

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: May 23, 2018

TO: Greg Chavarria, Assistant City Manager
Michel Michel, Assistant Police Chief
Terrance Thouez, Captain
Sonia Quinones, Police Chief

FROM: Andrea Lues, Procurement Director 

SUBJECT: **Award Recommendation Memorandum: RFP # FY 2017-2018-007**
SURVEILLANCE CAMERAS INSTALLATION, MAINTENANCE AND OPERATIONAL
LEASE; MAINTENANCE OF ACCESS CONTROL INFRASTRUCTURE

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 of the agreement will be made.

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

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 about the agenda process.
2. As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:
 - a. RFP document
 - b. Agenda Cover Memo
 - c. All backup referenced in the Agenda Cover Memo
3. If the RFP 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. You must email Carolyn Allen-Smith csmith@cohb.org, if the Firm(s) are to be invited and 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.](#)

TO: Greg Chavarria, Assistant City Manager/Chief Information Officer
Michel Michel, Assistant Police Chief
Terrance Thouez, Captain
Sonia Quinones, Police Chief

SUBJECT: Award Recommendation Memorandum: RFP # FY 2017-2018-007 SURVEILLANCE CAMERAS
INSTALLATION, MAINTENANCE AND OPERATIONAL LEASE; MAINTENANCE OF ACCESS
CONTROL INFRASTRUCTURE

Summary Information

Attached are the Summary Rating Sheet for the three (3) Evaluation Committee member's ratings for the six (6) Firms that responded to this RFP and met the Minimum Qualification Requirements.

Find below the information for the Award Recommendation for RFP # FY 2017-2018-007 Surveillance Cameras Installation, Maintenance and Operational Lease; Maintenance of Access Control Infrastructure.

Release Date of RFP: February 16, 2018

The release notice for the RFP was sent via email to one hundred and two (102) vendors from the City's Vendor list. The RFP was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The RFP 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.

Mandatory Pre-Proposal Conference: was held on March 8, 2018 at 11:00 a.m.

There were thirty-four (34) vendors in attendance at the Mandatory Pre-Proposal Conference and seven (7) staff members. The Mandatory Site Visits were held on March 19, 2018 and March 20, 2018 and there were fifteen (15) Firms in attendance for both days.

In addition to providing the opportunity for vendors to come and ask questions during the Mandatory Pre-Proposal Conference, the solicitation allowed for additional questions to be sent in via email by no later than **March 23, 2018 @ 11:00 a.m.**

Due Date: Responses to the RFP were due **April 17, 2018 @ 11:00 a.m.**

TO: Greg Chavarria, Assistant City Manager/Chief Information Officer
 Michel Michel, Assistant Police Chief
 Terrance Thouez, Captain
 Sonia Quinones, Police Chief

SUBJECT: Award Recommendation Memorandum: RFP # FY 2017-2018-007 SURVEILLANCE CAMERAS
 INSTALLATION, MAINTENANCE AND OPERATIONAL LEASE; MAINTENANCE OF ACCESS
 CONTROL INFRASTRUCTURE

Proposals Received:

Six (6) proposals were received from the following vendors in order of highest ranked:

NO.	PROPOSING FIRM	COST PROPOSAL	REFERENCES	VARIANCES
1	INTRALOGIC SOLUTIONS 500 East Broward Blvd, Suite 1710 Fort Lauderdale, FL 33394 Lee Mandel LeeM@intralogicsolutions.com (954) 634-2330	\$458,258.40	2 of 3 Verified.	Stated "None"
2	CELPLAN TECHNOLOGIES, INC. 1920 Association Drive, 4 th Floor Reston, VA 20191 Mark W. Crompton MARK@CELPLAN.COM (703) 259-4037	\$529,189.80	3 of 3 Verified.	Stated "None"
3	RED HAWK FIRE & SECURITY 1270 NW 165 Street Miami, FL 33169 Timothy J. Moreno Marcus Moreno Kevin Monteleon Tim.Moreno@redhawkus.com marcus.moreno@redhawkus.com 954-203-1501 305-620-0062	\$1,047,600.00	3 of 3 Verified.	Provided must read page 30 of Proposal.
4	HOTWIRE COMMUNICATIONS 2100 West Cypress Creek Road Fort Lauderdale, FL 33309 Alex Bravo Alex.bravo@hotwirecommunications.com (754) 701-7954 (561) 410-0577	Option #1 - \$1,630,465.80 Option #2 - \$2,627,577.00	2 of 3 Verified.	Provided must read page 22 of Proposal.
5	JOHNSON CONTROLS SECURITY SOLUTIONS, LLC. 3054 Corporate Way Miramar, FL 33025 Alan Margulies Alan.margulies@jci.com (954) 684-1365	\$481,320.60	2 of 3 Verified.	Provided must read pages 14 – 15 of Proposal.
6	SECURADYNE SYSTEMS 2100 Park Central Blvd N, Suite 700 Pompano Beach, FL 33064 Joel Jester joel.jester@securadyne.com (904) 524-4377	* No Cost Proposal provided.	3 of 3 Verified.	Stated "None"

TO: Greg Chavarria, Assistant City Manager/Chief Information Officer
Michel Michel, Assistant Police Chief
Terrance Thouez, Captain
Sonia Quinones, Police Chief

SUBJECT: Award Recommendation Memorandum: RFP # FY 2017-2018-007 SURVEILLANCE CAMERAS
INSTALLATION, MAINTENANCE AND OPERATIONAL LEASE; MAINTENANCE OF ACCESS
CONTROL INFRASTRUCTURE

Evaluation Committee:

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals:

- Greg Chavarria, Assistant City Manager/ Chief Information Officer
- Michel Michel, Assistant Police Chief
- Yvonne Feijoo, Fire Safety Inspector

On April 27, 2018, at 3:00 p.m., a Sunshine Evaluation Committee meeting was held with the Evaluation Committee to discuss the proposals. At this meeting, all committee members came to a consensus that the six (6) Firms met the minimum qualification requirements of the RFP and would continue through the evaluation process.

On May 15, 2018, starting at 9:00 a.m., Oral Presentations were held for six (6) Firms. An Evaluation Committee Sunshine meeting was held immediately after, at approximately 4:00 p.m.

On May 22, 2018, the Evaluation Committee submitted rating sheets for six (6) Firms.



Prepared by: _____
Carolyn Allen-Smith, Procurement Specialist

TO: Greg Chavarria, Assistant City Manager/Chief Information Officer
Michel Michel, Assistant Police Chief
Terrance Thouez, Captain
Sonia Quinones, Police Chief

SUBJECT: Award Recommendation Memorandum: RFP # FY 2017-2018-007 SURVEILLANCE CAMERAS
INSTALLATION, MAINTENANCE AND OPERATIONAL LEASE; MAINTENANCE OF ACCESS
CONTROL INFRASTRUCTURE

All the information included in this memorandum was discussed through a face to face meeting with the following Project Manager to ensure that each item is understood and the next step process after the Resolution is awarded is correctly followed by the Project Manager.

I _____, hereby acknowledge receipt of this Memorandum and confirm that I have read and understand the process that must be followed; after the Board of Directors pass a Resolution awarding the contract 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 through me; 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 contract has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

Signature of Project Manager

Date

cc: City Attorney Jennifer Merino