Condensed Title:

Request For Approval To Award A Contract To Mity-Lite Inc. Pursuant To Invitation To Bid 11-11/12, For Purchase And Delivery Of Magnetic Portable Dance Floors, In The Total Amount Of \$75,373.15.

Key Intended Outcome Supported:

Improve Convention Center Facility.

Supporting Data (Surveys, Environmental Scan, etc.): 2009 Community Satisfaction Survey indicated 61 % occupancy of the Miami Beach Convention Center

lssue:

Shall the City Commission Approve The Award of Contract?

Item Summary/Recommendation:

On November 15, 2011, Invitation to Bid (the "ITB") No. 11-11/12, was issued, a Pre-Bid Conference was held on November 29, 2011. Two (2) Addendums were issued to provide additional information and to respond to all questions submitted by the prospective bidders, thus extending the bid opening due date from December 13, to December 16, 2011.

BidNet issued bid notices to 90 prospective bidders. Additionally, the Procurement division notified 10 other contractors via e-mail, which resulted in the receipt of four (4) bids from the following vendors: (1) PS Furniture, Inc., (2) Mity-Lite Inc., (3) SICO America, Inc., (4) Stagestep Inc.

After review of the bids received it was determined that three (3) bidders were non-responsive for the following reasons: (1) PS Furniture was deemed non-responsive for failure to provide the bid form by the bid opening date/time, (2) SICO America, Inc. was deemed non-responsive and notified via letter dated January 4, 2011, after determining that the proposed portable dance floors did not meet the bid specifications ("magnetic"); and (3) Stagestep, Inc. was deemed non-responsive for failure to meet bid specifications after a sample of the dance floor was analyzed.

An administrative review of the remaining bidders' qualifications, experience, capability, and performance evaluations was conducted. Based on analysis, Mity-Lite Inc. was recommended for award.

The Administration recommends Approving the Award.

Advisory Board Recommendation:

N/A

Financial Information:

Source of		Amount	Account				
Funds	1	\$75,000	440-6036-000672				
	2	\$373.15	440-6808-000676				
OBPI	Total	\$75,373.15					

Financial Impact Summary: N/A

City Clerk's Office Legislative Tracking:

Gus Lopez, Director Ext # 6641

Sign-Offs;		1				_
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City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

COMMISSION MEMORANDUM

TO:

Mayor Matti Herrera Bower and Members of the City Commission

Haldaon Surnand

FROM:

Jorge M. Gonzalez, City Manager

DATE:

February 8, 2012

SUBJECT: REQUEST FOR APPROVAL TO AWARD A CONTRACT TO MITY-LITE INC., PURSUANT TO INVITATION TO BID (ITB) NO. 11-11/12, FOR PURCHASE AND DELIVERY OF MAGNETIC PORTABLE DANCE FLOORS, IN THE

ESTIMATED ANNUAL AMOUNT OF \$75,373.15.

ADMINISTRATION RECOMMENDATION

Approve the Award of the contract.

KEY INTENDED OUTCOME

Improve Convention Center Facility.

FUNDING

\$75.373.15 from Convention Center Fund previously appropriated in FY 2011/12 Capital Budget.

ANALYSIS

The purpose of this bid was to establish a contract to furnish all labor, material, equipment, supervision and transportation necessary to supply and deliver magnetic portable dance floors for the Miami Beach Convention Center, from a source of supply that will give prompt and efficient service.

This Contract shall remain in effect from the time of award by the Mayor and City Commission until completion of delivery.

BID PROCESS

On November 15, 2011, Invitation to Bid (the "ITB") No. 11-11/12, was issued, a Pre-Bid Conference was held on November 29, 2011. Two (2) Addendums were issued to provide additional information and to respond to all questions submitted by the prospective bidders, thus extending the bid opening due date from December 13, to December 16, 2011.

BidNet issued bid notices to 90 prospective bidders. Additionally, the Procurement division notified 10 other contractors via e-mail, which resulted in the receipt of four (4) bids from the following vendors:

- 1. PS Furniture, Inc.
- 2. Mity-Lite Inc.

- 3. SICO America, Inc.
- 4. Stagestep Inc.

After review of the bids received it was determined that two (2) bidders were non-responsive for the following reasons:

- PS Furniture was deemed non-responsive for failure to provide the bid form by the bid opening date/time (December 16, 2011 at 3:00pm), as revised by Addendum No. 2.
- SICO America, Inc. was deemed non-responsive and notified via letter dated January 4, 2011, after determining that the proposed portable dance floors did not meet the bid specifications ("magnetic").

In determining the lowest and best bidder, the City utilized the "Best Value" Procurement process to select a contractor with the experience and qualifications; the ability; capability, and capacity; and proven past successful performance for the electric motor rewind and repair services.

An administrative review of the two (2) responsive bidders' qualifications, experience, capability, and performance evaluations was conducted by the following individuals:

- Max Sklar, Division Director, Tourism and Cultural Development Department;
- Angelo Grande, Director of Operations, Miami Beach Convention Center.

Samples of the dance floors from both Mity-Lite Inc. (Mity-Lite) and Stagestep Inc. (Stagestep) were requested and compared because of the significant difference in price between the two bidders. Upon review of the sample from both bidders, it was determined that Stagestep's bid was deemed non-responsive for failure to meet the bid specifications.

In exercising the City's due diligence, staff compared the pricing provided by Mity-Lite for dealers (which in turn sell the magnetic portable dance floors at a profit) versus the pricing Mity-Lite submitted per the ITB. Staff tabulated a total of \$8,089.85 in savings, as follows:

Item	Description	Quantity	Mity- prici	ng for City	Mity prici deal	ng for	Difference in pricing		
1	36' x 36' magnetic portable dance floor kit-to include all edges, corners and carts for storage (oak finish, wood)	2	\$	69,055.08	\$ 7	73,202.00	\$	4,146.92	
2	8' x 16' magnetic portable dance floor kit- to include all edges, corners and carts for storage (oak finish, wood)	1	\$	4,576.07	\$	4,851.00	\$	274.93	

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Cost of Freight Total Amount Guaranteed delivery (in calendar			\$ 75,373.15	 3,463.00	\$ \$	3,500.00 8,089.85
4	Universal border steel edge ramp; silver - to fit on either dance floor perimeter (each)	10	\$ 862.00	\$ 950.00	\$	88.00
3	Universal Corner; silver metal - to fit either dance floor (each)	2	\$ 880.00	\$ 960.00	\$	80.00

Therefore, it can be determined that the pricing for the magnetic portable dance floors bid by Mity-Lite is fair and reasonable. Mity-Lite proposes "Magnatech" portable dance floors, which specifications note that magnets will not interfere with electronics, medical devices (i.e.-pacemakers), credit cards or hotel room keys.

Based on the analysis of the bids received, it is recommended that the City commission approve a contract award to Mity-Lite.

CONCLUSION

Based on the aforementioned, the Administration recommends that the Mayor and City Commission Awards a Contract to Mity-Lite, pursuant to ITB No. 11-11/12, for Purchase and Delivery of Magnetic Portable Dance Floors in the total amount of \$75,373.15.

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