

EXIBHIT 5
CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: November 17, 2021

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
Mary Francis, Fiscal and Budgetary Manager
James Hepburn, Special Projects Coordinator

FROM: Andrea Lues, Procurement Director



SUBJECT: AWARD INFORMATION MEMORANDUM: BID # FY 2020-2021-008 JANITORIAL SERVICES FOR CITY FACILITIES

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. Six (6) responses received in response to this Bid
2. Award Information Memorandum
3. Bid Summary Tabulation Price Sheet
4. ITB Solicitation Document
5. Mandatory Pre-Bid Conference Sign-In Sheet 9/9/2021
6. Mandatory Site-Visits Sign-in Sheets
7. City Clerks List of Bid Opening on 11/8/2021
8. Addenda # 1 - # 9.
9. Word version of the Agreement released with the Bid for Project Manager to route to City Attorney for execution after the Resolution of award of contract has passed

1. Duties and Responsibilities:

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

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b. In order to make the determination for award of contract to the lowest responsive, responsible Firm, the Project Manager and Department Director must review the following:

- i. The folder containing the six (6) responses received for this Project.
- ii. The Bid Summary Tabulation Price Sheet.
- iii. The Variance form for the lowest responsive, responsible recommended Firm to ensure you address and discuss the lowest, responsive, responsible Firm's variance form with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm proposed variances.
- iv. The Legal Proceedings form to ensure you address and discuss the lowest, responsive, responsible Firm's Legal Proceedings with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm provided legal proceedings.
- v. Ensure the lowest responsive, responsible Firm can:
 - Perform the services outlined in the Bid based on the Minimum Qualification Requirements (MQRs) of Bid the document and/or addenda, as applicable.
 - Can perform the scope of work as requested by the Bid.
 - Can 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.
- vi. Review all references provided to ensure the Firm's ability to perform the scope of work.

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:

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- 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

3. Rejection of Bids:

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. Attendance of Recommended Firm to Commission meeting:

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting **if requested by the Project Manager and/or Department Director**. You **must** email Genesis Cuevas, gcuevas@cohb.org, if the Firm(s) is to be invited to the Commission meeting and advise of the date and time of the City Commission meeting.

5. Legal Proceedings Form:

The Legal Proceedings Form for the Firm recommended for award of contract must be addressed, if any were provided, by the Project Manager/Department Director **prior** to recommending award of contract through the City Commission. This is recommended to be done through the City Attorney and Risk Manager, **if applicable**, prior to the recommendation of award being brought to the City Commission. If the directive from the City Manager, due to time constraints, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Legal Proceedings Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed. The information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution.

6. References:

With the Firm's proposals there are references provided. The Project Manager and Department Director must review the references provided for the Firm that is recommended for award of contract **prior** to bringing a recommendation for award to the City Commission.

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7. Variances:

The Project Manager and Department Director must review the Variance Form for the recommended Firm, if any was provided, prior to writing the agenda item for recommendation of award of contract. Ensure you have addressed and discussed with the City Attorney before requesting recommendation for award of contract through the City Commission. The Variance information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution. If the directive from the City Manager, due to time constraints, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Variances Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.

8. Agreement for execution:

After the Resolution has been approved by City Commission the Project Manager is to fill out the Agreement with the pertinent information, send the Agreement to the vendor for execution and then route the Agreement to the City Attorney. Timely processing of the executed Agreement must be done by the Project Manager. The Agreement for this project has been provided to the Department Director/Project Manager in a word version. There are sections within the Agreement that the Project Manager must complete as required.

9. Bid Summary Information:

Release Date of Bid: August 24, 2021

The release notice for the Bid was sent via email to over one hundred (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,

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g. Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

10. Mandatory Pre-Bid Conference held on September 9, 2021 at 9:00 AM: Mandatory Meeting was held at the Cultural Community Center. Bid allowed for additional questions to be sent via email by no later than October 7, 2021, per Addendum # 4.

11. Mandatory Site-visits to City Locations: Mandatory site-visits were held on the following Fridays: September 10, 2021, September 17, 2021 and September 27, 2021 to accommodate five (5) bidders per site-visit to allow for social distancing.

12. Due Date October 28, 2021, per Addendum # 8: No later than 11:00 a.m.

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

14. Bids Received:

Six (6) responses were received. Below is the synopsis of **the three (3) lowest** responses received.

1. CLEAN SPACE, INC.:

The Project Manager must review the Firm's submission and make the determination of responsiveness.

FORM A: MINIMUM QUALIFICATION REQUIREMENT (MQR) #1: 10% BID BOND REQUIREMENT:

As per Procurement Code Section 23-12 (2) Security Bonds, each bidder must provide with the submission of the Bid a Security Bid Bond issued by a surety company licensed to do business in the state in an amount equal to ten percent (10%) of the Bid Price submitted.

Yes, provided and met.

FORM B: MINIMUM QUALIFICATION REQUIREMENT (MQR) # 2: YEARS IN BUSINESS-SUNBIZ:

a. Bidder must be incorporated through Sunbiz with a status of "Active".

b. Provide a copy of your Sunbiz with your Bid showing a date filed of **2021** or earlier.

Yes, provided. Project Manager to review and confirm.

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FORM C: MINIMUM QUALIFICATION REQUIREMENT (MQR) #3: PROJECT MANAGER EXPERIENCE:

Proposing Firm's Project Manager assigned to the contract **must have five (5) years continuous experience in management of commercial cleaning operations**. A resume must be provided to show the experience.

Yes, provided. Project Manager to review and verify the firm has met MQR # 3.

FORM D: MINIMUM QUALIFICATION REQUIREMENT (MQR) #4: FIRMS EXPERIENCE:

- a. Proposing Firm's must demonstrate five (5) completed or active projects in management of commercial cleaning operations within the last 5 of years.
- b. Bidder must demonstrate prior commercial janitorial services that have been provided for one (1) building of 25,000 square feet or larger.
- c. This MQR # 4 must be met by providing the three (3) references as requested in [Reference Section](#) and completing the Charts provided in the ITB.

Yes, provided. Project Manager to review and verify the firm has met MQR # 4a-4c. Project Manager to determine the Firm's responsibility to perform the project.

2. AAA FACILITY SOLUTIONS, LLC.:

The Project Manager must review the Firm's submission and make the determination of responsiveness.

FORM A: MINIMUM QUALIFICATION REQUIREMENT (MQR) #1: 10% BID BOND REQUIREMENT:

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Yes, provided and met.

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Yes, provided. Project Manager to review and verify the firm has met MQR # 3.

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Yes, provided. Project Manager to review and verify the firm has met MQR # 4a-4c.

Project Manager to determine the Firm's responsibility to perform the project.

3. ECOBRITE SERVICES:

The Project Manager must review the Firm's submission and make the determination of responsiveness.

FORM A: MINIMUM QUALIFICATION REQUIREMENT (MQR) #1: 10% BID BOND REQUIREMENT:

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Yes, provided and met.

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Yes, provided. Project Manager to review and verify the firm has met MQR # 3.

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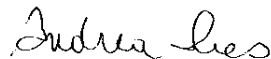
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Synopsys information of bids received from the lowest bid price:

#	PROPOSING FIRM	BID \$ ANNUAL AMOUNT	BID BOND 10%	VARIANCES	LEGAL PROCEEDINGS	REFERENCES
1.	CLEAN SPACE, INC*	\$136,256.64	Yes	None	Stated N/A	Provided
2.	AAA FACILITY SOLUTIONS LLC	\$153,300.00	Yes	None	Stated N/A	Provided.
3.	ECOBRITE SERVICES**	\$184,716.00	Yes	None	Stated N/A	Bidder submitted two out of the three references in form of an email, not on the City's Reference Form.
4.	AK BUILDING SERVICES INC.	\$188,100.00	Yes	None	INCOMPLETE FORM SUBMITTED	Provided.
5.	SAFEGUARD SERVICES, INC	\$285,804.00	Yes	None	Stated N/A	Provided.
6.	PSM FACILITY SOLUTIONS*** NON-RESPONSIVE	BIDDER DID NOT PROVIDE BID PRICE SHEET WITH SUBMITTAL				

1. *Clean Space, Inc.: Mathematical Error on line items #1, #7, #9, #11, # 12, #13 of the bid submittal. The total was corrected to reflect the price stated above.
2. **Ecobrite Services: Mathematical Error on line items #1- #13 of the bid submittal. The bid total however was correct, which is the bid total reflected above.
3. *** PSM Facility Solutions: Non-responsive. Bidder did not submit Bid Price Sheet.



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