

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: March 8, 2023

TO: Michel Michel | Chief of Police
Terence Thouez | Deputy Chief

CC: Note: All parties below will only receive the award information memorandum via email.
Dr. Jeremy Earle, City Manager
Sharon Ragoonan, Assistant City Manager
Noemy Sandoval, Assistant City Manager
Aaron Smith, Support Services Captain

FROM: Andrea Lues, Procurement Director *Andrea Lues*

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP # FY 2022-2023-001 TOWING SERVICES**

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 or rejection of the solicitation 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.

Due to the size of the documents for this Project the following documents have been saved in the City Common Folder/Procurement/RFP Name:

- Four (4) Proposals received in response to this RFP
- Award Information Memorandum
- Summary Rating Sheet
- RFP Solicitation
- Addendum # 1 - # 3
- List of Proposing Firms
- Word version of the Agreement released with the RFP

Responsive Firms (in order first highest ranked to lowest ranked)

	Rank	Evaluation Points	Variances	Legal Proceedings	References
Westway Towing	1	270.0	None	Included	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5
	Met	Met	Met	Met	Met

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A Superior Towing Company	Rank	Evaluation Points	Variances	Legal Proceedings	References
	2	254.4	Included	Included	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5
	Met	Met	Met	Met	Met

Macs Towing Service	Rank	Evaluation Points	Variances	Legal Proceedings	References
	3	225.3	None	None	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5
	Met	Met	Met	Met	Met

Alpine Towing	Rank	Evaluation Points	Variances	Legal Proceedings	References
	4	219.9	None	Included	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5
	Met	Met	Met	Met	Met

Timeline of RFP

Release Date of RFP – October 6, 2022:

The release notice for the RFP was sent via email to over four hundred (400) vendors including, vendors from the City’s Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The RFP was also advertised on:

- Hallandale Beach Chamber of Commerce website,
- City’s website,
- DEMANDSTAR.com,
- City Social Media pages,
- Miami Minority Business Development Agency Business Center,
- U.S. Small Business Administration,
- Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

In Person Non-Mandatory Pre-Proposal Conference – October 20, 2022:

Three (3) firms attended the Pre-proposal Conference in person.

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Last Day for Questions for this project – October 27, 2022

Responses Due – December 25, 2022 by 11:00 AM

Site Visit to Responding Firms Facilities – February 23, 2023

Evaluation Committee – February 28, 2023:

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

- Terrance Thouez, Deputy Chief
- Sharon Ragoonan, Assistant City Manager
- Mitch Posner, Code Compliance Official

Duties and Responsibilities

The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission.

To make the determination for award of contract to the highest ranked, responsive and responsible Firm, the Project Manager and Department Director must review the following:

- a) All the information provided for this Project through this award information memorandum.
- b) *Variance Form*. Address and discuss the responsive and responsible firm's variances with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission if such firm proposed variances. **A Superior Towing Company has provided Variances. The Variance information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution. The Variances Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.**

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- c) *Legal Proceedings Form.* Address and discuss the responsive and responsible firm’s legal proceedings with the City Attorney before requesting recommendation for award through the City Commission if such firm provided legal proceedings. **A Superior Towing Company, Alpine Towing, and Westway Towing have provided Legal Proceedings. The Project Manager and Department Director must review the included Legal Proceedings to determine if they raise a concern regarding vendor's responsibility. This information is to be addressed with administration, Assistant City Managers, and the City Manager to determine how to proceed with award recommendation. This discussion may include legal opinion and Risk Manager.**
- d) *Reference Forms.* 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.
- e) Ensure the recommended responsive, responsible firm can:
 - i. Perform the services outlined in the RFP based on the Minimum Qualification Requirements (MQRs) of the document and/or addenda, as applicable.
 - ii. Can perform the scope of work as requested by the RFP.

Rejection of Responses to the RFP

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.

Agenda Process

Please follow the City Clerk’s Agenda process for the timeline and documents that are required. Please see the City Clerk’s page, [here](#).

Attendance of recommended Firm(s) to the City Commission meeting

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting if requested by the Department Director and/or the Project Manager. You must email the Procurement Director if the Firm(s) are to be invited and advise of the date of the City Commission Meeting.

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Agreement Negotiation and Execution

The Project Manager and the Department Director may proceed with contract negotiations after the Resolution for recommendation of award of contract has been executed.

The Project Manager is to fill out the Agreement with the pertinent information and proceed with coordinating the execution of the agreement, from the awarded firm to the City Manager through the City Attorney's office.

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.

All insurance and bonding requirements, if any, must be in place prior to commencement of the project.