

Memorandum



Date: April 2, 2024

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

From: Daniella Levine Cava
Mayor

A handwritten signature in blue ink that reads "Daniella Levine Cava".

Agenda Item No. 8(P)(9)

Resolution No. R-275-24

Subject: Request for Additional Time and Expenditure Authority to Prequalification Pool for Engineering, Drafting, and Art Supplies

Summary

This item is for additional time and expenditure authority under this prequalification pool for engineering, drafting, and art supplies. Multiple County departments use this pool to purchase various engineering, drafting, and art supplies used in daily operations, on an as-needed basis. The pool is typically utilized to purchase supplies, instruments, and materials for County staff to use during planning, design, and construction phases of various projects such as for public works and water and sewer infrastructure.

This is an open pool and there are no changes to the pool requirements. It is anticipated that if the pool was resolicited the same vendors would prequalify, hence a five-year extension is being requested. This extension will allow existing prequalified vendors to remain in the pool provided they continue to meet the requirements, while new vendors will be able to access the pool for additional participation, resulting in greater efficiency for both existing vendors and the County due to reduction in administrative work. Continuing with the current pool will allow existing vendors to focus on accessing bid opportunities, as opposed to repeating prequalification documentation. Thus, the pool will continue to streamline processes and reduce time to procure these goods and services, saving the County time and money and reducing administrative barriers for our vendors.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve extending *Prequalification Pool No. RTQ-01709, Engineering, Drafting and Art Supplies*, for five years and \$1,389,000 in additional expenditure authority for multiple County departments. The use of this pool for the purchase of engineering, drafting, and art supplies allows departments the flexibility to request quotes for different materials and supplies to assist with the preliminary work for critical projects and adapt to changes to meet their needs.

This pool was established on April 1, 2021, for a three-year term under delegated authority with an allocation of \$817,000. The pool was subsequently modified for additional expenditure authority under delegated authority. Currently, five vendors are prequalified, of which two are local.

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

Background

This prequalification pool was established for the purchase of supplies for various departmental needs such as art supplies for branding and special creative marketing projects to support County initiatives and drafting and engineering supplies to maintain operations for sidewalk inspections, pavement markings, water pipeline infrastructure, as well as for use with surveying equipment and to allow digital feed data collection prior to underground digging.

Prior to the decision to seek extension of the pool, outreach was conducted to identify potential local vendors. Notice of the pool extension was also advertised via INFORMS and Demandstar. Eighty-four vendors were identified and are currently registered as County vendors. The vendors will be invited to submit their qualifications for inclusion in the pool. The pool will remain open to allow additional vendors that meet the prequalification criteria to be added.

Scope

The impact of this item is countywide in nature.

Delegated Authority

There is no additional delegation of authority sought in this item as the authority to solicit pricing and award contracts up to an aggregate amount of the allocation authorized by the Board, 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 add vendors to the pool at any time, subject to ratification by the Board on a bi-annual basis, was granted when the pool was established.

Fiscal Impact/Funding Source

The pool term expires on June 30, 2024, and has a current cumulative allocation of \$997,000 for three years and three months. If this request is approved, the pool will have a modified cumulative allocation of \$2,386,000 and will expire on June 30, 2029. The requested increase is based on the anticipated needs for projects throughout the extended term.

Department	Existing Cumulative Allocation	Additional Allocation Requested	Modified Cumulative Allocation	Funding Source	Contract Manager
Aviation	\$180,000	\$300,000	\$480,000	Proprietary Funds	Sylvia Novela
Communications	\$26,000	\$43,000	\$69,000	General Fund/ Proprietary Funds	Kenia Lopez
Library System	\$42,000	\$55,000	\$97,000	Library District	Kimberly Craig
Parks, Recreation, and Open Spaces	\$15,000	\$15,000	\$30,000	General Fund	Fernando Robreno
Police	\$6,000	\$35,000	\$41,000	General Fund	Nicholas Santos
PortMiami	\$12,000	\$10,000	\$22,000	Proprietary Funds	Frank Ramirez
Solid Waste Management	\$9,000	\$30,000	\$39,000	General Fund/ Proprietary Funds	Karina Careaga
Transportation and Public Works	\$270,000	\$477,000	\$747,000	DTPW Operating	Melvin Cartagena
Water and Sewer	\$437,000	\$424,000	\$861,000	Proprietary Funds	Fredrick Taylor
Total	\$997,000	\$1,389,000	\$2,386,000		

Track Record/Monitor

Christopher Grant-Henriques of the Strategic Procurement Department (SPD) is the Procurement Contracting Manager.

Prequalified Vendors

Currently, fewer than 75 percent of prequalified vendors are local due to the small number of local businesses submitting qualifications. To encourage local vendor participation, in addition to the registered vendors with SPD, staff conducted a search to identify local vendors listed in the Tax Collector's Local Business Tax database; however, no additional local vendors were identified who could provide the products sought under this pool.

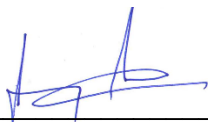
Vendor	Principal Address	Local Address	Principal
A+ School Supplies, LLC	3764 Park Central Boulevard North Pompano Beach, FL	None	Francine Garnick
Blick Art Materials, LLC	1849 Green Bay Road Renaissance Place Highland Park, IL	6250 S Dixie Highway South Miami, FL	Travis Wiser
Duncan-Parnell, Inc.	621 Brookhaven Drive Orlando, FL 32803	None	Josh Ivey
Florida Level & Transit Co. Inc.	809 Progresso Drive Fort Lauderdale, FL	None	Terry McKay
Geotype of South Florida Inc. dba Easel Art Supply Center	470 NE 167 Street North Miami Beach, FL	Same	Mark J Glicksman

Due Diligence

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with SPD's Procurement Guidelines to determine contractor responsibility, including verifying corporate status and review of performance and compliance issues through various vendor responsibility lists and a keyword internet search. The lists referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to contractor responsibility.

Applicable 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 does not apply.



Jimmy Morales
Chief Operations Officer



MEMORANDUM

(Revised)

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

DATE: April 2, 2024

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(P)(9)

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)(9)
4-2-24

RESOLUTION NO. R-275-24

RESOLUTION APPROVING ADDITIONAL TIME OF FIVE YEARS AND EXPENDITURE AUTHORITY UP TO \$1,389,000.00 FOR A TOTAL MODIFIED PREQUALIFICATION POOL AMOUNT OF \$2,386,000.00 FOR PREQUALIFICATION POOL NO. RTQ-01709 FOR THE PURCHASE OF ENGINEERING, DRAFTING AND ART SUPPLIES FOR MULTIPLE COUNTY DEPARTMENTS

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 additional time of five years and expenditure authority up to \$1,389,000.00 for a total modified prequalification pool amount of \$2,386,000.00 for Prequalification Pool No. RTQ-01709 for the purchase of engineering, drafting and art supplies for multiple County departments. A copy of the pool document is on file with and available upon request from the Strategic Procurement Department.

The foregoing resolution was offered by Commissioner **Sen. René García**, 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	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 April, 2024. 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