



# Memorandum

---

Date: April 10, 2024

To: Honorable Mayor and Councilmembers

From: Jacqueline Lorenzo  
Director of Procurement and Asset Management

Subject: Monthly Report – March 2024

---

The Department of Procurement and Asset Management hereby provides the below reports.

Solicitations currently subject to the Cone of Silence:

<b>Solicitation</b>	IRFP No. 2024-02 – School Zone Speed Detection System
<b>User Department</b>	Police
<b>Broadcast Date</b>	1/26/2024
<b>Due Date</b>	2/16/2024
<b>Status</b>	Cut off for written questions was 2/1/24 at 10:00am. Addenda No. 1 and 2 were issued to vendors. The submission deadline was extended to 2/16/24. Submittals were opened on the 2/16/24. Reference and responsive check were completed. Phase I evaluation meeting was conducted March 15th at 10:30am. The Phase II evaluation meeting is scheduled for 4/1/2024 starting at 9:00am.

<b>Solicitation</b>	RFP No. 2024-03 – Doral Central Park Amphitheater Management Services
<b>User Department</b>	Parks and Recreation
<b>Broadcast Date</b>	2/7/2024
<b>Due Date</b>	3/15/2024
<b>Status</b>	Prebid meeting was hosted on 2/22/24 at Doral Central Park. The cutoff date for written questions was 2/23/24. Addenda No. 1, 2, and 3 have been posted on Demand Star, Vendor Registry, and our City webpage. The deadline for proposals was extended to 3/15/24. One submittal was received. The Phase I evaluation is pending scheduling with evaluation members.

<b>Solicitation</b>	RFP No. 2024-04 – Doral Strategic Communications Plan
<b>User Department</b>	Public Affairs
<b>Broadcast Date</b>	2/12/2024
<b>Due Date</b>	3/13/2024
<b>Status</b>	The cutoff date for written questions was 2/26/24. Addenda 1 and 2 were posted to Demand Star, Vendor Registry and the City’s webpage. Proposal submissions were received 3/13/24. Procurement staff are coordinating with committee members for the Phase I evaluation meeting.

<b>Solicitation</b>	ITN No. 2024-05 – Independent IT Audit Services
<b>User Department</b>	Information Technology
<b>Broadcast Date</b>	3/6/2024
<b>Due Date</b>	4/10/2024
<b>Status</b>	The cutoff date for written questions was 3/19/24 at 5:00pm. The due date for proposals has been extended to 4/10/2024 to address numerous questions.

<b>Solicitation</b>	RFQ 2024-06 – City of Doral City Attorney Services
<b>User Department</b>	City Attorney / City Council
<b>Broadcast Date</b>	3/15/2024
<b>Due Date</b>	4/15/2024
<b>Status</b>	The cutoff date for written questions is 4/5/24 at 10:00am. The due date for proposals is currently 4/15/2024.

Issuance of Purchase Orders (“PO”) and Maintenance Requests:

Type	Number	Total Value
PO Issuance	70	\$3,691,955.95
PO Maintenance Increase/Other	22	\$76,518.92
PO Maintenance Decrease	6	(\$70,971.53)

Non-Emergency Unauthorized (“After the Fact”) Purchases:

Department	Purchase	Vendor	Value/Cost
Nothing to report			

Emergency Purchases Exceeding the City Manager’s Spending Authority:

Department	Emergency	Vendor	Value/Cost
Nothing to report			