nos. R-134-19, R-37-20, R-45-21, R-101-21, and R-308-22. The current pool included 39 vendors at time of establishment, of which eight were local, and six were certified Small Business Enterprise (SBE) firms. The pool currently has 56 vendors, of which 11 are local, including five certified SBEs. Twenty-nine submittals were received in response to this solicitation, and thirteen vendors are being recommended for inclusion in the replacement pool, of which six have local addresses, including five certified SBEs. The SBE contract measures and local preference will be applied at the time of spot market competition, where permitted by the funding source.

Background

A solicitation was issued on March 1, 2023, with a due date of March 14, 2023. Upon advertisement of the solicitation in INFORMS, 546 vendors were invited. Vendors who were notified included vendors identified during market research, that are doing business with the County, or participated in recent solicitations issued by other municipalities in Florida.

The pool includes three groups: Group 1, for the purchase of furniture and related products; Group 2, for furniture services, including but not limited to installation, maintenance, repair, and refurbishment; and Group 3, for furniture services requiring a general or electrical license when connection to electrical supply is required.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$118,154,000. The current pool, *RTQ-00439*, is valued at \$94,812,216 for a five-year and six-month term and expires on August 31, 2023. The allocation under the replacement pool is 37 percent higher than the current pool on an annualized basis and is based on departmental requests for the term of the pool. Additionally, County departments have attributed their increases in expenditures to capital improvement projects, ongoing projects, market price increases, and potential new projects during this pool term.

Departments with increased needs and highest allocations in the pool include:

- Miami-Dade Aviation Department (MDAD) has forecasted for current and upcoming capital improvement projects, and for previously postponed projects that have been budgeted for upcoming fiscal years concurrent with this pool.
- Miami-Dade Fire Rescue (MDFR) has forecasted based on ongoing projects for Fire Stations, Headquarter offices, and ancillary locations.
- Miami-Dade Public Library System (MDPLS) has forecasted based on future renovation, remodeling, and/or construction projects.
- Internal Services Department (ISD) is responsible for centralized purchasing for multiple County departments and forecasted its allocation to account for future and unforeseen projects.
- PortMiami needs to purchase various items for future projects, such as upgrading cruise terminals and relocating tenants.
- Miami-Dade Police Department (MDPD) will be replacing existing furniture throughout its facilities due to old age, commencing with the Headquarters Complex. The replacement will include the reconfiguration and purchase of office partition and cubicles.

Department	Allocation	Funding Source	Contract Manager
Administrative Office of the Courts	\$125,000	General Fund	Valerie Regits
MDAD	\$27,820,000	Proprietary Funds	Sylvia Novela
Elections	\$250,000	General Fund	Newton Blanc
Clerk of Courts	\$325,000	Clerk Revenue	Charis Lubeck
Community Action and	\$500,000	General Fund/Federal	Brad Skinner

Department	Allocation	Funding Source	Contract Manager
Human Services		Funds	
Cultural Affairs	\$250,000	Proprietary Funds	Regla Lee
Finance	\$500,000	Proprietary Funds/ General Fund	Vivian Delgado
Human Resources	\$50,000	General Fund	Ricardo Bran
Corrections and Rehabilitation	\$1,250,000	General Fund	Alessandra Linares
MDFR	\$10,386,900	Fire District	Marianela Betancourt
Information Technology	\$200,000	Internal Service Funds	Julian Manduley
ISD	\$31,120,000	CIIP Program Revenues/ Revenue Generated/ General Fund	Juanita Times
Juvenile Services	\$35,000	General Fund/ State Funds	Johan Williams
MDPLS	\$22,375,000	Library District	Kimberly Craig
Parks, Recreation and Open Spaces	\$2,000,000	General Fund	Fernando Robreño
MDPD*	\$10,000,000	General Fund	Nicholas Santos
PortMiami	\$6,093,750	Proprietary Funds	Frank Ramirez
Public Housing and Community Development	\$150,000	Federal Funds	Indira Rajkumar-Futch
Strategic Procurement	\$500,000	General Fund	Alex Alfonso
Solid Waste	\$74,000	Proprietary Funds	Karina Careaga
Regulatory and Economic Resources	\$2,500,000	Proprietary Funds	Ruth Rodriguez
DTPW	\$283,500	Proprietary Funds/ General Fund	Wendy Morales
Water and Sewer	\$1,265,850	Proprietary Funds	Susan Pascual
Tax Collector*	\$100,000	General Fund	Katherine Sosa
Total:	\$118,154,000		

*It should be noted that contracts contain termination for convenience provisions, which can be exercised if the commodities and services in this item are affected by the establishment of the constitutional offices.

Track Record/Monitor

Alonzo Joseph 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. Any contract award under the prequalification pool exceeding \$5,000,000 is subject to ratification by the Board.

Vendors Prequalified for Pool

Thirteen vendors are being recommended for inclusion in the pool as set forth in the table below, of which six have local addresses, including five certified SBEs. Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended are local due to the limited number of local vendors responding to the solicitation. Staff will continue outreach efforts to increase local vendor participation as the pool will remain posted on SPD's website and open for additional qualified vendors to be added.

Vendor	Principal Address	Local Address	Principal	Group(s) Prequalified
All Rack & Shelving, Inc.	773 Tree Side Lane Ponte Vedra Beach, FL	None	Ronald Rossiter	1
Apricot Office Interiors, Inc. (SBE)	20401 NW 2 Avenue Suite 220 Miami Gardens, FL	Same	Basil M. Bernard	1
Arconas Corporation	5700 Keaton Crescent Mississauga, ON	None	Dan Nussbaum	1
Berwin, Inc. dba JC White Architectural Interior Products	1662 NW 215 Street Miami Gardens, FL	Same	Sharon Feltingoff	1, 2, 3
Classroom Outfitters LLC (SBE)	19301 SW 106 Avenue, Suite 11 Miami, FL	Same	Richard A. Brewer	1
Gassant Enterprises LLC dba Gassant Enterprises (ACDBE, DBE, LDB, SBE)	20609 NW 14 Place Miami, FL	Same	Makeba Gassant	1
Global Equipment Company, Inc. dba Global Industrial	11 Harbor Park Drive Port Washington, NY	None	Barry Litwin	1
Library Interiors of Florida, Inc.	209 Palmetto Street Suite 1 Auburndale, FL	None	Carl B. Ekblad	1, 2
Kaplan Early Learning Company	1310 Lewisville-Clemmons Road Lewisville, NC	None	David P. Bumgarner	1
Office Express Supplies, Inc. (LDB, SBE)	8005 W 20 Avenue Hialeah, FL	Same	Randolph Garcia	1
OFS Brands, Inc.	1204 East 6 Street Huntingburg, IN	None	Robert H. Menke, Jr.	1
Pradere Manufacturing Corp. (SBE)	7655 West 20 Avenue Hialeah, FL	Same	Maria Pradere	1, 2, 3
Your Office, Inc.	608 NW 28 Street, Wilton Manors, FL	None	Charles S. Williams	1

Vendors Not Prequalified for Pool

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

Vendor	Local Address	Reason for Not Recommending
Advanced Filing Systems Inc d/b/a Florida Office Systems	Yes	

Vendor	Local Address	Reason for Not Recommending
Allseating Corporation	No	Vendor did not submit the required documents to satisfy the prequalification criteria.
Compass Office Solutions LLC	No	
Corporate Office Interiors	No	
Dirtt Environmental Solutions Inc.	Yes	
Disc O Bed LP	No	
DSI Industries Inc. dba OFGO Studio	No	
Empire Office Inc.	Yes	
Global Industries Inc.	No	
Kimball Office Inc.	No	
L2 Supplies and Services	No	
Lakeshore Learning Materials LLC	No	
Landscape Forms Inc.	No	
Norix Group Inc.	No	
R George & Associates Inc.	No	
WRK Lab Inc.	Yes	

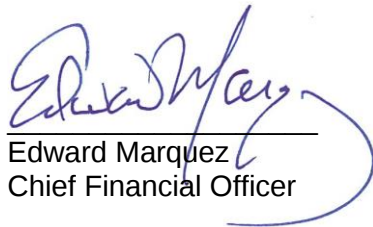
Due Diligence

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 departments. The scope of services was updated to include additional groups to address changes in the market regarding manufacturer authorization and to contemplate possible services that may require specific licenses and/or certifications to perform certain work through the pool.

Applicable Ordinances and Contract Measures

- The two percent User Access Program provision applies where permitted by the funding source.
- Small Business Enterprise measures and Local Preference will be applied at the time of spot market competition where permitted by the funding source. All spot market competitions shall be submitted to the Small Business Development Division for review.
- The Living Wage does not apply as the services are not covered under the Ordinance.



Edward Marquez
Chief Financial Officer



MEMORANDUM

(Revised)

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

DATE: July 6, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(25)

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)(25)
7-6-23

RESOLUTION NO. R-641-23

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000246 FOR MULTIPLE COUNTY DEPARTMENTS FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$118,154,000.00 FOR THE PURCHASE OF FURNITURE (OFFICE AND NON-OFFICE); 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; PROVIDED THAT ANY CONTRACT AWARD UNDER THE POOL EXCEEDING \$5,000,000.00 IS RATIFIED BY THE BOARD

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 EVN0000246 for multiple County departments for a five-year term in a total amount up to \$118,154,000.00 for the purchase of furniture (Office and Non-Office); 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; provided that any contract award under the pool exceeding \$5,000,000.00 is ratified by the Board.

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:

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

The Chairperson thereupon declared this resolution duly passed and adopted this 6th day of July, 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

JUAN FERNANDEZ-BARQUIN, CLERK

By: **Basia Pruna**
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

Eduardo W. Gonzalez