

Internal Services Department



DATE: August 18, 2017

TO: Tara C. Smith
Director, Internal Services Department

THROUGH: Theresa Therilus
Assistant Director, Internal Services Department *(8/31)*

FROM: *Juan C. Silva*
Director, Facilities and Utilities Management Division, ISD

SUBJECT: Confirmation Purchases – Temporary Air Conditioning Equipment
Vendor: Cooling Power Corporation
Requisition – RQ1700125 - \$30,100
(MDPD – E160546 - \$12,600)
(CAHSD) – E160221 - \$17,500.00)

Action / Recommendation:

*** Please see comments below. Approval is being requested to approve the entire amount of the confirmation purchases for Cooling Power Corporation.*

| Edits/Comments | Initials | Date |
|--|-----------------|-------------|
| | | |
| | | |
| **Previous approval was received from Management, however, DPM has requested a requisition be created for the entire amount of all of Cooling Power invoices which total \$30,100. | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Final Review:

Approved Additional Information Required

Date: _____



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: | ID06 | | |
| Contact Person: | Sherri Ransom Johnson | Phone Number: | 786-469-2735 |
| Requisition No.: | RQ1700125 | Estimated Value: | \$30,100.00 |
| Proposed Vendor: | Cooling Power Corporation | | |
| Previous Contract Number: | N/A | Previous Contract Value: | N/A |

Purpose of the Purchase

Please describe your minimum requirements and the benefits of making the acquisition.

The Miami-Dade Police Department, South District 4 submitted an emergency service ticket (E160546) on January 11, 2017 to provide a temporary chiller until the Evaporator coil could be repaired for the South District 4 precinct located at 10800 SW 211 Street due to a health/safety issue of having no air conditioning throughout the building. Invoices total \$12,600.00

The Community Action and Human Services Department (CAHSD) submitted an emergency service ticket (E160221) on April 25, 2016 to provide a temporary chiller for the Miami Gardens Neighborhood Service Center located at 16405 NW 25 Avenue, Miami Gardens, due to a health/safety issue of having no air conditioning throughout the building where County staff provide daily activities for the elderly citizens of Miami Gardens. Invoices total \$17,500.00

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.

MDPD South District 4 precinct had no air conditioning due to an Evaporator coil on the chiller needed to be replaced. Air conditioning is extremely necessary to ensure the health and safety of the officers and the general public. The temporary air conditioning equipment was utilized for



**INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES**

three (3) months so the chiller could be repaired.

CAHSD had an existing 70-80 ton chiller that was in need of repair at the Miami Gardens Neighborhood Service Center that cares for the elderly. At the time of the emergency, CAHSD inquired as to the cost and subsequently, ID06 prepared an estimate and the repairs cost were approximately \$62,500.

The temporary air conditioning equipment was being used at the cost of \$3,500 per month and as per CAHSD, they are unable to proceed with the chiller repairs due to budgetary issues and subsequently, requested to secure the chiller rental until repairs were completed.

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.

When ID06 receives a service ticket for Temporary Air Conditioning, a quote is forwarded to vendors under the commodity codes for Rental or Lease of Air Conditioning Equipment (981-12) and Portable Air Conditioning Equipment (031-02) to complete a service ticket request.

In the past, Cooling Power has consistently submitted the lowest price quote and when the service ticket is an emergency, they have the requested equipment readily available, provide prompt delivery and efficient installation of said equipment.

Proposed Actions

Please describe the actions the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

ID06 will confer with DPM to create a contract that will solicit vendors for the Rental of Air Conditioning Equipment (Spot Coolers) and request to have an allocation.



**INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES**

Department Director's Approval

Date Approved

4714

Internal Services Department



DATE: June 1, 2017

TO: Tara C. Smith
Director, Internal Services Department

THROUGH: Theresa Therilus
Assistant Director, Internal Services Department

(Handwritten initials and date: TT 6/2)

FROM: Juan C. Silva *(Handwritten signature)*
Director, Facilities and Utilities Management Division, ISD

SUBJECT: Confirmation Purchases – Temporary Air Conditioning Equipment
Vendor: Cooling Power Corporation
Purchase Order Nos. POID1704756 (CAHSD) – E160221 - \$10,000.00
POID1703627 (MDPD) – E160546 - \$12,600.00

Action / Recommendation:

Approval is being requested to approve the confirmation purchases for Cooling Power Corporation.

| Edits/Comments | Initials | Date |
|--------------------------------------|-----------|--------------|
| Theresa Therilus, Assistant Director | <i>TT</i> | <i>(6/2)</i> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Final Review:

Approved Additional Information Required

Date: _____



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: | ID06 | | |
| Contact Person: | Sherrri Ransom Johnson | Phone Number: | 786-469-2735 |
| Requisition No.: | POID1704756 | Estimated Value: | \$10,500.00 |
| Proposed Vendor: | Cooling Power Corporation | | |
| Previous Contract Number: | N/A | Previous Contract Value: | N/A |

Purpose of the Purchase

Please describe your minimum requirements and the benefits of making the acquisition.

The Community Action and Human Services Department (CAHSD) submitted an emergency service ticket (E160221) on April 25, 2016 to provide a temporary chiller for the Miami Gardens Neighborhood Service Center located at 16405 NW 25 Avenue, Miami Gardens, due to a health/safety issue of having no air conditioning throughout the building where County staff provide daily activities for the elderly citizens of Miami Gardens.

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.

CAHSD has an existing 70-80 ton chiller that is in need of repair at the Miami Gardens Neighborhood Service Center that cares for the elderly. At the time of the emergency, CAHSD inquired as to the cost and subsequently, ID06 prepared an estimate and the repairs cost were approximately \$62,500.

As of this date, the temporary air conditioning equipment is still being used and as per CAHSD, they are unable to proceed with the chiller repairs due to budgetary issues and subsequently, requested to secure the chiller rental until further notice at the cost of \$3,500 per month.



INTERNAL SERVICES DEPARTMENT
PROCUREMENT MANAGEMENT SERVICES

[Empty rectangular box]

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.

When ID06 receives a service ticket for Temporary Air Conditioning, a quote is forwarded to vendors under the commodity codes for Rental or Lease of Air Conditioning Equipment (981-12) and Portable Air Conditioning Equipment (031-02) to complete a service ticket request.

In the past, Cooling Power has consistently submitted the lowest price quote and when the service ticket is an emergency, they have the requested equipment readily available, provide prompt delivery and efficient installation of said equipment.

Proposed Actions

Please describe the actions the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

ID06 will confer with DPM to create a contract that will solicit vendors for the Rental of Air Conditioning Equipment (Spot Coolers) and request to have an allocation.

Department Director's Approval

Date Approved