

**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

**DATE:** March 29, 2023

**TO:** Cathie Schanz | 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  
Bob Williams, Assistant Director

**FROM:** Andrea Lues, Procurement Director *Andrea Lues*

**SUBJECT: AWARD INFORMATION MEMORANDUM BID # FY 2022-2023-007 REFURBISH CITY OF HALLANDALE BEACH (COHB) GATEWAY MONUMENT**

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/Bid Name:

- Two (2) Bids received in response to this Bid
- Award Information Memorandum
- Bid Tabulation Sheet
- ITB Solicitation
- Addendum # 1 - # 2
- City Clerk's List of Proposing Bid Opening Report
- Word version of the Agreement released with the Bid

**Responsive Firms (Listed from Lowest to Highest)**

	Bid Amount	Bonding Capacity	Variances	Legal Proceedings	Reference
Acolite Claude United Sign Co., Inc.	\$137,696.75	Risk Approved	None	None	Included
	<b>MQR 1</b>	<b>MQR 2</b>	<b>MQR 3</b>		
	Met	Met	Met		

	Bid Amount	Bonding Capacity	Variances	Legal Proceedings	Reference
Campus Construction Group Inc	\$206,390.00	Risk Approved	None	None	Included
	<b>MQR 1</b>	<b>MQR 2</b>	<b>MQR 3</b>		
	Met	Met	Met		

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## **Timeline of Bid**

### **Release Date of Bid – February 16, 2023:**

The release notice for the Bid was sent via email to over one thousand four hundred (1,400) 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 Bid 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 Mandatory Pre-Bid Meeting and Mandatory Site Visit – February 27, 2023:**

Two (2) firms attended the Pre-Bid Meeting and Site Visit in person.

### **Last Day for Questions for this project – March 6, 2023 by 11:00 AM**

### **Responses Due – March 23, 2023 by 11:00 AM**

## **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 lowest 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.

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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.
- 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/Bid 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/Bid.
  - iii. 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.
  - iv. The Bid Price Sheet submitted must be awarded as Proposed.

**Rejection of Responses to the Bid**

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.

**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.

**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.

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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.