

Memorandum



Date: May 12, 2021

To: Alex Muñoz, Director
Internal Services Department

From: Daniella Levine Cava
Mayor *Daniella Levine Cava*

Subject: Delegated Authority for Procurement and Other Processes

In accordance with Section 2-8.1 of the Code of Miami-Dade County and Implementing Order 3-38, I am delegating authority to you, as the Director of the Internal Services Department (ISD), to award, reject, modify, extend, and exercise options-to-renew as detailed below. The delegation of this authority is consistent with prior practice and reduces the time necessary to process various procurement actions that will facilitate our ability to expedite procurement of goods and services on behalf of user departments.

The delegated procurement authorities are as follows:

- Advertise solicitations for all values consistent with Section 2-8.1;
- Award and reject competitive contracts up to \$500,000;
- Award non-competitive contracts (bid waivers, sole sources, and emergency purchases) up to \$250,000;
- Authorize negotiations and appoint negotiation committees;
- Approve competitive and non-competitive modifications as detailed in the attached matrix;
- Authorize administrative contract extensions by up to six (6) months, as long as the amount of the extension does not exceed the prorated amount of the contract;
- Exercise Options-to-Renew within delegated authority; and
- Execute contracts and subsequent amendments that have been approved by the Board of County Commissioners (Board) and approved for legal sufficiency by the County Attorney's Office.

The attached matrix also contains the actions delegated to you, those that remain with me, and what actions require Board of County Commissioner (Board) approval.

In the interest of streamlining various processes for which ISD has responsibility, I hereby delegate to you the following authority once approved by Board Resolution:

- Lease agreements and subsequent amendments, which have been reviewed by the County Attorney's Office as to form and legal sufficiency, and approved by official action of the Board; Additionally, all renewal and cancellation options for lease agreements;
- Neighborhood Stabilization Program pursuant to Implementing Order 2-11;
- Final authorization of Professional Service Agreements under the Equitable Distribution Program and any modifications or extensions, which have been reviewed by the County Attorney's Office as to form and legal sufficiency;
- Authorize Special Event Permits on any ISD-owned property;
- Special Release of Liens for Escheated Tax Deed Property;
- Appointment of Selection Committee Alternates as designated by County Mayor;
- Signature as Owner Agent for Building Permits and Other Relevant Documents;

- Advertise and award construction contracts and professional service agreements and approve change orders and amendments in accordance with Ordinance 08-92 Economic Stimulus Plan;
- Execute Impact Fee Exemption Applications, which have been reviewed by the County Attorney's Office as to form and legal sufficiency; and
- Signature authority to allow access to property owned by ISD.

Your judgment is crucial when reviewing items for signature. If an item is controversial, sensitive or otherwise significant, please forward to my attention or discuss it with me personally.

Attachment

c: Honorable Harvey Ruvin, Clerk of the Board
Geri Bonzon-Keenan, County Attorney
Gerald K. Sanchez, First Assistant County Attorney
Jess M. McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Department Directors

**Procurement Authority to Advertise, Modify, Reject, Award and Extend Contracts
September 2016**

ACTION	Board of County Commissioners (Board)	Mayor	Director Internal Services Department	Reporting Requirements
Advertise Solicitations	- No approval required per County Code Section 2-8.1	- No approval required, delegated to Director	- Authorization for all values per County Code Section 2-8.1	Bi-Annual Report to the Board of advertisements.
Award or Reject Competitive Contracts	- Approval required for values greater than \$1 million per County Code Section 2-8.1	- Authorization for values over \$500,000 up to \$1 million per County Code Section 2-8.1 and I.O. 3-38	- Authorization for values up to \$500,000 per County Code Section 2-8.1 and I.O. 3-38	Bi-Annual Report to the Board of all contract awards over \$250,000 up to \$1 million
Bid Waiver and Sole Source Contracts	- Approval required for values greater than \$250,000 per County Code Section 2-8.1 and I.O. 3-38 - Require Mayor's recommendation to Board to waive competitive bidding	- No authorization required, delegated to Director	- Authorization for bid waivers and sole source contracts up to \$250,000 per I.O. 3-38	None Required
Emergency Purchases	- Ratification required for values greater than \$250,000 per I.O. 3-38	- No authorization required, delegated to Director	- Authorization for values up to \$250,000 provided the Director of the user department certifies the emergency per I.O. 3-38	None Required
Modifications to contracts that were not competitively awarded: 1. Bid Waiver or Sole Source contracts awarded under County Mayor's authority - under \$250,000	- Approval required when modification increases contract value to more than \$250,000	- No authorization required, delegated to Director	- Authorization to modify total contract value up to \$250,000, regardless of percentage change	None Required
2. Board awarded contracts for Bid Waiver or Sole Source over \$250,000	- Approval required when modification is more than 20%	- Authorization to modify contract valued over \$250,000 when the modification does not exceed 20%	- Authorization to modify contract valued over \$250,000 when the modification does not exceed 20% or \$250,000	None Required
Modifications to contracts that were competitively awarded: 1. Competitively awarded contracts under the Mayor's authority - under \$1 million	- Approval required when modification increases contract value to more than \$1 million per I.O. 3-38	- Authorization to modify total contract value up to \$1 million per I.O. 3-38	- Authorization to modify total contract value up to \$500,000 per I.O. 3-38, regardless of percentage change - If Mayor approved original contract, authorization to modify contract by up to \$500,000 when total modified contract value will not exceed \$1 million	None Required
Modifications to contracts that were competitively awarded: 2. Competitively awarded contracts by the Board - over \$1 million	- Approval required when modification is more than 20%	- Authorization to modify contract valued over \$1 million when modification does not exceed 20% per I.O. 3-38	- Authorization to modify contract valued over \$1 million when modification does not exceed 20% or \$500,000	None Required
Extend Contracts	- No approval required per I.O. 3-38	- No approval required, delegated to Director	- Authorization for up to 6 months with prorated amount per I.O. 3-38	None Required

Note: Relevant actions noted above include solicitations issued through the Expedite Purchasing Program (EPP)