

EXIBHIT 5
CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: January 18, 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
Manga Ebbe, Project Manager

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD INFORMATION MEMORANDUM: BID # FY 2021-2022-003 FDOT GRANT
BEAUTIFICATION PROJECT LANDSCAPING IMPROVEMENTS**

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. Two (2) bids received in response to this Bid
2. Award Information Memorandum
3. Bid Summary Tabulation Price Sheet
4. ITB Solicitation Document
5. Non-Mandatory Pre-Bid Meeting and Site-Visit Sign-in Sheet, held on 12/7/2021
6. City Clerk's bid opening report on 1/11/2022
7. Addenda # 1
8. 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.
- 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 two (2) responsive bids received for this Project.
 - ii. The Bid Summary Tabulation Price Sheet.

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- 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:

- 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. 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 Kyle Vohwinkel, kvohwinkel@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. References:

With the Firm's bids 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.

6. 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.

7. 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 and proceed with calling the City Attorney's office to follow the process for execution of the agreement.

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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.

8. Bid Summary Information:

Release Date of Bid: November 22, 2021

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

9. Non-Mandatory Pre-Bid Conference and Site Visit held on December 7, 2021 at 2:00 PM:

The non-mandatory meeting was held at the City Cultural Community Center Auditorium, followed by a site-visit to SE CORNER OF I-95 AND HALLANDALE BEACH BLVD. Bid allowed for questions to be sent via email by no later than December 10, 2021 by 11:00 AM.

10. Bid Due Date January 11, 2021 - Per Addendum # 1: No later than 11:00 a.m.

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

12. Bids Received:

Two (2) bids were received. Below is the synopsis of the two (2) bids received in alphabetical order.

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1. ARAZOZA BROS CORP:

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

MINIMUM QUALIFICATION REQUIREMENT (MQR) # 1: PRIME CONTRACTOR FDOT PRE-QUALIFIED FIRM:

a. Prime Contractor must be an FDOT Pre-Qualified vendor under "Landscaping" work class in order to be considered for this project. To become an FDOT Pre-Qualified vendor firm must register by utilizing the link below:

<https://www.fdot.gov/contracts/prequal-info/prequalified.shtm>

b. Prime Contractor must provide a copy of firm's pre-qualification from FDOT link above with their bid submittal.

Yes, provided. Project Manager to review and confirm.

MINIMUM QUALIFICATION REQUIREMENT (MQR) # 2: 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. A Firm shall forfeit the Security Bid Bond if the Firm refuses or fails to execute the Agreement within fifteen (15) calendar days from the Notice to Proceed.

Yes, provided and met.

MINIMUM QUALIFICATION REQUIREMENT (MQR) # 3: BONDING CAPACITY LETTER:

Provide documentation of bidder's total and single project bonding capacity and the name and current financial rating (A.M. Best) of the surety company utilized by your Firm.

Yes, provided and met.

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MINIMUM QUALIFICATION REQUIREMENT (MQR) # 4: PRIME CONTRACTOR YEARS IN BUSINESS- SUNBIZ:

- a. Prime Contractor 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 2016 or earlier.

Yes, provided and met.

MINIMUM QUALIFICATION REQUIREMENT (MQR) # 5: THE PRIME CONTRACTOR AND/OR SUB-CONTRACTOR AND/OR STAFF FDOT MOT CERTIFICATION LICENSE:

- a. The Prime contractor or sub-contractor firm and/or staff must be licensed with a FDOT MOT certification.
- b. Provide name of FDOT MOT certificate holder.
- c. Proposing Firm must provide a copy of the applicable license(s) with Firm's response.
See link below:

<http://www.motadmin.com/verify-a-certificate.aspx>

Yes, provided. Project Manager to review and confirm.

MINIMUM QUALIFICATION REQUIREMENT (MQR) # 6: THE PRIME CONTRACTOR AND/OR SUB-CONTRACTOR AND/OR STAFF ISA CERTIFIED ARBORIST LICENSE:

- a. The Prime contractor or sub-contractor firm and/or staff must be licensed as an ISA certified Arborist.
- b. Provide name of Certified Arborist and license number.
- c. Proposing Firm must provide a copy of the applicable license(s) with Firm's response.
See link below:

<https://www.treesaregood.org/findanarborist>

Yes, provided. Project Manager to review and confirm.

MINIMUM QUALIFICATION REQUIREMENT (MQR) # 7: THE PRIME CONTRACTOR AND/OR SUB-CONTRACTOR BROWARD COUNTY TREE TRIMMER LICENSE:

- a. The Prime contractor or sub-contractor firm must submit a Broward County Tree Trimmer license – Class A or B.
- b. Proposing Firm must provide a copy of the applicable license(s) with Firm's response.
See link below:

<https://dpepp.broward.org/BCS/Default.aspx?PossePresentation=SearchForContractorLicense>

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MINIMUM QUALIFICATION REQUIREMENT (MQR) # 8: PRIME CONTRACTOR PREVIOUS EXPERIENCE AND COMPLETED PROJECTS:

- a. Please note the information for the Projects below must be the same as the Projects/Contracts requested within the Reference Form. The reference forms submitted must be completed and signed. Proposing Firm must send to three (3) references and obtain back a completed and signed Reference Form for each of proposing Firm's required three (3) references.
- b. The Bidder must have been the Prime Contractor and completed and performed three (3) projects of similar size, scope and complexity to the specifications within the last five (5) years as referenced in this Bid.
- c. Bidders must provide proof of three (3) Completed Projects/Contracts within the last five (5) years, 2016 to 2021, on the following chart(s):

Yes, provided. Project Manager to review and confirm.

2. SFM LANDSCAPE SERVICES LLC:

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

MINIMUM QUALIFICATION REQUIREMENT (MQR) # 1: PRIME CONTRACTOR FDOT PRE-QUALIFIED FIRM:

- a. Prime Contractor must be an FDOT Pre-Qualified vendor under "Landscaping" work class in order to be considered for this project. To become an FDOT Pre-Qualified vendor firm must register by utilizing the link below:

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- b. Prime Contractor must provide a copy of firm's pre-qualification from FDOT link above with their bid submittal.

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Original references (City of North Miami, City of Doral, Town of Miami Lakes) provided were not all on the approved standardized City of Hallandale Beach form but matched the projects requested for MQR #8. References were returned on the correct forms WITH 1 reference (Miami Dade County – Zoo Miami) which did not match IN MQR # 8. Please review.

Project Manager to review and confirm.

Synopsys Information of bids received from the lowest bid price:

#	PROPOSING FIRM	BID \$ AMOUNT	BID BOND 10%	VARIANCES	REFERENCES
1.	Arazoza Bros Corp	\$258,153.00	Yes	None	Provided
2.	SFM LANDSCAPE SERVICES LLC	\$280,969.00	Yes	None	Provided*

***Please see comment above.**

Prepared by: Kyle Vohwinkel, Senior Procurement Specialist