

Memorandum



Date: October 3, 2023

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

Agenda Item No. 8(P)(8)

From: Daniella Levine Cava
Mayor

A handwritten signature in cursive script that reads "Daniella Levine Cava".

Resolution No. R-878-23

Subject: Recommendation for Approval to Establish a Prequalification Pool for Paper, Fine Registered Mill Brands

Summary

This item is to establish a prequalification pool for the purchase of offset and digital printing paper in varying sizes, finishes, grades, and basis weights and recycled-content paper of various grades and post-consumer fiber content, for multiple County departments, centralized through the Internal Services Department (ISD). The pool provides for fine registered mill brand and private brand cut sheet, folio size sheet fed, roll-fed, pin-feed and fan folded computer papers, recovered fiber type papers, synthetic papers, chipboard, and related products such as envelopes and packaging materials. Papers shall include recycled content as specified at the time of the spot market quote whenever possible. Approval of this item will allow the departments to use paper products for operational needs, including, but not limited to, office stationery, copiers, and the printing of ballots, property appraisal notices, tax bills, and Board meeting agendas, as part of their workflow and transactions for compliance with internal and external standards. The proposed pool allocation is 23% lower compared to the two existing pools that are being consolidated. It is important to note that paper usage across the County has decreased, and usage continues to remain low as there are many sustainable initiatives underway to reduce printing, go paperless, and digitize files.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, *EVN0000389, Paper, Fine Registered Mill Brands* for ISD on behalf of multiple County departments in the amount of \$8,850,000 for a five-year term. The establishment of a pool is recommended as the paper needs vary widely by department and there are many different types and sizes of paper, which make it difficult to anticipate the needs of departments. A pool will allow for the competition of different size projects for the purchase of paper products as the need arises, making projects more accessible to small and local vendors. This pool will consolidate two current pools which offer similar products. It is in the County's best interest to consolidate these pools to facilitate bidding by vendors, including Small Business Enterprises (SBEs) and increase administrative efficiencies by having a single pool to manage. All spot market quotations will be reviewed by the Small Business Division for assignment of measures. This pool will replace:

- *Prequalification Pool 6824-1/23, Paper, Fine Registered Mill Brands*, established by the Board on May 7, 2013 for a five-year term with one, five-year option to renew through Resolution No. R-349-13. Three vendors were prequalified at time of establishment, of which two were local. There are currently six vendors in the pool, of which five have local addresses.
- *Prequalification Pool RTQ-01901, Stock Paper for High Speed Cutsheet Printers*, established under the Mayor's delegated authority for a two-year term on September 24, 2021. Two vendors were prequalified at time of establishment, and both had local addresses. No vendors have been added to the pool.

To track pool expenditures by vendor, bidding under all prequalification pools is being conducted and monitored in a single platform, INFORMS, which allows staff to provide reports to the Board, as requested.

Background

A Request to Qualify was issued on January 23, 2023, and submittals were due on February 8, 2023. Upon advertisement, an email blast was sent to the vendors on the current pools notifying them of the opportunity for applying under the replacement. Additionally, an INFORMS notification was sent to approximately 262 local and registered vendors across related commodity codes. Five vendors responded to the solicitation, and three local vendors are being recommended for inclusion in the pool, of which one is a certified SBE.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$8,850,000. The cumulative value of the current pools is \$22,400,000 allocated as follows:

- 6824-1/23 is valued at \$22,000,000 for a ten-year and six-month term and expires on November 30, 2023.
- RTQ-01901 is valued at \$433,333 for a two-year and two-month term and expires on November 30, 2023.

The annualized allocation under the replacement pool is 23 percent lower than the combined allocation of the current pools and is based on estimated usage over the term of the pool. Savings are expected to be realized from the consolidation of commodities and ease of administrative oversight.

Department	Allocation	Funding Source	Contract Manager
ISD	\$8,850,000	Internal Service Funds	Terrence Thompson
Total:	\$8,850,000		

Track Record/Monitor

Christopher Grant-Henriques 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

Three vendors are being recommended for inclusion in the pool as set forth in the table below. Outreach efforts will be conducted to add more vendors and promote the pool among local and small businesses.

Vendor	Principal Address	Local Address	Principal
Announcement Converters, Inc.	13165 NW 45 Avenue Opa Locka, FL	Same	Jeffrey Greene
Galloway Office Supply, Inc.	10201 NW 21 Street Miami, FL	Same	Jaime Toural

Vendor	Principal Address	Local Address	Principal
Gassant Enterprises, LLC dba Gassant Enterprises (SBE)	20609 NW 14 Place Miami, FL	Same	Makeba Gassant

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
Postal Center International, Inc.	No	Vendor did not submit the required documents to satisfy the prequalification criteria.
Sheyene Technology, Inc.	Yes	

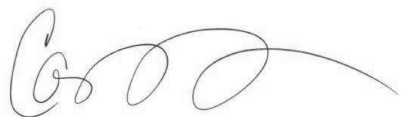
Due Diligence

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, holding meetings and drafting sessions with the user department. The scope of services was updated to consolidate two similar pools into a single solicitation and to include post-consumer and recycled-content paper products whenever possible.

Applicable Ordinances and Contract Measures

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



Carladenise Edwards
Chief Administrative Officer



MEMORANDUM

(Revised)

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

DATE: October 3, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

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

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)(8)
10-3-23

RESOLUTION NO. _____ R-878-23

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000389 FOR THE INTERNAL SERVICES DEPARTMENT FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$8,850,000.00 FOR THE PURCHASE OF PAPER, FINE REGISTERED MILL BRANDS; 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

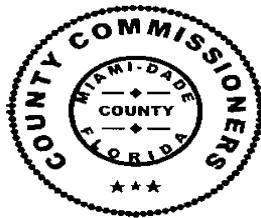
WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

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 EVN0000389 for the Internal Services Department for a five-year term in a total amount up to \$8,850,000.00 for the purchase of paper, fine registered mill brands; 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 **Anthony Rodriguez**, who moved its adoption. The motion was seconded by Commissioner **Danielle Cohen Higgins** 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	absent
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 3rd day of October, 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.

mjs

Melanie J. Spencer