

RESOLUTION No. 10 – 86

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA AUTHORIZING AN INCREASE OF \$50,000.00 TO THE EXISTING CONTRACT WITH MUNICIPAL PROCUREMENT SERVICES, INC. FOR A TOTAL AMOUNT NOT TO EXCEED \$125,000.00; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Municipal Procurement Services, Inc. has provided procurement services for the City of Doral and has performed at a high level producing a large amount of work product during the current fiscal year; and

WHEREAS, because Municipal Procurement Services, Inc. has worked on an inordinate amount of solicitations, several of which have required a great deal of time, Staff respectfully requests that the City Council authorize an increase of \$50,000.00 to the existing contract with Municipal Procurement Services, Inc. (Exhibit "A") for a total amount not to exceed \$125,000.00; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DORAL AS FOLLOWS:

Section 1. The City Council of the City of Doral hereby authorizes an increase of \$50,000.00 to the existing contract with Municipal Procurement Services, Inc. (Exhibit "A") for a total amount not to exceed \$125,000.00; and

Section 2. This Resolution shall take effect immediately upon adoption.

The foregoing resolution was offered by Councilwoman Ruiz who moved its adoption. The motion was seconded by Vice Mayor Van Name and upon being put to a vote, the vote was as follows:

Mayor Juan Carlos Bermudez	Yes
Vice Mayor Robert Van Name	Yes
Councilman Pete Cabrera	Yes
Councilman Michael DiPietro	Yes
Councilwoman Sandra Ruiz	Yes

PASSED and ADOPTED this 12th day of May, 2010.



JUAN CARLOS BERMUDEZ, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:



JIMMY MORALES, ESQ., CITY ATTORNEY

EXHIBIT "A"

Municipal Procurement Contract Amendment

Purpose:

To allow the City Manager to amend the existing agreement with Municipal Procurement Services (MPS).

Justification:

In 2009, the city identified the need to improve procurement procedures within the city and increase efficiency. As such, the city contracted with MPS to review, implement, and manage procurement functions on behalf of the city. The city allocated \$75,000.00 from its professional services budget and contracted with MPS in October.

MPS has assisted the city on the following solicitations:

Project Name	Class	Project #	Dept
Interactive Voice Response System (IVR)	RFP	2009-09	BD
Food and Beverage Concession Operations	RFP	2009-13	PK
NW 114th Avenue Improvements	ITB	2009-18	PW
Financial Advisory Services	RFQ	2009-19	FN
Planning Services for Green Planning	RFQ	2009-20	PZ
Remove Replace Curbs Gutter Milling Paving	ITB	2009-21	PW
Safety Health Risk Manager	RFQ	2009-22	HR
Automobile Body Shop Services	RFP	2009-24	PD
Sports Field Barrier Netting & Pole	ITB	2009-25	PK
City Hall	RFP	2009-26	PZ
Safety Risk Manager	RFQ	2010-01	HR
Automobile Body Shop Services	RFP	2010-02	PD
Video Surveillance with LPR	RFP	2010-03	PD
Call to Artist- Doral Meadow Park	RFP	2010-04	PK
Canal Stabilization	RFQ	2010-05	PW
Automobile Body Shop Services II	RFQ	2010-06	PD
Veterans Park	ITB	2010-07	PK
Park Playground Lighting Installation	ITB	2010-08	PK
CISCO ASA5580-20 Hardware	ITB	2010-09	IT
Vehicle Maintenance Non-Warranty	RFP	2010-10	PD
Call to Artist- Doral Meadow Park	RFP	2010-11	PK
Investment Manager Services	RFQ	2010-12	CM
Citywide Roadway Improvements Engineering Design Services	RFQ	2010-13	PW
Canal Stabilization (Limited)	LITB	2010-14	PW
Printing Services (Duplication & Binding)	RFP	2010-15	CM
Printing Services (General Services)	RFP	2010-16	CM
Printing Services (Marketing Materials)	RFP	2010-17	CM
Police Headquarters	RFP	2010-18	CM

MPS has created the following uniform procurement compliance documents:

- Vendor Background Information Form
- Sworn Statement on Public Entity Crimes (PEC)
- Solicitation Signature Pages
- Solicitation Certification Form
- Non-Collusion Affidavit
- Drug Free Workplace Program Form
- Business Entity Affidavit
- American With Disabilities Acknowledgement Form
- Reference Checklist Form
- Reference Report Form
- Vendor Compliance Qualification Form
- General Bid Form
- Request for Information Form

In addition, MPS has completely overhauled the procurement division including but not limited to the following: standardized language, streamlined the legal review process, formalized the request for information process and implemented a citywide procurement process. As well as, attend committee review meetings, bid openings, pre-bid meetings, reference checks and conduct vendor qualification reviews.

The city has identified both current and future procurement solicitations that are essential to the city; furthermore, additional improvements to the procurement department are necessary. The city in its future procurement efforts is reviewing website accessibility, vendor notification system, and other non-traditional advertising mediums.

Based on the extensive scope accomplished and projects in near completion status the existing contract is near being expended of appropriated funds. Due to the scope of the tasks originally identified in relation to the scope of actual need the city will need to amend the existing agreement with MPS in an amount not to exceed \$50,000.00.