

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

☐ New contract ☐ OTR ☐ CO ☐ SS ☐ BW ☐ Emergency

Previous Contract/Project No:
BW7934-1/12

☐ Re-Bid ☒ Other

LIVING WAGE APPLIES: ☒ YES ☐ NO

Requisition/Project No: RQID1500106

TERM OF CONTRACT: ___ years with ___ one, 2- year option-to-renew

Requisition/Project Title: Janitorial Services

Description: Janitorial Services for Joseph Caleb Center

User Department(s): Internal Services

Issuing Department: ISD/PM

Estimated Cost: \$58,805.66

Contact Person: Robin Webb Phone: 305-375-4356

Funding Source: Internal Service Funds

ANALYSIS

Commodity/Service No: 910-39		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> If this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:	National Cleaning Contractors USA Inc.	National Cleaning Contractors USA Inc.	Vista Building Maintenance Svcs. Inc.
Small Business Enterprise:	Y	Y	N
Contract Value:	\$203,225.00	\$203,225.00	\$225,000.00
Comments:			
Continued on another page (s): Yes <input checked="" type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		X
		%		
		%		
		%		

Basis of Recommendation: This is a confirmation purchase submitted for informational purposes only.

Signed: Robin Webb

Date to DBD: 7-2-15

Date Returned to DPM: _____



INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES

Justification/Input Document for Non-Competitive Acquisition

It is the policy of Miami-Dade County to consistently purchase goods and services using full and open competition. The citizens of Miami-Dade County are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes consultation with Internal Service Department's procurement staff can help avoid delays and facilitates effective market research. However, there may be instances when other than full and open competition may be justified. When a user department(s) determines that other than full and open competition is necessary or in the best interest of the County, appropriate justification for that course of action must be submitted to ISD for approval and execution in order to waive the competitive bid/proposal process.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process:

Department:	Internal Services		
Contact Person:		Phone Number:	
Requisition No.:		Estimated Value:	\$58,805.66
Proposed Vendor:	Vista Building Maintenance Services Inc.		
Previous Contract Number:	EPP-RFP8275-4(4)	Previous Contract Value:	\$225,000.00

Purpose of the Confirmation Purchase

Please describe the purpose of the confirmation purpose.

The purpose of this confirmation purpose is to pay outstanding invoices from the referenced expired contract for monthly janitorial services at the Joseph Caleb Center. The confirmation purchase is necessary because the contract allocation was insufficient due to payments during the beginning of the final contract term for invoices from the previous contract term. The reason for this was the incorrect payment of several invoices from another contract (8584-4/13-3) for janitorial services at the Hialeah Courthouse from the allocation of the third option term (Contract EPP-RFP8275-3(4)). This resulted in a shortage of \$58,805.36 in the final term, which expired on December 31, 2013 therefore, these invoices are over one year past due.

Best Interest of the County / Uniqueness of Product

Please provide a detailed description as to why a waiver of formal bidding is in the County's best interest (e.g., product standardization, compatibility, proprietary access or distributorship, how vendor is uniquely qualified to provide the needed product or service, etc.). Please note that a lack of advance planning is not an acceptable justification for a non-competitive acquisition.

Confirmation purchase – not-applicable.

Market Research

Please describe your market research and the results thereof. This should include a description of other, similar sources or products available in the market if any and why they are not acceptable.

Confirmation purchase – not-applicable.



INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES

Proposed Actions

Please describe the actions the department will take prevent this from occurring in the future.

Met with and counseled staff responsible for these contracts on the importance of using the proper contract number. As buildings or sites are added procurement may not increase the allocation on the current contract to accommodate the new site and a new service contract for the same vendor is developed. Staff needs to look at the contract numbers closely to ensure use of proper contract number.


Department Director's Approval

6-25-15
Date Approved