

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

New contract
 OTR
 CO
 SS
 BW
 Emergency
 Previous Contract/Project No: SS7944-5/11-5

Re-Bid
 Other
 LIVING WAGE APPLIES: ___ YES NO

Requisition/Project No: RQFN1300002 Term of Contract: 4 Years with 1, 2 year options-to-renew

Requisition/Project Title: Opex Equipment Maintenance Agreement

Description: To establish a contract for the Tax Collector's Office to obtain maintenance services for its Opex equipment.

User Department(s): Finance Contact Person: Erick Martinez Phone: 305-375-1075
 Issuing Department: ISD Funding Source: General Fund
 Estimated Cost: \$88,160

ANALYSIS

Commodity/Service No: 600		SIC:	
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here _____ if this is a New Contract/Purchase with no Previous History			
	EXISTING	2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): ___ Yes ___ No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Erick Martinez

Date to DBD: 04/01/2013

Date Returned to DPM: _____

RECEIVED
 DEPT. BUSINESS DEV.
 2013 APR - 1 PM 5: 08

**IT UNIT NON-COMPETITIVE REVIEW
SUMMARY**

Action: Establish Sole Source Contract **Requisition#:** RQFN1300002
Title: Opex Equipment Maintenance Agreement
Committee/Committee Date: Not Applicable **Projected BCC Date:** Not Applicable

Purpose of the Acquisition: Establish a sole source contract for the Miami-Dade Finance Department to obtain the required maintenance and repair services for the existing Opex equipment used by the Tax Collector's Office.

Recommended Action: Establish a sole source contract with the Opex Corporation.

Contract Term: Four-year initial term with one, two-year Option-to-Renew

Contract Amount: \$88,160 for the initial four year term

<u>Estimated Cumulative Value:</u>	<u>Term</u>	<u>Duration</u>	<u>Amount</u>
	Initial Term	4 Years	\$ 88,160
	OTR1	2 Years	\$ 44,080
		Total:	\$ 132,240

Background:

The Miami-Dade Finance Department utilizes two Opex AS3600i Scanners and Model 51 Rapid Extraction Desks (RED) to automate the payment processing operations at the Tax Collector's Office. This equipment enables mailroom workers to quickly open envelopes and sort payments for maximum efficiency. It also scans the payment documents for further processing. Thousands of payments are received daily. These payments include vehicle tag renewals, property taxes, and local business taxes.

The Opex AS3600i is a high-speed color scanner that operates in conjunction with the Opex 51 RED which automatically opens envelopes and extracts checks and payment stubs. This equipment minimizes the time and labor required to batch, prepare, and scan payments received by the Tax Collector's Office which results in minimal staff required to conduct payment processing operations.

The Tax Collector's Office has invested a total of \$392,634.80 into this equipment. It was purchased from the Opex Corporation through contract SS7944-5-11 - Opex Scanner Hardware & Maintenance in October 20, 2005. The initial contract term was for one year with five one-year options-to-renew (OTR). Authority to exercise all OTR's was approved by the Board of County Commissioners on July 18, 2006, under resolution R-909-06. The final OTR expired on April 16, 2012.

A replacement contract for maintenance services was not issued because the Tax Collector's Office considered replacing these machines. The user department ultimately decided to keep the existing machines and to continue obtaining these services from Opex. Currently, maintenance is being paid via a small purchase order. The current maintenance agreement will expire in December 2013.

Market Research:

Maintenance and support services for this equipment are proprietary to the Opex Corporation. There are no third-party resellers that can provide the necessary services required by the Tax Collector's Office.

Recommendation:

The Opex equipment is vital to the Tax Collector's daily operations. It provides a means for County staff to automate payment processing tasks. Regular maintenance services are required due to the equipment's heavy usage. For this reason, it is necessary for the Tax Collector's Office to have a maintenance contract in place with The Opex Corporation. The equipment is proprietary and is exclusively maintained by this firm. Therefore, it is recommended to establish a replacement maintenance contract for continuity of services.



Procurement Contracting Officer

4-1-13

Date

Title: **OPEX SCANNER HARDWARE & MAINTENANCE**

Justification/Input Document for "Sole Source"

ITB # _____

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 DPM can help to avoid delays and to facilitate 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 the CA Office for approval in order to waive the competitive bid/proposal process, as a sole source purchase.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process.

Purchase Requisition No. _____ Contract # _____ Date Required: _____ Est. Value: _____
 Proposed Vendor: **OPEX SCANNER** Previous Contract #: **SS7944-5/1-5** Estimated Cost: **\$50,000** Comm. #: _____ BCC Date: _____

Purpose of the purchase: **Please describe your minimum requirements and the benefits of making the acquisition.**

This acquisition of the maintenance contract for the Opex Scanner Machines will cover a period of (2) years. The Opex Scanner machines are located in the Tax Collectors' Fast Payment Processing unit. These machines automate the processing of assorted payments which includes ad valorem property tax payments, auto tag renewals and local business tax renewals. These machines automate \$1.7 billion in tax payments annually and therefore it is of critical importance. Also, these machines allow the employee to open and sort payment documents in a fast paced environment.

Features **Opex Scanner**
 Automates the

2. Uniqueness of Vendor's Item/Service: **Please describe below this vendor's unique suitability to provide the needed product/service.**

The Opex scanning equipment is a proprietary hardware and is exclusively maintained by the Opex Corporation. The maintenance of these machines is vital in the collection of property taxes, the processing of vehicle tag renewal and business tax receipts.

3. 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 (any and/or they are not acceptable).**

The Tax Collector's Office will not be in the market to purchase any new equipment that performs this process. Our only our intension is to continue a maintenance agreement for the opex scanning machines with the Opex Corp.

4. Proposed Actions: **Please describe the actions the department will take to overcome the present barriers to competition prior to a future acquisition of a product or service.**

There is no barrier to competition in this case. We are not purchasing a new product, merely continuing to maintain the automated processing of assorted payments received by the Tax Collector's Office.

Contact Person and Phone # _____
 Department Director's Approval:  _____ Date Approved: 11/30/12

Fernando Casamayor, Tax Collector 
 Tax Collector