MIAMI-DADE COUNTY
miamidade.gov

Sustainability, Planning and Economic Enhancement Department
111 NW 1 Street, 19th Floor
Miami, Florida 33128
T 305-375-3111 F 305-375-3160

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☐ New Contract ☐ OTR ☐ Sole Source ☐ Bid Waiver X **Emergency** Previous Contract/Project No.: **BW7123-3/07-3**

☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☐ YES X NO

Requisition No./Project No.: **RQAV1200014** TERM OF CONTRACT **3 MONTHS** WITH 0 YEAR(S) OTR

Requisition /Project Title: **Copier Leases**

Description: Emergency contract to allow Miami-Dade Aviation to continue to pay the leases currently in place on a month to month basis for copiers in use throughout the Aviation Department.

Issuing Department: ISD Contact Person: Ruth Laureano Phone: (305) 375-5765
Estimate Cost: $90,000.00

	GENERAL	FEDERAL	OTHER
Funding Source:			Proprietary

ANALYSIS

Commodity Codes: 985-26

Contract/Project History of previous purchases three (3) years
Check here ☐ if this is a new contract/purchase with no previous history.

	EXISTING	2ND YEAR	3RD YEAR
Contractor:		Toshiba and Ikon	Toshiba and Ikon
Small Business Enterprise:			
Contract Value:	$	$8,709,809.05	$16,212,387.05

Comments:

Continued on another page (s): ☐ YES ☐ NO

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				

Basis of recommendation:

Signed: Date sent to SBD:

Date returned to DPM:

Revised April 2005

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MIAMI-DADE COUNTY

SECTION #3
EMERGENCY PURCHASES

RESOLUTION

***BCC DATE:** ____________
Living Wage Applies: Yes ☐ No ☐

REQUISITION NUMBER: RQAV1200014 **P.O. NUMBER:** ______________

ACQUISITION DATE:02/01/2012
(date order placed)

Title: Copier Leases

Commodity: 985-26

Description: * Leases of 57 Canon copiers.

Purpose: * To continue the leases of 57 Canon copiers at the Aviation Dept.

Department(s)	Allocation(s)
Aviation	$ 90,000.00
	$

Term of Contract: * ☐ One ☐ Two ☐ Three ☐ Four ☐ Five * Year(s)
☒ _3_ Month(s)
☐ Period * From ____________ to ____________
☐ Upon Completion * From ____________ to ____________
☐ Upon Delivery * ___ Days A.R.O. (After Receipt of Order)

Special Conditions: * ☐ Insurance Type _____
☐ Performance/Payment Bond
☐ Certificate of Competency
☐ Termination Language

☐ Set Aside ☐ BBE ☐ HBE ☐ WBE
☐ Bid Preference ☐ BBE ☐ HBE ☐ WBE
☐ Goal ☐ BBE ☐ HBE ☐ WBE
☐ CSBE Level __
☐ Local Preference
☐ Other: _____

Review Committee Date: _____

Number of Price Quotation(s): * Requested: _____ Received: _____

Awarded To Low Bidder: * ☐ YES ☐ NO

Vendor(s): * Ikon Office Solutions, Inc.

Contract: * $ 90,000.00

Revised 09/07/00 section #3 emergency purchases.doc

SECTION #3
EMERGENCY PURCHASES

Justification: MDAD is requesting an emergency 3 month contract be issued to Ikon Office Solutions, Inc. for the continuation of the leases currently in place on a month to month basis for 57 copier98s in use throughout the Aviation Department. These leases were entered into at different times throughout the last 6 years using County accessed State and Federal contracts and later continued through a County Bid Waiver contract (BW7123-3/07). Contract BW7123-3/07 has now run out of funds to allocate to Departments to continue with lease payments and ISD has advised that no additional funds can be added to the contract.
The County has recently awarded a new all inclusive Multi Functional Device Contract (9301-0/20) which is scheduled for BCC approval. Once this contract is approved, MDAD will be able to replace all of the existing copiers with new leases. Until this is completed we must continue to pay the monthly lease payments in order to avoid having the equipment picked up.
This emergency request is to cover an estimated 3 months starting in February 2012. Three months is an estimate of the time required to have the contract approved, send out the solicitation, award the copiers and start the replacements. If this process takes less than three months, payments will only be made for the actual time each copier was at the MDAD locations.

Signature(s):

Neivy Garcia
Contact Person

2/1/12
Date

(305) 876 - 8482
Telephone

Carlos Jose
for Department Director Approval

Date

2/1/12

Department of Procurement Management, Bids and Contracts Division Use Only

Signatures(s):

Procurement Agent — Date

Procurement Supervisor — Date

Procurement Manager — Date

Bids and Contracts Division Director — Date

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EFFECTIVE DATE	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
04/01/2006	03/31/2009	IR4570	SKU07627	SKU07627	36	$ 170.40	$ 184.49	
07/01/2004	06/30/2009	IR105	MND05142	MND05142	60	$ 451.00	$ 458.00	
08/01/2006	07/31/2009	IR4570	SKU22756	SKU22756	36	$ 170.41	$ 184.48	
08/01/2006	07/31/2009	IR4570	SKU22550	SKU22550	36	$ 170.41	$ 184.48	
08/01/2006	07/31/2009	IR4570	SKU22547	SKU22547	36	$ 170.41	$ 184.48	
08/01/2006	07/31/2009	IR4570	SKU22588	SKU22588	36	$ 170.41	$ 184.48	
03/01/2005	02/28/2010	IR105	MND07533	MND07533	60	$ 451.00	$ 1,384.95	
07/01/2007	06/30/2010	IR3045	SVM01380	C09028155	36	$ 170.40	$ 184.49	
07/01/2007	06/30/2010	IR3045	SVM02307	C09028276	36	$ 170.40	$ 250.03	
07/01/2007	06/30/2010	IR3045	SVM01326	C09028130	36	$ 170.40	$ 250.03	
07/01/2007	06/30/2010	IR3045	SVM01373	C09028156	36	$ 170.40	$ 250.03	
07/01/2007	06/30/2010	IR3045	SVM02308	C09028154	36	$ 170.40	$ 250.03	
07/01/2007	06/30/2010	IR7105	SHS10593	C09027975	36	$ 451.00	$ 664.20	
07/01/2007	06/30/2010	IR7105	SHS10879	C09028202	36	$ 409.84	$ 969.40	
07/01/2007	06/30/2010	SCANSTAXPV4	2UA71619F6	C09028202A	36	$ 41.16	$ 97.34	
12/01/2007	11/30/2010	IR3035	MUP07310	C09032580	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP05069	C09032579	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07307	C09032581	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07321	C09032583	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07270	C09032587	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07519	C09032586	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07266	C09032584	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07273	C09032582	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07308	C09032585	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3035	MUP07317	C09032588	36	$ 102.40	$ 228.61	
12/01/2007	11/30/2010	IR3045	MUY05154	C09032959	36	$ 170.40	$ 281.64	
12/01/2007	11/30/2010	IR3045	MUY05157	C09032960	36	$ 170.40	$ 281.64	
12/01/2007	11/30/2010	IR3045	MUY05156	C09032961	36	$ 170.40	$ 281.64	
12/01/2007	11/30/2010	IR3045	MUY05158	C09032963	36	$ 170.40	$ 281.64	
07/01/2008	06/30/2011	IR3045	MUY13261	C09038382	36	$ 170.40	$ 281.64	
07/01/2008	06/30/2011	IR3045	MUY13119	C09038383	36	$ 170.40	$ 281.64	
07/01/2008	06/30/2011	IR3045	MUY13256	C09038384	36	$ 170.40	$ 281.64	
08/01/2008	07/31/2011	IRC4080I	TQH03398	C09038876	36	$ 400.00	$ 499.29	
08/01/2008	07/31/2011	IR3035	MUP15997	C09038710	36	$ 102.40	$ 228.61	
08/01/2006	07/31/2011	IR7105	SHS01063	SHS01063	60	$ 451.00	$ 458.00	
08/01/2006	07/31/2011	IR4570	SKU22548	SKU22548	60	$ 170.40	$ 184.49	
09/01/2008	08/31/2011	IRC4080I	TQH03729	C09039397	36	$ 400.00	$ 499.29	
09/01/2008	08/31/2011	IRC4080I	TQH03727	C09039396	36	$ 400.00	$ 499.29	
12/01/2008	11/30/2011	IR3235	DFW02106	C09041302	36	$ 102.40	$ 228.61	
12/01/2008	11/30/2011	IR3045	MUY13655	C09041312	36	$ 170.40	$ 281.64	
12/01/2008	11/30/2011	IR3045	MUY13640	C09041235	36	$ 170.40	$ 281.64	
12/01/2008	11/30/2011	IR3045	MUY13649	C09041234	36	$ 170.40	$ 281.64	
12/01/2008	11/30/2011	IR3045	MUY13651	C09041233	36	$ 170.40	$ 281.64	
12/01/2008	11/30/2011	IR3045	MUY12607	C09041232	36	$ 170.40	$ 281.64	
12/01/2008	11/30/2011	IR3235	DFW02113	C09041185	36	$ 102.40	$ 228.61	
12/01/2008	11/30/2011	IR3235	DFW01885	C09041303	36	$ 102.40	$ 228.61	
12/01/2008	11/30/2011	IR3235	DFW01879	C09041183	36	$ 102.40	$ 228.61	
12/01/2008	11/30/2011	IR3235	DFW01819	C09041184	36	$ 102.40	$ 228.61	
12/01/2008	11/30/2011	IR3235	DFW01821	C09041186	36	$ 102.40	$ 228.61	
12/01/2008	11/30/2011	IR3235	DFW01805	C09041301	36	$ 102.40	$ 228.61	
01/01/2009	12/31/2011	IRC4080I	TQH04595	C09041828	36	$ 400.00	$ 499.29	
01/01/2009	12/31/2011	IR3235I	DGA03773	C09042075	36	$ 102.40	$ 228.61	
01/01/2010	12/31/2012	IR7095	SHX14285		36		$ 551.00	
01/01/2010	12/31/2012	IR7095	SHX14871		36		$ 566.80	
01/01/2010	12/31/2012	IR7095	SHX14862		36		$ 566.80	
01/01/2010	12/31/2012	IR7095	SHX14876		36		$ 566.80	
01/01/2010	12/31/2012	IR7095	SHX14907		36		$ 566.80	
			Total Monthly Cost			[illegible]	[illegible]	[illegible]
			[illegible]					[illegible]
			[illegible]			[illegible]	[illegible]	[illegible]
			[illegible]			[illegible]	[illegible]	[illegible]
			Total:					$90,000.00
			[illegible]			[illegible]	[illegible]	[illegible]

MIAMI-DADE COUNTY

Sustainability, Planning and Economic Enhancement Department
Small Business Development Division
Certified MICRO/SBE, SBE Firms as of February 15, 2012

FIRM NAME (Date Established)	CONTACT	ADDRESS	PHONE FAX	CERT NO.	EXP. DATE	CERTIFIED BUSINESS ENTERPRISE TRADE CATEGORIES
GLOCECOL, LLC 03/01/2004	CECITH LONDONO	10302 NW South River Dr, Bay #23 Medley, FL 33178-0000	305-887-4513 305-888-4801	12558	04/30/2012	MICRO/SBE 98526 Copy Machine, Plain Paper Type (Including Cost-Per-Copy Type Leases) Rental Or Lease

Total # of Certified and Under Review Firms: 1

* Firms that have timely submitted re-certification applications which are "Under Review" are listed in red. Firms listed in red with "Under Review" designation in the Expiration Date column have not received final approval. You may contact the firm or SBD for approval status.

*Firms with "Under Review" designations may request an expedited certification review by submitting documentation relative to their participation on an upcoming project. Contact SBD (305-375-2378) for more information.