



Monthly Department Report

PROCUREMENT & ASSET MANAGEMENT

August 2024

Department Stats/ Key Performance Indicators

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

May 2024

Type	Number	Total Value
PO Issuance	101	\$2,134,268.93
PO Maintenance Increase/Other	17	\$160,696.95
PO Maintenance Decrease	10	\$164,323.28

June 2024

Type	Number	Total Value
PO Issuance	71	\$2,728,689.30
PO Maintenance Increase/Other	18	\$66,003.00
PO Maintenance Decrease	7	\$2,290,290.30

Major Project Updates

- Ongoing Solicitations (and respective status as of July 24, 2024):

Solicitation	RFP No. 2024-04 – Doral Strategic Communications Plan
User Department	Public Affairs
Broadcast Date	2/12/2024
Due Date	3/13/2024
Status	Cone of Silence lifted. Solicitation posted on Demand Star, Vendor Registry, and City webpage. Written questions received 2/26/24 and Addenda 1 and 2 were posted. Proposal submissions were received 3/13/24. Committee members met for Phase I Presentations and Phase II evaluation; Recommendation approved by City Manager for Council approval at August meeting.

Solicitation	ITB 2024-07 – Public Safety Uniforms
User Department	Police
Broadcast Date	5/20/2024
Due Date	6/17/2024
Status	Cone of Silence lifted [Cancelled for Reissuance]. Solicitation posted on Demand Star, Vendor Registry, and



Monthly Department Report

PROCUREMENT & ASSET MANAGEMENT



	City webpage. Questions deadline was 5/30/2024. The City received only one (1) responsive bid. After reviewing, the ITB has been cancelled for reissuance in the City's best interest.
--	--

Solicitation	RFP 2024-08 – Landscaping Services
User Department	Parks & Recreation
Broadcast Date	5/29/2024
Due Date	7/8/2024
Status	Currently subject to the Cone of Silence. Solicitation posted on Demand Star, Vendor Registry, and City webpage. Questions were due on 6/20/24 but were extended to 6/27/24 and answered via Addenda No. 1, 2, and 3. The City received seven (7) proposals and is currently review; Phase I Evaluation by Committee scheduled for 7/26/24.

Solicitation	ITB 2024-09 – Section 7 Traffic Calming Improvements
User Department	Public Works
Broadcast Date	6/28/2024
Due Date	7/30/2024
Status	Currently subject to the Cone of Silence. Solicitation posted on Demand Star, Vendor Registry, and City webpage. Advertised in local newspaper of general circulation per Fla. Statute. Pre-Proposal conference held via GoTo Meeting on July 8, 2024. No questions were received on or before the questions deadline on July 15, 2024.

Solicitation	ITB 2024-10 – Waste Disposal and Recycling
User Department	Public Works / Parks & Recreation
Broadcast Date	July 9, 2024
Due Date	August 5, 2024
Status	Currently subject to the Cone of Silence. Solicitation posted on Demand Star, Vendor Registry, and City webpage. Addendum 1 has been issued. The questions deadline was July 24, 2024. Additional questions will be addressed via Addendum 2.



Monthly Department Report

PROCUREMENT & ASSET MANAGEMENT



Solicitation	ITB 2024-11 – Doral Boulevard Entry Features
User Department	Public Works
Broadcast Date	July 16, 2024
Due Date	August 15, 2024
Status	Currently subject to the Cone of Silence. Solicitation posted on Demand Star, Vendor Registry, and City webpage. Questions deadline is 8/6/24.

Solicitation	RFP 2024-12 – Trolley Operations and Maintenance
User Department	Public Works
Broadcast Date	July 19, 2024
Due Date	August 19, 2024
Status	Currently subject to the Cone of Silence. Solicitation posted on Demand Star, Vendor Registry, and City webpage. Questions deadline is 8/7/24.

Other Departmental Updates (as of July 24, 2024):

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

Dept	Purchase	Vendor	Value/Cost
Nothing to report			

- Emergency Purchases Exceeding City Manager’s Spending Authority:

Dept	Emergency	Vendor	Value/Cost
PR	HVAC Repairs Doral Legacy Park	CARRIER CORPORATION	\$37,880

- Purchases which may require ratification at end of Fiscal Year:

Vendor	Purchases	POs to Date
CDW GOVERNMENT, LLC	IT Equipment, Licenses, Maintenance	\$220,874.69
SUNSHINE COMPUTERS	IT Equipment, Licenses, Maintenance	\$266,013.30
COSTAR REALTY INFO.	Commercial Real Estate Data	\$16,619.49
FIVE GROUP INTERNATIONAL	Printing Services	\$12,137.30
PUBLIX SUPER MARKETS	Groceries	\$29,007.40

- Updated Procurement Standard Operating Procedures to Version 9, to include revisions necessary to ensure compliance with federal funding requirements.



City of Doral
 Department of Procurement &
 Asset Management

**Emergency Purchase
 Authorization Form**

Contact Information	
Date: 7/2/2024	Requestor: Kenneth Soler
Location of Emergency: Doral Legacy Park	Requesting Department: Parks and Recreation
Required Good and/or Service: HVAC Maintenance	Contact No.: 786-473-3576

Nature of Emergency
<p>Describe the Type (threat to public's life, health, welfare, or significant loss of property) and Details of the Emergency (Attach additional detail, if necessary, and all available documentation justifying emergency declaration.):</p> <p>Carrier HVAC at Doral Legacy Park requires urgent repairs due to heavy leaks in two condenser coils and a malfunctioning motor. The manufacturer, Carrier, has provided a repair quote. The Parks Department has determined that proceeding with the manufacturer for these repairs is in the City of Doral's best interest. This decision is based on the assurance of optimal efficiency and superior service, as outlined in 2-323(4), which emphasizes the benefits of using the original manufacturer for equipment repairs. Maintaining the HVAC system is critical to ensure the comfort of participants in two summer camps and to protect the gym floor, which is susceptible to damage from humidity if the system fails.</p> <p>(24) Service and warranty. Servicing or warranty work of equipment by the authorized dealer or manufacturer's representative, when required to maintain a warranty in full force and effect, or when considered to be in the best interest of the city and recommended by the using department, and the services to be performed are by the equipment manufacturer, manufacturer's service representative, or a distributor of the manufacturer's equipment.</p>

Vendor Information	
Proposed Vendor (attach detail if multiple vendors): Carrier Corporation	Estimated Cost (if known): 37880.00
Describe How & Why Recommended Vendor(s) Selected: We recommend using Carrier to repair the condenser coils and motor because Carrier is the original manufacturer of the product. Using the original manufacturer ensures optimal performance and compatibility. Additionally, our existing service agreement with Carrier includes regular maintenance, timely repairs, and priority support using the manufacturer will minimize repair downtime.	

City Code Sec. 2-321. – Waiver of competitive bidding procedures.
 (2) *Emergency purchases.* Notwithstanding any other provision of this chapter, the city manager, or designee, may make, or authorize others to make, emergency purchases when there exists a threat to public health, welfare, or safety, as determined under emergency purchase procedures set forth in the Procurement and Purchasing Policy and Procedures Manual, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A full written determination of the basis of the emergency, and reason for selection of the particular contractor, shall be included on the emergency purchase order and shall be filed as a permanent and public record of the purchase. Emergency procurements that exceed the city manager's spending authority, shall be reported to the city council within 30 days of such action.

Department Head	Procurement Director	Deputy or Asst. City Manager	City Manager
SIGNATURE: 	SIGNATURE: <i>Jacqueline Lorenzo</i>	SIGNATURE: <i>Francisco Rios</i>	SIGNATURE:
DATE: 7/2/24	DATE: 7/3/2024	DATE: 7/5/2024	DATE: 7/5/2024