


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: May 17, 2018

TO: Alidys Alicea, Engineer I , Project Manager
Manga Ebbe, Project Manager
Steven Parkinson, Assitant City Manager/ Director of Public Works
Mary Francis Jeannot, Assistant Director of Public Works/ Administration
Jeanine Athias, Assistant Director of Public Works/City Engineer

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD RECOMMENDATION MEMORANDUM: RE-BID # FY 2017-2018-004-001**
A1A BUS SHELTER IMPROVEMENTS

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 on the agenda process.
2. As part of the agenda process, please provide the following items to the City Attorney's Office for creation of the Resolution:
 - a. The 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. 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.](#)

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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 one (1) response received for this project and Bid Tabulation Summary.
 - 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 City Manager 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, responsive, responsible Firm's Legal Proceedings with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
 - d. Ensure the lowest responsive Firm is responsible to perform
 - Services outlined in the Bid based on the Minimum Qualification Requirements (MQRs), pages 5-7 of Bid document.
 - Performing 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: April 9, 2018

The release notice for the Bid was sent via email to one hundred thirty (130) 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, and City and HBCRA Social Media pages. The Bid was also advertised through the Miami Minority Business Development Agency Business Center,

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the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Mandatory Pre-Bid Conference: April 19, 2018 at 11:00 A.M.

There were seven (7) vendors and six (6) staff members in attendance at the Mandatory Pre-Bid Conference.

In addition to providing the opportunity for vendors to ask questions during the Mandatory Pre-Bid Conference, the Bid allowed for additional questions to be sent via email by no later than **April 23, 2018 at 11:00 a.m.**

Due Date: May 14, 2018 at 11:00 A.M.

Lowest Responsive Bid:

C & I Construction and Design, Inc., : This Firm has been determined the lowest responsive Firm.

Proposals Received:

Two (2) proposals were received. One (1) proposal was received after the time of due of 11:00 a.m. and was returned.

NO.	PROPOSING FIRM	BID \$ AMOUNT	VARIANCES	REFERENCES
1.	C & I Construction and Design, Inc.,	Lowest Responsive Firm. \$55,491.67	Stated "None"	3 of 3 Verified.
2.	Close Construction Inc.,	Not Accepted Late Submittal. The Firms proposal response was received via FEDEX delivery time of 1:08 pm. As stipulated in the Bid, page 15 submittal was due no later than 11:00 a.m. on May 14, 2018. The package was returned via postal mail.		



Prepared by: _____
 Carolyn Allen-Smith, Procurement Specialist

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This **AWARD RECOMMENDATION MEMORANDUM: RE-BID # FY 2017-2018-004-001 A1A BUS SHELTER IMPROVEMENTS**, 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 _____ 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

Cc: Jennifer Merino, City Attorney