


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: July 22, 2019

TO: John Fawcett, Water Plant, Project Manager

Note: All parties below will only receive the award recommendation memorandum via email.

CC: James Sylvain, Director of Public Works
Mary Francis Jeannot, Assistant Director of Public Works
Peter Kunen, Assitant Director of Public Works, City Engineer
Greg Chavarria, City Manager
Dr. Jeremy Earle, Assistant City Manager/CRA Executive Director
Keven Klopp, Assistant City Manager

FROM: Andrea Lues, Procurement Director 

SUBJECT: AWARD RECOMMENDATION MEMORANDUM: BID # FY 2018-2019-009 CITY OF HALLANDALE BEACH WATER TREATMENT PLANT NANO FILTRATION MEMBRANE REPLACEMENT

This project continues to be under a Cone of Silence. There is to be no communication with any of the Firms until the date and time of the City Commission meeting when the award or rejection of the soliciation will be made.

If you have any questions on any of the items below please contact the Procurement Director immediately for clarification.

Due to the size of the documents for this Project, the USB drive has been forwarded to you via interoffice mail with a copy of all the following documents:

1. Two (2) Proposals received in response to this Bid.
2. Award Recommendation Memorandum
3. Bid Summary Price Sheet
4. City of Hallandale Beach Local Vendor Preference Summary
5. Addenda #1-2
6. BID document
7. Exhibit A – Degasifier Media Sheet
8. Exhibit B – COHB Water Treatment Plant Membrane Degasification Towers Photo
9. Non-Mandatory Pre-Bid Conference Sign-In Sheet 6/25/2019
10. City Clerks List of Firm's Proposing 7/18/2019

Duties and Responsibilities:

1. Project Manager is responsible for preparing the agenda cover memo for recommendation of award to the City Commission. Contact the City Clerk if there are any questions on the agenda process.

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2. As part of the agenda process, please provide the following items to the City Attorney's Office for creation of the Resolution:
 - a. Bid document
 - b. Agenda Cover Memo
 - c. All backup referenced in the Agenda Cover Memo
3. If the Bid is to be rejected, an agenda item must be prepared for the rejection. This is in accordance with Procurement Code Section 23-12, (4) Rejection of Bids.
4. The Procurement Department will invite the recommended Firm(s) to the City Commission meeting if requested by the City Manager's Office. You **must** email Carolyn Allen-Smith csmith@cohb.org, if the Firm(s) are to be invited and to advise of the date of the City Commission meeting.
5. Ensure that you route the final, fully negotiated agreement and resolution that your Department has negotiated with the City's ARTEF (Agreement Review and Transmittal Execution Form) promptly to Tom Camaj, Contract Coordinator, via email tcamaj@cohb.org to ensure processing. Please note that the ARTEF and the explanation of the process for routing of the Agreement is found on the City's CityNet, under City Docs, Reference Docs, Procurement, Contract Routing Documents. [Link to ARTEF.](#)
6. In order to make the determination for award of contract to the lowest responsive Firm, the Project Manager must review the following:
 - a. The USB drive containing the two (2) proposal responses received for this Project and Bid Summary Price Sheet.
 - b. Variance form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed the lowest, responsive, responsible Firm's variance form with the City Attorney and Procurement Director **before** requesting recommendation for award through the City Commission.
 - c. Legal Proceedings form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed the lowest,

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responsive, responsible Firm's Legal Proceedings with the City Attorney and Procurement Director before requesting recommendation for award through the City Commission.

d. Ensure the lowest Firm is responsible to:

- Perform services outlined in the Bid based on the Minimum Qualification Requirements (MQRs), pages 6-12 of Bid document or addenda as applicable.
- Perform the scope of work as requested by the Bid.
- Perform the work as stated in the Bid for the prices submitted and ensure there are no irregularities and/or concerns with Firm's proposed prices.

e. Review all references provided to ensure the Firm's ability to perform the scope of work.

Bid Summary Information

Release Date of Bid: June 18, 2019

The release notice for the Bid was sent via email to four hundred and seventy-eight (478) vendors from the City's Vendor list. The Bid was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, Sun-Sentinel and City and HBCRA Social Media pages. The Bid was also advertised through the Miami Minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Non-Mandatory Pre-Bid Conference: June 25, 2019 at 11:00 A.M.

There were two (2) vendors, five (5) COHB staff members in attendance at the Non-Mandatory Pre-Bid Conference.

In addition to providing the opportunity for vendors to ask questions during the Non-Mandatory Pre-Bid Conferences, the Bid allowed for additional questions to be sent via email by no later than July 1, 2019 at 11:00 a.m.

Due Date: July 18, 2019 at 11:00 a.m.

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Proposal Received:

Two (2) proposals were received.

Aerex Industries, Inc. : Project Manager must review the Firms submission and make the determination of responsiveness.

- a. MQR #1. Yes, provided and met. Project Manager to confirm.
- b. MQR #2. Yes, provided and met. Project Manager to confirm.
- c. MQR #3. Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of Agreement through the City Commission.
- d. References. See chart below. Project Manager to determine Firm's responsibility to perform the Project.

Harn R/O Systems, Inc. : Project Manager must review the Firms submission and make the determination of responsiveness.

- a. MQR #1. Yes, provided and met. Project Manager to confirm.
- b. MQR #2. Yes, provided and met. Project Manager to confirm.
- c. MQR #3. The Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of agreement through the City Commission.
- d. References. See chart below. Project Manager to determine Firm's responsibility to perform the Project.

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Synopsys Information of proposals received from the following Firms in order of Lowest Bid Amount:

NO.	PROPOSING FIRM	BID \$ AMOUNT	SECURITY BID BOND 10%	VARIANCES	LEGAL PROCEEDINGS	REFERENCES
1	Harn R/O Systems, Inc. 310 Center Court Venice, FL 34285 Ronald J. Castle II roncastle@harnrosystems.com 941-488-9671	\$621,800.00	Provided	Stated "None"	Stated "None"	5 of 5 Verified.
2	AEREX Industries, Inc. 3504 Industrial 27 th Street Fort Pierce, FL 34946 Montroe Hopkins mhopkins@aerexglobal.com 772-448-5800 ext. 5818	\$788,350.00	Provided	Stated "None"	Stated "None"	4 of 5 Verified.



Prepared by: _____
Carolyn Allen-Smith, Procurement Specialist

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This **AWARD RECOMMENDATION MEMORANDUM: BID # FY 2018-2019-009 CITY OF HALLANDALE BEACH WATER TREATMENT PLANT NANO FILTRATION MEMBRANE REPLACEMENT**, and all its content was discussed through a face to face meeting with the Project Manager to ensure each and every item and the next steps to award the Agreement are understood and correctly followed by the Project Manager.

I **John Fawcett**, hereby acknowledge receipt of this Memorandum and confirm that I have (PRINT NAME OF PROJECT MANAGER)

read and understand the process that must be followed after Commission passes a Resolution awarding the Agreement for this Project to a Firm. I agree to comply with the process outlined in this Memorandum and if I am not clear about a particular process I will contact the Procurement Department for guidance. I further acknowledge that I am responsible, as the Project Manager for this Project, to ensure that I manage negotiations for this Project and as soon as a fully negotiated Agreement is completed I will process the ARTEF for execution of the Agreement through the Procurement Department. I further acknowledge that it is my responsibility to ensure a fully executed Agreement is received by me in a timeline manner after the Agreement has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

Signature of Project Manager

Date