



**INVITATION TO BID
(BID) # FY 2015-2016-019**

STORMWATER PIPE CLEANING

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
CITY OF HALLANDALE BEACH
PUBLIC WORKS DEPARTMENT AND
PROCUREMENT DEPARTMENT**

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INTRODUCTION / INFORMATION:

PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach will accept responses from qualified firms to clean the storm water pipelines, sizes 18" to 72", and drainage structures throughout the City.

The work is to be conducted in accordance with all the technical specifications and plans/drawings included as part of this Bid. Such work includes removal and disposal of silt, debris, vegetation, soil, rock, or any type of blockage inside a pipe or box culvert to provide maximum drainage capacity. Perform de-silting operations in a manner not to damage the pipe, box culvert or surrounding area. All work must be done to meet the requirements of Federal, State and local environmental standards and laws when performing all activities.

Contractor must grade and sod any disturbed areas caused by the de-silting operation. Repair or replace damage to turf, pavement, signs or structures, etc. due to negligence to the satisfaction of the City at no additional cost. Complete repairs prior to submission of the invoice for work accomplished.

This Bid is composed of the following items and Exhibits which all vendors must review prior to submittal of your firm's response.

All the following Exhibits are found in the City's website at www.cohb.org/solicitations

Exhibit A – Technical Specifications

Exhibit B – Special Conditions

Exhibit C – Civil Plans

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor and will be reimbursed by the City for their actual cost.

<http://www.cohb.org/DocumentCenter/View/10938>

MANDATORY PRE-BID CONFERENCE:

If your firm is going to provide a response to this Bid your firm must send a representative of your firm to this Mandatory Pre-Bid Conference. A representative from your firm must attend this pre-bid conference and sign in on behalf of your firm. This meeting is held to explain in detail Exhibits I-III and all exhibits which makes up the Bid for this project. Firms interested in proposing and responding to this Bid must send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

MINIMUM QUALIFICATION REQUIREMENTS:

All firms responding to this Bid, in order to be eligible to respond to this Bid, must demonstrate and meet and submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm must meet the MQRs stated below in order to be eligible for your firm's submittal.

Your firm's non-compliance to the outline below and/or submittal of all the requested MQRs will hinder the ability to find the responses of the MQRs and disqualify your firm. Any firm that does not meet the MQRs below will be determined non-responsive and their response will be disqualified from further review.

Firm must provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Ensure the MQRs below are easily found and clearly addressed within your firm's response.

All firms within your response being proposed to do the work for this project must provide and meet the (MQRs).

Minimum Qualification Requirement # 1: Years' of Experience:

Firm must have five (5) years' experience having provided the scope of work outlined in this Bid. The firm must complete the following charts showing three (3) similar size projects done in the last five years from 2011-2016 in order to meet this MQR # 1. Make sure your firm's response to the MQR # 1 addresses similar projects related to the scope of work as stated in this BID that your firm has done. The Project Manager will be looking for the provision of detailed responses to the MQR # 1 addressing your firm's previous similar projects and experience to the scope of work as outlined in this BID.

Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Name of Entity of which services were provided to	
Contact name, phone and email for the project manager at the entity services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this BID.	

Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Name of Entity of which services were provided to	
Contact name, phone and email for the project manager at the entity services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this BID.	

Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Name of Entity of which services were provided to	
Contact name, phone and email for the project manager at the entity services were provided to	
Provide detail information about the scope of work your firm provided during this project. Such must be similar and address the scope of work as required and addressed in MQR # 1, as well as, the scope of work required and addressed in this BID.	

Minimum Qualification Requirement # 2: Copy of Sunbiz:

Provide a copy of the Sunbiz for the proposing firm(s) showing five (5) years' of incorporation as reflected on Sunbiz.org. Firms must have been incorporated through Sunbiz and provide a copy of their firm's Sunbiz with their response showing a date filed of year of incorporation of 2011 or earlier. The Sunbiz website is www.sunbiz.org.

Minimum Qualification Requirement # 3: Copy of Licenses:

Proposing firm(s) must provide with submission copy(s) of applicable licenses required by all appropriate State and Local agencies. All licenses and permits that are applicable to this project must be submitted with the proposal.

All firm(s) named and providing work under your firm's submission must also submit all forms requested in Exhibit II.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. Each firm proposed must be incorporated for five (5) years and must meet all the MQRs.

All proposals must be submitted in accordance with the Bid documents, which may be obtained online at www.cohb.org/solicitations.

ADDITIONAL BACKGROUND INFORMATION:

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 37,000 off –season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1st and ends September 30th.

PRICING SHEET:

Proposing vendor must completely fill out each column below, unit price and total price. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.

Amounts shall be shown in both words and figures, in case of discrepancies, the amount shown in words shall govern for each bid item and total base bid.

The City reserves the right to not utilize certain bid line items for this project in order to meet its available budget.

The City reserves the right to increase or decrease the item line items and quantities to meet the City's available budget.

Item No.	Bid Item	Item	Quantity	Unit	Unit Price	Total Cost
1	0101-1	Mobilization	1	LS		\$
2	0102-1	Maintenance of Traffic	1	LS		\$
3	0430-94-16	Light Cleaning, 18-24"	15,970	LF		\$
4	0430-94-17	Medium Cleaning, 18-24"	15,970	LF		\$
5	0430-94-18	Heavy Cleaning, 18-24"	15,970	LF		\$
6	0430-94-19	Light Cleaning, 25-36"	4,458	LF		\$
7	0430-94-20	Medium Cleaning, 25-36"	4,458	LF		\$
8	0430-94-21	Heavy Cleaning, 25-36"	4,458	LF		\$
9	0430-94-22	Light Cleaning, 37-48"	6,207	LF		\$
1	0430-94-23	Medium Cleaning, 37-48"	6,207	LF		\$
11	0430-94-24	Heavy Cleaning, 37-48"	6,207	LF		\$
12	0430-94-25	Light Cleaning, 49-60"	3,381	LF		\$
13	0430-94-26	Medium Cleaning, 49-60"	3,381	LF		\$
14	0430-94-27	Heavy Cleaning, 49-60"	3,381	LF		\$
15	0430-94-28	Light Cleaning, 61-72"	1,444	LF		\$
16	0430-94-29	Medium Cleaning, 61-72"	1,444	LF		\$
17	0430-94-30	Heavy Cleaning, 61-72"	1,444	LF		\$
18	0430-94-6	Grade and Re-Sod	10	SY		\$
19	0430-94-7	Disposal of Large Items	10	EA		\$

20	0430-94-8	Plug Installation & Removal (18-24")	1	Week		\$
21	0430-94-9	Plug Installation & Removal (25-36")	1	Week		\$
22	0430-94-10	Plug Installation & Removal (37-48")	1	Week		\$
23	0430-94-11	Plug Installation & Removal (49-60")	1	Week		\$
24	0430-94-12	Plug Installation & Removal (61-72")	1	Week		\$
25	0430-94-13	4" Hydraulic Pump (with up to 1000' of discharge hose)	1	Hour		\$
26	0430-94-14	6" Hydraulic Pump (with up to 1000' of discharge hose)	1	Hour		\$
27	0430-94-15	8" Hydraulic Pump (with up to 1000' of discharge hose)	1	Hour		\$
28	0450-1	Repair Damaged Storm Pipe, 18-24"	4,791	LF		\$
29	0450-2	Repair Damaged Storm Pipe, 25-36"	1,375	LF		\$
30	0450-3	Repair Damaged Storm Pipe, 37-48"	1,862	LF		\$
31	0450-4	Repair Damaged Storm Pipe, 49-60"	1,014	LF		\$
32	0450-5	Repair Damaged Storm Pipe, 61-72"	433	LF		\$
	TOTAL COST FOR ITEMS # 1- # 32					\$

TOTAL COST FOR ITEMS #1-#32 (WRITTEN IN WORDS)

FIRM NAME (PRINT)

AUTHORIZED OFFICER SIGNATURE

COST PROPOSAL:

I, _____, _____
Name of authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the
above referenced information is true, complete and correct.

Signature

Print Name

CONTRACT TERMS:

The initial contract term is for a period of two (2) years. There are two (2) yearly renewals for a total contract term of four (4) years.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this Bid.

The Contract shall remain in effect provided the services rendered by the awarded firm during the contract period are satisfactory and the funding is available as appropriated on an annual basis.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any bid and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all bids, with or without cause, to waive technical errors and informalities or to accept the bid which in its judgment, best serves the City of Hallandale Beach.

CONFLICT OF INTEREST:

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form's Section. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search function, your firm must ensure your .pdf files are enabled with this function. Firms must make sure that the thumb drives are tested for this function before submission. Do not place password on the thumb drives. Provide one (1) thumb drive with your firm's submittal.

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references with knowledge of your firm's contract performance with local government entities or private sector entities.

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date.

1. Name of firm-company for which work was provided.
2. Name of Reference (Project Manager) charged with managing said project.
3. Type of project. Year project started and was completed.
4. Dollar amount of project, including change orders.
5. Phone # for Reference (Project Manager).
6. Updated email address for Project Manager.

DEFINITIONS

- Definitions: Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:
- As Built: or record drawings are the official graphic representation of the construction project depicting the work as it was constructed.
- Bid Takeoff: The final estimate, tabulation, or worksheet prepared by the Contractor in anticipation of the bid submitted, and which shall reflect the final bid price.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the City (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- Change Order: A written document ordering a change in the Contract Price or Contract Time or a Material Change in the Work.
- City: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- CITY: City of Hallandale Beach, Florida, a Municipal Corporation which is a party hereto and for which this Contract is to be performed. In all respects hereunder, CITY'S performance is pursuant to CITY'S capacity as the CITY of a construction project. (In the event CITY exercises its regulatory authority as a governmental body, the exercise of such regulatory authority and the enforcement of any rules, regulations, laws and ordinances shall be deemed to have occurred pursuant to City's regulatory authority as a governmental body and shall not be attributable in any manner to CITY as a party to this Contract.)
- City Commission: The City Commission of the City of Hallandale Beach, Florida, its successors and assigns.

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- Claim: Any invoice, statement, request, demand, lawsuit, or action under contract or otherwise, for money, extension of contract time, property, or services made to any employee, officer, or agent of the CITY, or to any Contractor, grantee, or other recipient if any portion of the money, time extension, property, or services requested or demanded was or will be issued from, or was provided by the CITY.
 - Consultant: To be determined on a project basis.
 - Contract: The part or section of the Contract Documents addressing some of the rights and duties of the parties hereto, including but not limited to contract time and liquidated damages, and the General Conditions of the Contract.
 - Contract Administrator: The City Engineer or Designee expressly designated as Contract Administrator in writing by the Director of Public Works.
 - Contract Documents: The Bid Documents including drawings (plans) and specifications, the Notice for Bids, Addenda, if any, to the Bid Project Document, the Bid Tender Form, the record of the award by the City, the Performance Bond and Payment Bond, the Notice of Award, the Notice to Proceed, the Notice to Proceed with the Work, the Purchase Order, Change Orders, Field Orders, Supplemental Instructions, and any additional documents the submission of which is required by this Bid Documents and the Contract are the documents which are collectively referred to as the Contract Documents.
 - Contract Price: The original amount established in the bid submittal and award by the City, as may be amended by Change Order.
 - Contract Time: The original time between commencement and completion, including any milestone dates thereof, established in Article 2 of the Contract, as may be amended by Change Order.
 - Contractor: The person, firm, qualified joint venture, or corporation with whom the City of Hallandale Beach has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Contractor shall be deemed to be a reference to Contractor.
 - Final Completion: The date certified by CITY ENGINEER that any documents and all required by the Contract Documents have been received by CITY ENGINEER; any other documents required to be provided by Contractor have been received by CITY ENGINEER;

and to the best of CITY ENGINEER's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.

- Notice to Proceed: Written notice to Contractor authorizing the commencement of work as provided for by the Contract.
- Plans and/or Drawings: The official graphic representations of this Project, which are a part of the Bid Documents.
- Project: The construction project described in the Contract Documents, including the Work described therein.
- Project Initiation Date: The date upon which the Contract Time commences.
- Schedule of Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.
- SubContractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.
- Substantial Completion: The date certified by CITY ENGINEER when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy by CITY.
- Surety: The surety company or person which is bound by the performance bond and payment bond with and for Contractor who is primarily liable, and which surety company or person is responsible for Contractor's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.
- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project

SUBMITTAL DUE DATE

RESPONSES ARE DUE: AUGUST 18, 2016 NO LATER THAN 11:00AM.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
YOUR FIRM'S NAME HERE
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID # FY 2014-2015-019
STORMWATER PIPE CLEANING

MANDATORY PRE-BID CONFERENCE:

If your firm is going to provide a response to this Bid your firm must send a representative of your firm to this Mandatory Pre-Bid Conference. A representative from your firm must attend this pre-bid conference and sign in on behalf of your firm. This meeting is held to explain in detail Exhibits I-III and all exhibits which makes up the Bid for this project. Firms interested in proposing and responding to this Bid must send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting the scope of work will be explained. The Mandatory Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

Mandatory Pre-Bid Conference will be held **July 20, 2016 at 11:00 AM**, at Cultural Center, 410 S.E. 3rd Street, Room 107, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to tcamaj@cohb.org by no later than **July 26, 2016 no later than 11:00 A.M.**

BUDGET/FUNDING AVAILABLE FOR THIS PROJECT:

The total funding available funding for this project is \$725,000.00 from date of award through September 30, 2018.

10% BID BOND:

As per Procurement Code Section 23-12 (2) Security Bonds: Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of ten [10%] percent payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

PERFORMANCE AND LABOR MATERIALS PAYMENT BOND:

A Performance and Labor Materials Payment Bond in an amount equal to one Hundred (100%) percent of total Contract amount awarded must be submitted by the Awarded Contractor within fifteen (15) days after receipt of Notification of Award. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter. A Performance and Labor Materials Payment Bond must be provided in an amount equal to 100% of the Contract price issued by a surety company licensed to do business in the State of Florida. (F.S. 255.05). On approval of any Contract change increasing the Contract price, Contractor shall ensure that the performance bond and payment bond are increased so that each reflects the total Contract price as increased.

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the following insurance requirements for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission. See Exhibit II, Terms and Conditions, Forms and Agreement, Article 5 for information on the required insurance.

TENTATIVE SCHEDULE:

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

BID ADVERTISING DATE	JULY 11, 2016
BID RELEASED	JULY 11, 2016
MANDATORY PRE-BID CONFERENCE	JULY 20, 2016 11 AM
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN JULY 26, 2016 BY NO LATER THAN 11 AM
DEADLINE FOR RECEIPT OF RESPONSES	<u>AUGUST 18, 2016</u> <u>BY NO LATER THAN 11 AM</u>
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS:

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

	LIST OF CITY ADMINISTRATORS
1.	CITY MANAGER
	Daniel Rosemond
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	DIRECTOR OF PUBLIC WORKS
	Steven F. Parkinson, P.E., PWLF
	630 NW 2 nd Street
	Hallandale Beach, Florida 33009
	(954) 457-1623
3.	ASSISTANT DIRECTOR OF ENGINEERING (DPW)
	Mariana Pitiriciu, P.E., PMP
	630 NW 2 nd Street
	Hallandale Beach, Florida 33009
	954) 457-3042
4.	Assistant Director of Public Works/Utilities
	James Sylvain
	630 NW 2 nd Street
	Hallandale Beach, FL 33009
	(954)457-1669
5.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332
6.	SENIOR PROCUREMENT SPECIALIST
	Joann Wiggins
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-1331
7.	PROCUREMENT SPECIALIST
	Tom Camaj
	400 South Federal Highway
	Hallandale Beach, FL 33009
	(954)457-