

**Condensed Title:**

**REQUEST APPROVAL TO RENEW, IN SOME CASES RETROACTIVELY, CONTRACTS FOR ROUTINE OPERATIONAL REQUIREMENTS.**

**Key Intended Outcome Supported:**

Strengthen Internal Controls

**Supporting Data (Surveys, Environmental Scan, etc.):**

**Item Summary/Recommendation:**

As is customary, many of the City's agreements resulting from competitive solicitations include renewal clauses that allow for the extension of contract terms for a certain number of renewal periods beyond the original contract term, as stipulated in the solicitation or resulting contract. The renewal periods allow the City to continue to acquire the necessary goods and services from reputable contractors at competitive prices. In the past, the contract management process, often including contract renewals, has been delegated to the using departments. As is the case with other business processes, the contract renewal process has been evaluated to assure sound business practices are being adhered to when considering contract renewals. The Administration has determined that contract renewals shall be managed by the Procurement Office, in consultation with the user department, who shall make a recommendation to the City Manager on any contract considered to be in the best interest of the City to be renewed.

Accordingly, the purpose of this item is to request authority to renew, in some cases retroactively, certain contracts for routine operational requirements as noted in the attachment. The justification for renewing is included adjacent to the contract information.

**RECOMMENDATION**

The Administration recommends that the Mayor and City Commission approve the extension of contracts for routine operational requirements, awarded through competitive solicitations, with the following vendors as applicable: ASE Telecom, IBM, A & B Bulk Mailers, Pride Enterprises, Arrowmail Presort Company, Enterprise Leasing Company, Enterprise Electrical Contracting, Control Communications, Paper Solution (d/b/a Park Tek Solution), Print Media, Sunset Sod, Safe Air Corporation, Horizon Investigations, Superior Landscaping & Lawn Service, SFM Services, Everglades Environmental Care, Country Bills, Elan Lawn Landscaping, ValleyCrest Landscape Maintenance, LukesSawgrass Landscape, and Southern Landscaping Enterprises; further authorizing the City Manager to consider and approve any subsequent renewal periods for which the referenced contractors may be eligible as deemed to be in the best interest of the City, contingent upon approved budgeted funds being available.

**Advisory Board Recommendation:**

**Financial Information:**

Source of Funds:		Amount	Account
<div style="border: 1px solid black; width: 40px; height: 40px; margin: 0 auto;"></div> OBPI	1	See below.	See below.
	2		
	3		
	Total		

**Financial Impact Summary:** Various budget codes are contained in the referenced contract expenditures. All expenditures are contingent upon approved budgeted funds being available.

**City Clerk's Office Legislative Tracking:**

**Sign-Offs:**

Department Director	Assistant City Manager	City Manager
AD	KGB	JLM



# MIAMI BEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139,  
www.miamibeachfl.gov

## COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Jimmy L. Morales City Manager

DATE: July 17, 2013

SUBJECT: **REQUEST APPROVAL TO RENEW, IN SOME CASES RETROACTIVELY,  
CONTRACTS FOR ROUTINE OPERATIONAL REQUIREMENTS.**

### ADMINISTRATION RECOMMENDATION

Approve the recommendation.

### BACKGROUND

As is customary, many of the City's agreements resulting from competitive solicitations include renewal clauses that allow for the extension of contract terms for a certain number of renewal periods beyond the original contract term, as stipulated in the solicitation or resulting contract. The renewal periods allow the City to continue to acquire the necessary goods and services from reputable contractors at competitive prices. In the past, the contract management process, often including contract renewals, has been delegated to the using departments. As is the case with other business processes, the contract renewal process has been evaluated to assure sound business practices are being adhered to when considering contract renewals. As a result of that business process review, the Administration has implemented a process by which contract renewals adhere to the following requirements:

1. **Centralized Contract Administration.** Contract renewals shall be managed by the Procurement Office, in consultation with the user department, who shall make a recommendation to the City Manager on any contract considered to be in the best interest of the City to be renewed. The goal of the centralized contract administration will be to assure that a best interest analysis, as required herein, is completed prior to contract renewal considerations, and that certain other contract requirements, including risk management and bond requirements, are adhered to.
2. **Contract Analysis.** Prior to recommending contract renewal, an analysis shall be completed that shall include, at a minimum, validity of contract pricing given market conditions and other cost considerations factors, contractor performance evaluations, risk management considerations and the benefits of renewing a contract rather than re-competing, as applicable. In order to estimate possible price escalations that may be experienced by the City since the time of contract award, the City uses the pricing data from the Bureau of Labor Statistics, known as the Consumers' Price Index for Urban Consumers (CPI-U). Where available, the CPI-U for the South Florida region is utilized.

3. **Renewal Limitations.** Contract renewals establish a new contract period and do not alter other terms and conditions of the contract or the scope of the procurement, except as authorized within the solicitation or the resulting contract. Any changes to the scope of the original contract, except as authorized within the solicitation or the resulting contract, shall require a new procurement.

The purpose of this item is to request authority to renew, in some cases retroactively, the contracts listed herein. The justification for renewing is including adjacent to the contract information. The process utilized to consider the foregoing recommendations complies with the requirements noticed above.

Contract Number: ITB-48-08/09	Renewal Period: 11/24/2012 through 11/23/2014
Title: Purchase and Installation of Telephone, Coax, Data, and Fiber Optic Communications Cable and Accessories.	
Contractor: ASE Telecom	
Brief Scope: The contract allows for the supply and installation of telephone, coax, data, and fiber optic communications cable and accessories at various City of Miami Beach facilities, on an as needed basis, to maintain the City's telecommunications infrastructure.	
Best Interest Justification: The vendor has received satisfactory performance evaluations by the user department, Information Technology (IT) Department. Additionally, pricing was established through a competitive process, and, although the CPI-U has increased approximately 6.13% during the contract term, the City will continue to benefit from contract pricing established prior to the CPI-U increase. The IT Department has recommended extension of the contract term.	

Contract Number: RFP-26-04/05	Renewal Period: 4/19/2012 through 4/18/2014
Title: For The Design, Deployment, And Management Of A Citywide Wireless Network (Wi-Fi)	
Contractor: IBM	
Brief Scope: The contract supports the Citywide wireless broadband network and mobile broadband connectivity. In addition, the contract allows for free public access at hot zones located throughout the island for its residents and visitors.	
Best Interest Justification: The vendor has received satisfactory performance evaluations by the user department, Information Technology (IT) Department. According to the IT Department, the contractor has outstanding contractual obligations from which the City will benefit by exercising the renewal options available. The IT Department has recommended extension of the contract term.	

Contract Number: ITB-09-10/11	Renewal Period: 9/30/2012 through 9/30/2014
Title: <b>Bulk Mailing Services</b>	
Contractor: <b>A &amp; B Bulk Mailers; Pride Enterprises; Arrowmail Presort Company</b>	
Brief Scope: The contract allows for bulk mailing services on an as needed basis for the distribution of City approved materials, such as the MB Magazine and other publications.	
Best Interest Justification: The City's Office of Communications recommends the renewal of the bulk mailing services contract utilized for the distribution of MB Magazine and other publications' large scale mailing projects. The City's key intended outcome of enhancing communications, which includes MB and other efforts, continues to result in improvements. The percentage of residents and businesses that feel they receive the right amount of information increased from 79% to 87% and 66% to 88% respectively since FY2008/09.  The vendor has received satisfactory performance evaluations by the the Office of Communications. Pricing was established through a competitive process and remains as awarded, although the CPI-U has increased slightly during the contract term. Following the approval of the final renewal option, a competitive solicitation will be released for future service requirements.	

Contract Number: ITB-51-08/09	Renewal Period: 2/9/2012 through 2/9/2014.
Title: <b>Vehicle Rental/Lease Service for the City of Miami Beach</b>	
Contractor: <b>Enterprise Leasing Company</b>	
Brief Scope: The contract provides the City with the option to rent vehicles on a monthly basis, on an as-needed basis.	
Best Interest Justification: The Police Department has reported satisfactory performance evaluations for this vendor. Additionally, this contract was established in February 2010 through a competitive process. Since that time, the CPI-U has increased approximately 6%. Based on satisfactory performance and competitive pricing, it is recommended that, in the best interest of the City, this contract be renewed.	

Contract Number: ITB-29-09/10	Renewal Period: 6/24/2012 through 6/23/2014
Title: <b>Parking Lots Utility Maintenance</b>	
Contractor: <b>Enterprise Electrical Contracting</b>	
Brief Scope: The contract provides for the maintenance of parking lot lights at the various City-owned surface parking lots, approximately 589 light fixtures. It includes maintenance and replacement of head fixtures, bulbs, photo cells, wires, and fuses. The work includes bi-weekly night inspections.	
Best Interest Justification: The City's Parking Department funds the maintenance of all City owned parking lot light fixtures. The Public Works Operations-Street Lighting Division administers the Parking Lots Utility Maintenance contract with Enterprise Electrical Contracting. In order to maintain consistency in	

the replacement and maintenance of approximately 589 light fixtures, the user department recommends the approval to exercise the renewal option through June 24, 2014. Despite increases to the CPI-U for these services since contract commencement, pricing remains as originally awarded.

Contract Number: ITB-52-09/10	Renewal Period: 2/16/2013 through 2/16/2014
Title: <b>Purchase And Installation Of Fire Station Alerting Systems</b>	
Contractor: <b>Control Communications</b>	
Brief Scope: The contract was awarded for the purchase, installation and maintenance of alerting systems for the City's four (4) fire stations and one (1) dispatch system at the Police Department. The alerting system is the system that notifies the Fire Department units of a call for service that is being dispatched from the Public Safety Communications Unit (PSCU). It consists of alerting tones, bells, strobe lights and loud speakers throughout the four fire stations and the Fire Shop that activate when a call for service is dispatched.	
Best Interest Justification: The City's Fire Rescue Department is satisfied with the contractor's services related to the ongoing maintenance of the installed alerting system. Additionally, while the prices paid by the City remain as awarded, the CPI-U has increased 3.75% since contract inception. Based on the aforementioned and the contractor's good standing with the City, the Fire Rescue Department recommends, in the City's best interest, to approve the renewal term of the contract through February 16, 2014.	

Contract Number: ITB-27-09/10	Renewal Period: 6/24/2013 through 6/23/2014
Title: <b>Multi-Space Pay Station Receipt</b>	
Contractors: <b>Paper Solution, Inc. (d/b/a Park Tek Solution) Print Media</b>	
Brief Scope: The contract provides for the supply and delivery of multi-space parking pay station receipt paper, on an as needed basis, required by the Parking Department to service the City's pay-to-park systems.	
Best Interest Justification: The City's Parking Department is satisfied with the contractor's services, and has further stated that the use of any new product would have to be tested for a period of time to confirm that it can be used at the multi-space meters. Additionally, while the prices paid by the City remain as awarded, the CPI-U has increased 5.34% since contract inception. Based on the aforementioned the Parking Department recommends the renewal of the contract through June 23, 2014.	

Contract Number: ITB-46-08/09	Renewal Period: 1/6/2013 through 1/5/2014
Title: <b>Purchase, Delivery and Installation of Sod</b>	
Contractor: <b>Sunset Sod</b>	
Brief Scope: The contract provides for the purchase, delivery and installation of sod as required by the City of Miami Beach Parks and Recreation Department on an as needed basis for use City-wide.	
Best Interest Justification: The Parks and Recreation Department is satisfied with the contractor's services related to the ongoing maintenance of the installed alerting system. Additionally, while the prices paid by the City remain as awarded, the CPI-U has increased 5.96% since contract inception. Based on the aforementioned the Parks and Recreation Department recommends the renewal of the contract for one (1) year through January 5, 2014.	

Contract Number: ITB-01-10/11	Renewal Period: 1/27/2013 through 1/26/2014
Title: <b>Installation of Vehicle Exhaust Removal Systems</b>	
Contractor: <b>Safe Air Corporation</b>	
Brief Scope: The contract provides for the purchase, installation and maintenance of vehicle exhaust removal systems within the City's Fire Department facilities.	
Best Interest Justification: Safe Air Corporation has installed the vehicle exhaust removal systems at the City's fire stations and, according to contract requirements, continues to maintain these systems. The City's Fire Rescue Department is satisfied with the contractor's services. Additionally, while the prices paid by the City remain as awarded, the CPI-U has increased 4.26% since contract inception. Based on the aforementioned and the contractor's good standing with the City, the Fire Department recommends, in the City's best interest, to approve the renewal term of the contract.	

Contract Number: RFP-16-10/11	Renewal Period: 8/26/2012 through 8/25/2014
Title: <b>Investigation Services</b>	
Contractor: <b>Horizon Investigations</b>	
Brief Scope: Risk Management (Human Resources) utilizes investigative and adjusting services for selected tort liability claims and workers' compensation claims.	
Best Interest Justification: Risk Management (Human Resources) has indicated satisfactory performance by the contract vendor. Additionally, CPI-U has increased 1.35% since contract inception in August 2011. Based on the aforementioned the Risk Management Division recommends renewal of this contract through August 25, 2014.	

Contract Number: ITB-34-08/09	Title: To Provide Grounds Maintenance Service For The City Of Miami Beach Causeways, Islands And Other Locations	Contractor: Superior Landscaping & Lawn Service Inc.; SFM Services, Inc.; Everglades Environmental Care, Inc. Country Bills; and Elan Lawn Landscaping, Inc.
Contract Number: ITB-35-09/10	Title: Landscape Maintenance Services For Beachwalk, Boardwalk, Street Ends And Spoils Areas Citywide	Contractor: Superior Landscape & Lawn Service, Inc; ValleyCrest Landscape Maintenance, Inc. and Lukes-Sawgrass Landscape
Contract Number: ITB-19-08/09	Title: Grounds Maintenance Services For South Pointe Park	Contractor: Superior Landscaping & Lawn Service, Inc.
Contract Number: ITB-57-08/09	Title: Grounds Maintenance Services For Parking Lots Citywide	Contractor: SFM Services, Inc.
Contract Number: ITB-20-09/10	Title: Grounds Maintenance Services For North Shore/Washington Avenue Areas	Contractor: Superior Landscaping & Lawn Services, Inc.; Southern Landscaping Enterprises, Inc.; SFM; Everglades Environmental
Brief Scope: Citywide grounds maintenance service.		
Best Interest Justification: The Administration is anticipating the issuance of a Citywide solicitation in September 2013, to include all grounds maintenance sites. In order to continue service until such time as a replacement contract is awarded by the City Commission, it is recommended that these contracts be renewed on a month-to-month basis.		

**CONCLUSION**

The Administration recommends that the Mayor and City Commission approve the extension of contracts for routine operational requirements, awarded through competitive solicitations, with the following vendors as applicable: ASE Telecom, IBM, A & B Bulk Mailers, Pride Enterprises, Arrowmail Presort Company, Enterprise Leasing Company, Enterprise Electrical Contracting, Control Communications, Paper Solution (d/b/a Park Tek Solution), Print Media, Sunset Sod, Safe Air Corporation, Horizon Investigations, Superior Landscaping & Lawn Service, SFM Services, Everglades Environmental Care, Country Bills, Elan Lawn Landscaping, ValleyCrest Landscape Maintenance, LukesSawgrass Landscape, and Southern Landscaping Enterprises; further authorizing the City Manager to consider and approve any subsequent renewal periods for which the referenced contractors may be eligible as deemed to be in the best interest of the City, contingent upon approved budgeted funds being available.

JLM / KGB / AD

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