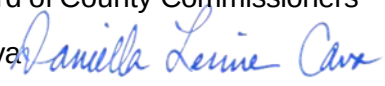


Date: October 3, 2023

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

From: Daniella Levine Cava 
Mayor

Agenda Item No. 8(P)(12)

Resolution No. R-882-23

Subject: Recommendation for Approval to Establish a Prequalification Pool for Flat Sheet and Quality Printing Services

Summary

This item is to establish a prequalification pool for the purchase of flat sheet and quality printing services for the Internal Services Department (ISD) Print Shop. The pool will be utilized by the ISD Print Shop, on behalf of multiple County departments, for flat sheet and quality printing services that are too large in scope and size to be produced in-house. Additionally, this pool will provide for the purchase of specialty print finishing to include saddle stitch and perfect binding, as well as die cutting that cannot be performed in-house. Specialty print products obtained through this pool include decals, magnets, displays, signage, posterboards, banners, bumper stickers and hang tags. This pool also serves as a backup to the ISD Print Shop for jobs that must be outsourced during peak times to avoid mailing delays on Elections and Tax Collector orders. General cost savings are anticipated to be achieved through increased in-house order fulfillment and a reduction in the need to outsource print jobs during off-peak times. While the current allocation is larger than that of the current five-year term due to outside factors including inflation, the overall allocation has been reduced in line with services anticipated for the term of the pool. 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 and increase paperless communications. For example, thanks to the dedicated efforts of departments, there has been a significant increase in electronic routing and signatures of documents, thereby decreasing the need for paper and toner. In 2020, the number of documents routed and signed electronically was approximately 4,700 and this year we are on track to electronically route and sign over 21,000 documents.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve establishment of a prequalification pool, *EVN0000644, Flat Sheet and Quality Printing Services*, for ISD in the amount of \$5,400,000 for a five-year term. The current pool, *RTQ-00585*, was established by the Board for a five-year term through Resolution No. R-1171-17. To track pool expenditures by vendor, bidding under all prequalification pools is being conducted and monitored in a single platform, INFORMS, which will allow staff to provide reports to the Board, as requested.

Background

A Request to Qualify (RTQ) was issued on May 25, 2023, and upon advertisement, 160 vendors were notified, from which four submittals were received on the closing date of June 9, 2023. The solicitation includes three groups: Group 1: Sheet Fed Color Printing Plus Coating; Group 2: Web Printing; and Group 3: Digital Color Reproduction. The establishment of a prequalification pool is recommended because it will maximize competition, allow the County to receive the best pricing through spot market purchases, and create more opportunities for local and small businesses. Prior to advertising this RTQ, staff advertised another pool in February 2023, and proposals were received in March 2023. However, due to the restrictive requirements which limited the competition, it was canceled.

The current pool has five vendors, of which four are local, including one certified Small Business Enterprise (SBE) firm. The incumbent vendors under the current pool, as well as other firms identified during Market Research, were notified about the replacement solicitation.

Scope

The scope of this item is countywide in nature.

Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$5,400,000. The current pool is valued at \$4,400,000 for a five-year and six-month term and expires on September 30, 2023. It should be noted that, since this pool is primarily used as a backup, there is no anticipated impact on the continuity of services. The allocation under the replacement pool is higher than the current pool on an annualized basis to account for increases in the pricing for paper and printing services.

Department	Allocation	Funding Source	Contract Manager
ISD	\$5,400,000	Internal Service Funds	Kathleen Labrada
Total:	\$5,400,000		

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

Vendors Prequalified for Pool

Four vendors responded to the RTQ, and three are being recommended for inclusion in the pool, as set forth in the table below. There is no vendor being recommended for Group 2 at this time, as none of the vendors provided references to demonstrate experience with the services required in the group. SPD will continue to conduct outreach and additional market research to identify vendors with experience with web printing, so that Group 2 may be established in the future.

Pursuant to Resolution No. R-477-18, fewer than 75 percent of vendors recommended are local due to a lack of participation by local vendors. The current pool includes five vendors, of which four are local. These incumbent vendors were notified of the solicitation prior to advertisement, and encouraged to monitor INFORMS for the advertisement as well as ensure their records were up to date in INFORMS. Upon advertisement, the County received non-deliverable notices in response to the INFORMS notification for three of the four local vendors. Further outreach will be conducted to encourage the incumbent vendors to submit for prequalification, as well as to invite other local vendors to participate in the pool. The pool will remain open and additional vendors may be added at any time during the term.

Vendor	Principal Address	Local Address	Principal	Group(s) Prequalified
Commercial Printers, Inc.	6600 NW 15 Avenue Fort Lauderdale, FL	None	William Runde	Groups 1 and 3
Postal Center International Digital Printing, Inc.	2965 W Corporate Lakes Boulevard Weston, FL	None	Dennis Garcia	Groups 1 and 3

Prison Rehabilitative Industries & Diversified Enterprises, Inc. dba PRIDE Enterprises	1463 Oakfield Drive Brandon, FL	None	James Reeves	Group 3
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Vendor Not Prequalified for Pool

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

Vendor	Local Address	Reason for Not Recommending
Doral Digital Reprographics Corp	Yes	Upon completion of all requirements, the vendor will be added to the pool.

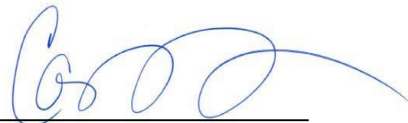
Due Diligence

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 comments, and holding meetings and drafting sessions with the user department. The scope was updated to remove the requirement for the IW5 permit, as it created artificial barriers to participation in the pool and future competition.

Applicability of Ordinances and Contract Measures

- The two percent User Access Program 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 applicability will be determined at the time of spot market competition.



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)(12)

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)(12)
10-3-23

RESOLUTION NO. R-882-23

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL EVN0000644 FOR THE INTERNAL SERVICES DEPARTMENT FOR A FIVE-YEAR TERM IN A TOTAL AMOUNT UP TO \$5,400,000.00 FOR THE PURCHASE OF FLAT SHEET AND QUALITY PRINTING SERVICES; 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

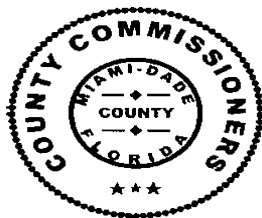
WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

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 EVN0000644 for the Internal Services Department for a five-year term in a total amount up to \$5,400,000.00 for the purchase of flat sheet and quality printing services; 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