


EXHIBIT 2
CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: March 10, 2022

TO: Jeff Odoms, Public Works Director

cc: Note: All parties below will only receive the award information memorandum via email.
Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Sharon Ragoonan, Assistant City Manager
Charles Casimir, Project Manager

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD INFORMATION MEMORANDUM: BID # FY 2021-2022-006 HYDRANT AND VALVE MAINTENANCE, REPAIR, REPLACEMENT AND FLUSHING SERVICES**

This project continues to be under a Cone of Silence. There is to be no communication with any of the bidders until the date and time of the City Commission meeting when the award or rejection of the solicitation 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 documents have been placed in the Common Folder/Procurement/name of this project:

1. One (1) bid received in response to this Bid – **see note below.**
2. Award Information Memorandum
3. ITB Solicitation Document
4. Non-Mandatory Pre-Bid Meeting Sign-in Sheet, held on 2/3/2022
5. City Clerk's bid opening report on 3/10/2022
6. Addenda # 1 - # 11

1. Duties and Responsibilities:

- a. The Project Manager is responsible for preparing the agenda cover memo for rejection of Bid to the City Commission. Contact the City Clerk if there are any questions on the agenda process. This is in accordance with Procurement Code Section 23-12, (4) Rejection of Bids.

2. Agenda Process:

As part of the agenda process, please provide the following items to the City Attorney's Office for creation of the Resolution:

- a. Award Information Memorandum
- b. Bid document
- c. Agenda Cover Memo
- d. All backup referenced in the Agenda Cover Memo
- e. Any documents requested by the City Attorney

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3. Bid Summary Information:

Release Date of Bid: January 19, 2022

The release notice for the Bid was sent via email to over sixteen hundred (1,100) vendors from the City's Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The Bid was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR.com,
- d. City Social Media pages,
- e. Miami Minority Business Development Agency Business Center,
- f. U.S. Small Business Administration,
- g. Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.
- h. City of Hallandale Beach BTR local vendors

Non-Mandatory Pre-Bid Conference held on February 3, 2022 at 11:00 AM: The non-mandatory meeting was held at the at City of Hallandale Beach Commission Chambers. Bid allowed for questions to be sent via email by no later than February 28, 2022 by 11:00 AM per Addendum # 5.

Bid Due Date March 10, 2022 - Per Addendum # 4: No later than 11:00 a.m.

4. City of Hallandale Beach Local Vendor Preference (LVP): No bidders applied for LVP.

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5. Bids Received:

One (1) bid were received.

1. R&M Service Solutions:

The Bid proposal submitted for this vendor is **NON-RESPONSIVE**. The proposing firm failed to complete a Bid Price Sheet with their submission.

Further review of the MQRs was not completed as the proposing firm is **NON-RESPONSIVE**.

Synopsis Information of bids received from the **NON-RESPONSIVE bid price:**

#	PROPOSING FIRM	BID \$ AMOUNT
1.	R&M Service Solutions	\$0.00

Prepared by: Kyle Vohwinkel, Senior Procurement Specialist