

MIAMI BEACH

COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Eric Carpenter, City Manager 

DATE: March 19, 2025

TITLE: REQUEST FOR APPROVAL OF ROUTINE RENEWAL OPTIONS, TASK ORDERS, CHANGE ORDERS, OR CONTRACT AMENDMENTS FOR CITY-AWARDED CONTRACTS.

RECOMMENDATION

The Administration recommends that the Mayor and City Commission approve the item detailed in Attachment A for Liberty Elevator Corporation and HPI International, Inc.

BACKGROUND/HISTORY

This summary item addresses routine adjustments required to City agreements, which may include term extensions or approval of task orders, change orders, or amendments. Contracts included in this item may require one of the following adjustments, as detailed in Attachment A.

Renewals/Extension - As is customary, many agreements resulting from competitive solicitations include renewal clauses that allow for the extension of an Agreement for a certain number of renewal periods beyond the original term, as may be stipulated in the solicitation or resulting agreement. The renewal periods allow the City to continue acquiring the necessary goods and services from reputable contractors at prices established through competitive solicitations. In some cases, the City may require extending agreements, on a month-to-month basis, beyond the terms stated in the solicitation to ensure continuous operations until such time replacement agreements can be executed.

Task/Service Orders - Certain contracts, especially those awarded to pools of contractors, require service/task orders to be approved prior to the commencement of work. The work included in the service/task orders is consistent with the contracts approved by the City Commission.

Change Orders/Contract Amendments - Occasionally, it is necessary to approve minor change orders or amendments to existing contracts.

ANALYSIS

Details on the items for which approval is sought are included in Attachment A.

FISCAL IMPACT STATEMENT

The fiscal impact is included in each item in Attachment A.

Does this Ordinance require a Business Impact Estimate?
(FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on:
See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notices/>

FINANCIAL INFORMATION

Financial information is included in each item in Attachment A.

CONCLUSION

The Administration recommends that the Mayor and City Commission approve the renewals/extensions, task/service orders, or change orders/amendments, as detailed in Attachment A for Liberty Elevator Corporation and HPI International, Inc.

Applicable Area

Citywide

Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?

No

Is this item related to a G.O. Bond Project?

No

Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying? No

If so, specify the name of lobbyist(s) and principal(s):

Department

Procurement

Sponsor(s)

Co-sponsor(s)

Condensed Title

Request for Approval, Routine Renewal Options for City Contracts. PR

Previous Action (For City Clerk Use Only)

Attachment A

Change Order/Contract Amendments

ITEM # 1

Agreement No. ITB 2022-007-DF	Title Vertical Transportation Maintenance and Repair for the Miami Beach Convention Center	
Contractor Liberty Elevator Corporation	Initial Award (Past) 5/4/2022 - 5/3/2025	Requested Renewal Term (This item) 5/4/2025 - 5/3/2026
Brief Scope of Agreement: The purpose of this Agreement is to provide maintenance and repairs for the elevators and electrical escalators at the Miami Beach Convention Center.		
Request: This item seeks approval from the Mayor and City Commission to exercise the first renewal option pursuant to the authority established in Section C6. "Special Conditions," subsection 2, "Options to Renew," of the ITB.		
Estimated Fiscal Amount: The FY24 expenditures were approximately \$406,188. The renewal does not have a fiscal impact beyond normal contract expenditures. Expenditures are subject to funds availability approved through the City's budgeting process.		
Justification: During the current term of this Agreement, the Contractor has provided vertical transportation services, including maintenance and repair of elevators and escalators at the Miami Beach Convention Center (MBCC). The Economic Development Department considers renewing this Agreement crucial to ensure uninterrupted maintenance and emergency repair services for this world-class facility. Maintaining these critical systems is vital to the safety, functionality, and reputation of the MBCC, which continues to attract high-profile events and visitors to Miami Beach. The Economic Development Department has provided a positive performance evaluation and recommends renewing the Agreement for an additional one (1) year.		

Task Orders

ITEM # 2

Agreement No. ITB 2020-184-DF		Title Prequalification Pool of Authorized Microsoft Surface Resellers															
Contractor HPI International, Inc.	Initial Award (Past) 6/24/2020 - 6/23/2023	1st Renewal (Past) 6/24/2023 - 6/23/2024	Current Term 6/24/2024 - 6/23/2025														
Brief Scope of Agreement: On June 24, 2020, the Mayor and City Commission adopted Resolution 2020-31295, pursuant to ITB No. 2020-184-DF, to establish a pool of prequalified resellers to purchase Microsoft products. Per the Resolution, City Commission approval is required for projects greater than \$100,000. Pursuant to Resolution 2020-31295, purchases exceeding \$100,000 require City Commission approval.																	
Request: This item seeks Commission approval to issue a purchase order(s) for 100 Microsoft Surface laptops, docking stations, and warranties totaling \$160,435.																	
Impact of Change Order: \$160,435.00		GL Account No. 550-0640-00003331-14-413-582-00-00-00-															
Justification: On February 25, 2025, the IT Department issued an email ITQ, pursuant to ITB No. 2020-184-DF, to six (6) vendors in the prequalification pool for the purchase of Microsoft Surface laptops, docking stations, and warranties. Six quotes were received, and HPI International, Inc. provided the lowest responsive quote for the goods and services. See the tabulation below.																	
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