

# DEPARTMENTAL INPUT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No.

Contract  
 Re-Bid   
  Other   
 LIVING WAGE APPLIES:  YES     NO

Requisition No./Project No.:    
 TERM OF CONTRACT  MONTH(S) WITH  YEAR(S) OTR

Requisition /Project Title:

Description:

Issuing Department:    
 Contact Person:    
 Phone:

Estimate Cost:    
 Funding Source:   
     GENERAL    FEDERAL    OTHER  
   
   

### ANALYSIS

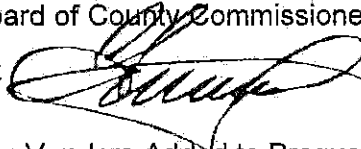
<b>Commodity Codes:</b>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Contract/Project History of previous purchases three (3) years <b>See attachments.</b> Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<b>EXISTING</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>		
<b>Contractor:</b>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>		
<b>Small Business Enterprise:</b>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>		
<b>Contract Value:</b>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>	\$ <input style="width: 100px;" type="text"/>		
Comments: <input style="width: 900px; height: 30px;" type="text"/>					
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO					

### RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
<b>SBE</b>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>
Basis of recommendation: <input style="width: 900px; height: 40px;" type="text"/>				
Signed:		Date sent to SBD: <input style="width: 150px;" type="text"/>		
		Date returned to DPM: <input style="width: 150px;" type="text"/>		

**Date:** April 9, 2019

**To:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**From:** Carlos A. Gimenez   
Mayor

**Subject:** Resolution Ratifying Vendors Added to Prequalification Pools During the Period Covering  
July 1, 2018 through December 31, 2018

Agenda Item No. 8(F)(6)

Resolution No. R-362-19

## **Recommendation**

It is recommended that the Board of County Commissioners (Board) ratify the actions of the County Mayor or County Mayor's designee in the addition of vendors to various active open pools. This item is being presented to the Board in accordance with Resolution No. R-395-12, which requires that a report of vendors added to open pools be provided to the Board for bi-annual ratification.

The attachment to this item, covering the period from July 1, 2018 through December 31, 2018, shows the 128 vendors added to prequalification pools during that time period. Of the 128 vendors, 71 have a local office. Additionally, as was requested by various Board members, the attachment includes the small business certification designation where applicable, the principal address of each vendor, the vendor's local business address, where applicable, and releases (i.e., purchase orders) made to that vendor during the reporting period.

## **Scope**

The scope of this item is countywide.

## **Fiscal Impact/Funding Source**

There is no fiscal impact associated with this item.

## **Track Record/Monitor**

Procurement contracting staff in the Internal Services Department monitors prequalification pools.

## **Delegated Authority**

There is no additional delegated authority requested for this item.

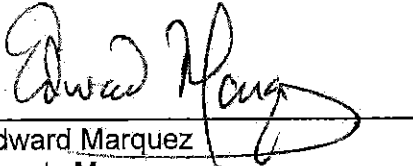
## **Due Diligence**

Pursuant to Resolution No. R-395-12, due diligence on each of the listed vendors was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance or compliance issues. The lists that were referenced include convicted vendors, debarred vendors, delinquent contractors, suspended vendors, and federal excluded parties. There were no adverse findings relating to vendor responsibility.

## **Background**

Open prequalification pools are established in order to allow qualified vendors to participate in spot market competitions for specified goods and services. Open pools are advantageous in that additional vendors meeting the minimum qualification requirements, as specified in a solicitation, can be added at any time during the pool term. This provides ongoing opportunities to vendors interested in participating

in the County's competitive business process. It is also an efficient and cost-effective means of contracting that reduces administrative work for staff and vendors wishing to participate in County contracts. Prequalification pools can provide enhanced competition and improved pricing for the County.

A handwritten signature in black ink, appearing to read "Edward Marquez", written over a horizontal line.

Edward Marquez  
Deputy Mayor



# MEMORANDUM

(Revised)

**TO:** Honorable Chairwoman Audrey M. Edmonson  
and Members, Board of County Commissioners

**DATE:** April 9, 2019

**FROM:** Abigail Price-Williams  
County Attorney

**SUBJECT:** Agenda Item No. 8(F)(6)

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 \_\_\_\_, 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(F)(6)  
4-9-19

RESOLUTION NO. R-362-19

RESOLUTION RATIFYING THE COUNTY MAYOR OR  
COUNTY MAYOR'S DESIGNEE'S ADDITION OF VENDORS  
TO OPEN POOL CONTRACTS DURING THE PERIOD OF  
JULY 1, 2018 THROUGH DECEMBER 31, 2018

**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 ratifies the County Mayor or County Mayor's designee's addition of vendors to open pool contracts during the period of July 1, 2018 through December 31, 2018 as set forth in the attachment to the accompanying memorandum.

The foregoing resolution was offered by Commissioner **Sally A. Heyman**, who moved its adoption. The motion was seconded by Commissioner **Rebeca Sosa** and upon being put to a vote, the vote was as follows:

Audrey M. Edmonson, Chairwoman	aye
Rebeca Sosa, Vice Chairwoman	aye
Esteban L. Bovo, Jr.	absent
Daniella Levine Cava	aye
Jose "Pepe" Diaz	aye
Sally A. Heyman	aye
Eileen Higgins	aye
Barbara J. Jordan	aye
Joe A. Martinez	aye
Jean Monestime	aye
Dennis C. Moss	aye
Sen. Javier D. Souto	aye
Xavier L. Suarez	aye

The Chairperson thereupon declared this resolution duly passed and adopted this 9<sup>th</sup> day of April, 2019. 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

HARVEY RUVIN, CLERK

**Linda L. Cave**

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

Hugo Benitez

# Memorandum



Date:

To: Honorable Chairman Esteban L. Bovo, Jr.  
and Members, Board of County Commissioners

From: Carlos A. Gimenez  
Mayor

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

## Recommendation

It is recommended that the Board of County Commissioners (Board) approve the establishment of a prequalification pool, RTQ-00585, *Flat Sheet and Quality Offset Printing* for the Internal Services Department. The prequalified vendors will provide a wide variety of offset printing services for the County's Print Shop on an as needed basis. There are two groups under this pool. Group 1 is for sheet-fed, color printing and Group 2 is for web printing.

## Scope

The scope of this item is countywide in nature.

## Fiscal Impact/Funding Source

The fiscal impact for the five-year term is \$3,500,000. The current pool, 7607-1/18, is valued at \$4,200,000 for a six-year term and expires on March 31, 2018. The annualized allocation under the existing pool and the replacement pool are the same.

Department	Allocation	Funding Source	Contract Manager
Internal Services	\$3,500,000	Internal Service Funds	David Campos
<b>Total:</b>	<b>\$3,500,000</b>		

## Track Record/Monitor

Fredrick Taylor of the Internal Services Department 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.

## Vendors Prequalified for Pool

A Request to Qualify was issued under full and open competition. Seven bids were received in response to the solicitation, including one "No Bid." Four vendors are recommended for inclusion in the pool, all of which are local.

Vendor	Principal Address	Local Address	Principal	Award
3-Dimension Graphics, Inc.	8031 NW 14 Street Doral, FL	Same	Jaime R. Cadena	Groups 1 and 2
Associated Printing Productions, Inc.	13925 NW 60 Avenue Miami Lakes, FL	Same	Richard T. Beadel	Group 1
Commercial Printers, Inc.	6600 NW 15 Avenue Ft. Lauderdale, FL	Same	William G. Runde	Group 1
Solo Printing, LLC	7860 NW 66 Street Miami, FL	Same	Manuel R. Hernandez	Groups 1 and 2

**Vendors Not Prequalified for Pool**

Vendor	Reason for Not Recommending
Colonial Press International, Inc.	Vendor did not submit the required documents to satisfy the prequalification criteria. Upon submission of the required documents, the vendor can be added to the pool.
Southeastern Printing Company, Inc.	
Sav-Quick Printing, Inc.	No Bid*

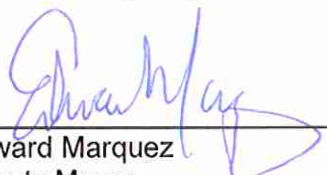
\*A "No Bid" means the vendor responded indicating that it will not be providing an offer.

**Due Diligence**

Pursuant to Resolution No. R-187-12, due diligence was conducted in accordance with the Internal Services Department's Procurement Guidelines to determine vendor responsibility, including verifying corporate status and that there are no performance and compliance issues. 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.

**Applicable Ordinances and Contract Measures**

- The User Access Program provision applies and the two percent program discount will be collected on all purchases where permitted by the funding source.
- The Small Business Enterprise (SBE) Bid Preference and Local Preference ordinances will be applied at the time of spot market competition. The SBE set-aside applies for spot market competition up to \$100,000 when there are three or more SBE-certified firms available.
- The Living Wage Ordinance will be applied at the time of spot market competition.

  
 \_\_\_\_\_  
 Edward Marquez  
 Deputy Mayor



Approved \_\_\_\_\_ Mayor

Agenda Item No.

Veto \_\_\_\_\_

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING ESTABLISHMENT OF PREQUALIFICATION POOL RTQ-00585 IN A TOTAL AMOUNT UP TO \$3,500,000.00 FOR FLAT SHEET AND QUALITY OFFSET PRINTING SERVICES FOR THE INTERNAL SERVICES DEPARTMENT FOR A TERM OF FIVE YEARS; 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

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 RTQ-00585 for the purchase of flat sheet and quality offset printing services for the Internal Services Department in a total amount up to \$3,500,000.00 for a term of five years; 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. A copy of the solicitation document and resulting contracts are on file and available upon request from the Internal Services Department, Procurement Management Services Division.

The foregoing resolution was offered by Commissioner  
who moved its adoption. The motion was seconded by Commissioner  
and upon being put to a vote, the vote was as follows:

Esteban L. Bovo, Jr., Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

The Chairperson thereupon declared the resolution duly passed and adopted this day of , 2017. 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

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency. \_\_\_\_\_