



Legislation Text

File #: 22-0694, Version: 1

MOTION TO APPROVE THE DEPARTMENT RECOMMENDATIONS FOR THE FOLLOWING ITEMS LISTED ON THE CONTRACTS DATABASE REPORT:

- (A) NCS Pearson, Inc. (Certiport) - Certification Assessment & Training - Renewal
- (B) Emilio's BBQ Catering Services Corp. - Gift Shop/food services at the Senior Center - Renewal
- (C) Miramar-Pembroke Pines Regional Chamber of Commerce, Inc. - Trustee Partnership Agreement - Renewal
- (D) Civic Plus, Inc. - City Website, Schools Subsite, Intranet, Recreation & Audio-Eye Services - Renewal

ITEM (E) WILL EXPIRE WITH NO RENEWAL TERMS AVAILABLE, THEREFORE, NO COMMISSION ACTION IS REQUIRED AS IT IS PRESENTED FOR NOTIFICATION PURPOSES ONLY PURSUANT TO SECTION 35.29 (F) OF THE CITY'S PROCUREMENT CODE:

- (E) Mulch CO-OP Agreement (Adwood, Inc. and Eastcoast Mulch) - Mulch CO-OP - Non-Renewal

SUMMARY EXPLANATION AND BACKGROUND:

1. Pursuant to Section 35.29(F) "City Commission notification" of the City's Code of Ordinances, "The City Manager, or his or her designee, shall notify the Commission, in writing, at least three months in advance of the expiration, renewal, automatic renewal or extension date, and shall provide a copy of the contract or agreement and a vendor performance report card for the contract or agreement to the City Commission."
2. On May 17, 2017, Commission approved the motion to place all contracts from the Contract Database Reports on consent agendas as they come up for contractual term renewal so that City Commission affirms directions to administration whether to renew or to go out to bid.
3. The Agreements shown below are listed on the Contracts Database Reports for renewal.

(A) NCS Pearson, Inc. (Certiport)-Certification Assessment & Training (Renewal)

1. On October 6, 2021, the City entered into an Original Agreement with NCS Pearson, Inc. for an initial one (1) year period which commenced on October 3, 2021 and shall expire on October 2, 2022.
2. NCS Pearson, Inc. provides courseware and exams for the Microsoft Office Specialist (MOS) and

the Adobe Certified Association (ACA) industry certification programs for the City's Charter Schools.

3. Section 3.2 of the Original Agreement authorizes the renewal of the Original Agreement for additional one (1) year renewal terms upon mutual consent, evidenced by written Amendments.

4. The City's Charter Schools are satisfied with the performance and execution of the Original Agreement and recommends that the City Commission approve this First Amendment for a one (1) year term which shall commence on October 3, 2022 and shall naturally expire October 2, 2023, as allowed by the agreement.

Reviewed by Commission Auditor.

FINANCIAL IMPACT DETAIL:

a) **Initial Cost:** \$32,868

b) **Amount budgeted for this item in Account No:** West Middle 171-569-5052-552652-5102-369-0000-00553 \$8,230.00; Central Middle 171-569-5052-552652-5102-369-0000-00554 \$8,230.00; Academic Village Middle 172-569-5053-552652-5102-369-0000- \$8,230.00 & Academic Village High 172-569-5053-552652-5103-369-0000- \$8,178.00

c) **Source of funding for difference, if not fully budgeted:** Not applicable.

d) **5-year projection of the operational cost of the project:**

	Current FY
Revenues	\$.00
Expenditures	\$32,868.00
Net Cost	\$32,868.00

e) **Detail of additional staff requirements:** Not applicable.

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not applicable.

b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not applicable.

e) **Detail of additional staff requirements:** Not applicable.

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not applicable.

b) **If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not applicable.

(B) Emilio's BBQ Catering Services Corp. - Gift Shop/food services at the Senior Center - Renewal

1. On February 23, 2016, the City entered into a Lease and Operation Management Agreement with Emilio's BBQ Catering Services Corporation for an initial period which expired on December 31, 2019.
2. Emilio's BBQ Catering Services Corporation provides the City with food and gift shop services to the clientele of the Southwest Focal Point Senior Center.
3. Section 2.1 of the Original Agreement authorizes the renewal of the Original Agreement for additional one (1) year terms upon mutual consent, evidenced by written Amendments to the Original Agreement extending the term thereof.
4. To date the Original Agreement has been renewed three (3) times extending the term to December 31, 2022.
5. The monthly base rent is being increased from \$944.37 plus taxes to \$1,035.41 plus taxes, pursuant to Consumer Price Index (CPI) rate increases, as allowed by the Agreement.
6. The Community Services Department is satisfied with the performance and execution of the Original Agreement, as amended, and recommends that the City Commission approve this Fifth Amendment to extend the term for one (1) year which shall commence on January 1, 2023, and naturally expire on December 31, 2023.

FINANCIAL IMPACT DETAIL:

- a) **Renewal Revenue:** \$12,424.92 (\$1,035.41 * 12 months January 2023 - December 2023)
- b) **Revenue budgeted for this item in Account No:** Revenue Account 001-000-8001-362046-0000-000-0000 Rental Community Services. Monthly Rent \$1,035.41 monthly plus tax.
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) **2 year projection of the operational cost of the project:** Not Applicable.

	FY 2022-2023	FY 2023-2024
Revenues	\$9,318.69	\$3,106.23
Expenditures	\$.00	\$.00
Net Revenue	\$9,318.69	\$3,106.23

- e) **Detail of additional staff requirements:** Not Applicable.

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

- a) **Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.

b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service? Not Applicable

(C) Miramar-Pembroke Pines Regional Chamber of Commerce, Inc. - Trustee Partnership Agreement - Renewal

1. On December 6, 2016, the City entered into a Trustee Partnership Agreement with The Miramar-Pembroke Pines Regional Chamber of Commerce, Inc. for an initial one (1) year period, which expired on November 30, 2017.

2. The Partnership Agreement allows for a relationship between the City and the Chamber to increase the level of member benefits offered by the Chamber, and facilitate the growth of the Chamber for the benefit of the residents and businesses in the regional community.

3. Section 3.1 of the Original Agreement, as amended authorizes the renewal of the Original Agreement on an annual basis upon mutual consent, evidenced by written Amendments extending the term thereof.

4. To date the Agreement has had five (5) Amendments, including five (5) additional one (1) year renewal periods which extended the term of the Original Agreement, as amended to November 30, 2022.

5. The Planning & Economic Development Department is satisfied with the performance and execution of the Original Agreement and recommends that the City Commission approve this Sixth Amendment to renew the term for one (1) year period which shall commence on December 1, 2022, and naturally expire on November 30, 2023, as allowed by the agreement.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: \$8,000.00

b) Amount budgeted for this item in Account No: 001-519-0800-554100-0000-000-0000-00000 (Memberships Dues Subscription)

c) Source of funding for difference, if not fully budgeted: Not Applicable

d) 2-year projection of the operational cost of the project:

	FY2022-2023	FY2023-2024
Revenues	\$.00	\$.00
Expenditures	\$6,666.67	\$1,333.33
Net Cost	\$6,666.67	\$1,333.33

e) Detail of additional staff requirements: Not Applicable

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for

this service? Not Applicable

b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service? Not Applicable

(D) Civic Plus, Inc. - City Website, Schools Subsite, Intranet, Recreation & Audio-Eye Services - Renewal

1. On February 27, 2019, the City entered into a Service Agreement with Civic Plus, Inc. commencing on February 27, 2019.

2. The City of Pembroke Pines Technology Services Department utilizes Civic Plus, Inc. to provide the City Website, the City Subsite Intranet, the School Subsites and Audio Eye services. In addition, Recreation and Cultural Arts Department utilizes Civic Plus, Inc. to provide Recreation registration software.

3. Section 1 of the Original Agreement allows for the agreement to remain in effect unless terminated by either party.

4. On January 15, 2020, August 5, 2020 and August 4, 2021 the City Commission approved the continuation of the Agreement extending the term up to January 31, 2023.

5. The Technology Services is satisfied with the performance and execution of the Agreement and recommends that the City Commission approve the one (1) year continuation commencing on February 1, 2023, and ending on January 31, 2024, as allowed by the Agreement.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: \$115,710.70

b) Amount budgeted for this item in Account No: 001-513-2002-546801-0000-000-0000- IT Maintenance Contracts

c) Source of funding for difference, if not fully budgeted: Not Applicable

d) 5 year projection of the operational cost of the project [(1) Enter Information or "Not Applicable"; If information is entered, then (2) Provide a detailed breakdown of revenues and expenditures as an exhibit in the agenda item.]

	FY2022-2023
Revenues	\$.00
Expenditures	\$115,710.70
Net Cost	\$115,710.70

e) Detail of additional staff requirements: Not Applicable

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for

this service? No

b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service? Not Applicable

(E) Mulch CO-OP Agreement (Adwood, Inc. and Eastcoast Mulch) - Mulch CO-OP - Non-Renewal

1. On November 14, 2017, the City of Pompano Beach approved to enter into a CO-OP Agreement with Advanced Mulch, Inc., Adwood, Inc., Eastcoast Mulch, and Superior Mulch for an initial one (1) year period which expired on November 14th, 2018.
2. The Public Services and Recreation and Cultural Arts Departments purchase various types of mulch from Adwood and Eastcoast Mulch.
3. The Original Agreement allows for four (4) additional one (1) year renewal periods upon mutual consent.
4. The Original Agreement has been renewed four (4) times extending the term to November 14, 2022.
5. The Public Services Department is satisfied with the performance and execution of the Original Agreement, but at this time there is no renewal terms available, as such, a new procurement process will be needed for these services.