



Memorandum



Miami-Dade County Office of the Inspector General
A State of Florida Commission on Law Enforcement Accredited Agency
19 West Flagler Street ♦ Suite 220 ♦ Miami, Florida 33130
Phone: (305) 375-1946 ♦ Fax: (305) 579-2656
Visit our website at: www.miamidadeig.org

To: Miriam Singer, CPPO, Director
Department of Procurement Management

From: Christopher Mazzella, Inspector General

Date: September 2, 2010

Subject: Department of Procurement Management/Department of Park and Recreation's Progress Report Regarding the OIG's Final Audit of Zoo Miami's Commodity Purchases; Ref. IG09-50A

The Office of the Inspector General (OIG) is in receipt of the above-captioned progress report dated August 30, 2010. (Attached) The Department of Procurement Management (DPM) reports that it is in the process of establishing competitive solicitations for the award of pharmaceutical products used by Miami-Dade County's Zoo Miami (Zoo) veterinary staff and for specialty food items consumed by the Zoo's animals. The procurement of these commodities have been obtained via blanket bid waiver since 2001 and we are pleased to see that the Zoo, with DPM's assistance, is moving away from bid waivers to open and competitive procurement awards. We also acknowledge DPM's progress in establishing a limited bid waiver for the acquisition and transportation of animals. Likewise, DPM informs that it is establishing strict procedures for Zoo-related emergency purchases.

The OIG is satisfied that bid waiver R-1433-04 will automatically sunset in December 2010 and that blanket bid waiver R-1150-01 will be sunsetted in conjunction with the aforementioned contract awards, which are anticipated to be awarded also in December 2010. As such, the OIG considers this audit resolved and closed.

Attachment

cc: George M. Burgess, County Manager
Alina T. Hudak, Assistant County Manager
Alex Munoz, Assistant County Manager
Jack Kardys, Director, Park and Recreation
Charles Anderson, Commission Auditor
Cathy Jackson, Director, Audit Management Services Department

Memorandum



Date: August 30, 2010

To: Christopher Mazzella
Inspector General

From: Miriam Singer, CPPO
Director
Department of Procurement Management

Subject: Progress Report Regarding County's Response to Audit of Miami-Dade County Zoo Miami Commodity Purchases

In response to the May 19, 2010 Office of the Inspector General Audit of Miami-Dade County's Zoo Miami (Zoo) Commodity Purchases, the Department of Procurement Management (DPM) would like to provide this progress report of corrective actions.

DPM and Miami Dade County's Park and Recreation staff have been working to develop a comprehensive list of pharmaceuticals and specialty food items, as well as animal transportation services required to support Zoo operations. The timelines for award of competitive solicitations for these commodities/services are summarized below:

Pharmaceuticals: A comprehensive list of items currently used by the Zoo's veterinary staff has been developed. Pharmaceuticals will be purchased through a competitive solicitation and awarded by line item to the lowest responsive, responsible vendor. A separate group of pre-qualified vendors will be established within the contract to be utilized for unanticipated needs through a competitive quotation process. The contract amount is within the authority of the County Manager. It is anticipated that an award will be presented to the Board in December 2010.

Specialty Food Items: Staff is finalizing a list of food items, and accompanying specifications, required to feed Zoo animals. Currently used food items will be acquired through a competitive solicitation and awarded by line-item to the lowest responsive, responsible vendor. A separate group of pre-qualified vendors will be established for unanticipated needs through a competitive quotation process. The estimated contract award amount will require Board of County Commission approval. It is anticipated that an award will be presented to the Board in December 2010.

Both the pharmaceutical and specialty food contract pools will have the option of adding new items. As new items are identified, they will be competitively bid through the groups of pre-qualified vendors in the respective contracts, and will be awarded to the lowest responsive, responsible vendors. Vendors meeting the minimum requirements of the initial solicitations may be added to the pool during the life of the contract allowing for increased competition.

Purchase and Transportation of Animals: A bid waiver will be established to allow for purchase and transport of animals. We understand that different animals require a variety of accommodations for transportation. The contract's provisions will allow for more specific requirements to be specified at the time of purchase depending on the type of animal. The recommendation to award this contract is projected for November 2010.

Unanticipated Emergencies: An emergency purchase procedure is available in the event of a life threatening situation and/or to ensure the well-being of an animal if a special diet or medication is not available on the competed contracts. The use of this emergency authority will be minimal as it is anticipated that the above-referenced contracts will meet most needs.

Page 2

Christopher Mazzella

Update of Procurement Actions Regarding Audit Report – Audit of Miami-Dade County Zoo Miami
Commodity Purchases

Should you have any questions, please do not hesitate to contact me.

c: George M. Burgess, County Manager
Alina T. Hudak, Assistant County Manager
Alex Munoz, Assistant County Manager
Jack Kardys, Director, Park and Recreation