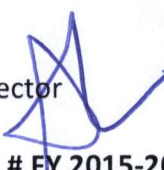


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: November 9, 2016

TO: Dwayne Flournoy, Chief of Police
Miguel Martinez, Assistant Chief of Police
Paul Robert, Captain

FROM: Andrea Lues, Procurement Director 

SUBJECT: **Award Recommendation: RFP # FY 2015-2016-023 FRANCHISE TOWING SERVICES**

Attached find information for the award recommendation for RFP # FY 2015-2016-023 FRANCHISE TOWING SERVICES

Attached find:

1. Summary Rating Sheet of the three (3) evaluation committee members ratings for each firm for this project.
2. Copy of the City's Form Agreement that was included in the solicitation. The City Manager's Office has appointed Tom Camaj as the Contracts Coordinator to manage this contract. Tom will work with your Department to help negotiate and create the deliverables for the contract through the City Attorney's Office. Ensure you review this City's Form Agreement to include all and any deliverables that you wish to be easily found within the Agreement. It is recommended to include in the Agreement all the deliverables, as stipulated in the RFP and the awarded firm's proposal, to ensure that the work the firm is to provide weekly, monthly, quarterly, and yearly is being provided. This City's Form Agreement must be provided to the City Attorney when requesting the Ordinance. The inclusion of the terms and conditions that you need within the Agreement to ensure the firm performs and how, must be obtained from the RFP and the firm's proposal. Variances stated below must be discussed and addressed with the Director and Project Manager of the Department, City Attorney, Risk Manager, and depending on the type of project, the monitor of your Department from the City Manager's Office. Based on such discussion the variances requested by the firm, if any, may or may not be negotiated. You must ensure that the Internal Service Request (ISR) is sent to City Attorney by no later end of February 2017, to ensure the contract is negotiated and fully executed by no later than 4/15/17.
3. Copy of variances provided by AAAA Crosstown Towing, including written clarification of variances as request by the Evaluation Committee, as well as additional clarification provided during oral presentations.

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Summary Information

Release Date of RFP: August 3, 2016

The release notice for the RFP was sent via email to twelve (12) vendors from the City's Vendor's list. The RFP was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DemandStar website, and City and HBCRA social media pages. The RFP was also advertised through the Miami Minority Business Development Agency Business Center, the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Non Mandatory Pre-Proposal Meeting: was held on August 16, 2016 11 am.

There were two (2) vendors in attendance at the Non Mandatory Pre-Proposal Meeting. Four (4) staff members were present.

In addition to providing the opportunity for vendors to come and ask questions during the non-mandatory pre-proposal meeting, the solicitation allowed for additional questions to be sent in via email through **August 19, 2016**.

Due Date: Responses to the RFPa were due **September 12, 2016 @ 11:00 am.**

Proposals Recieved:

Two (2) proposals were received from the following vendors in order of final ranking:

1. AAAA Crosstown Towing
2. A & B Towing

Evaluation Committee Activity:

1. Mandatory Training for evaluation committee members was held on September 6, 2016 at 3:30pm. This meeting is held to provide training and detailed information on the evaluation process.
2. 1st Evaluation Committee Sushine Meeting was held on September 22, 2016 at 9:30 am. At this meeting, all committee members came to consensus that AAAA Crosstown Towing met the minimum qualification requirements. Further clarification was needed to determine if A & B Towing had the proper documentation. Procurement reached out to the firm to obtain clarification. Additional clarification of variances provided by AAAA Crosstown Towing was also requested.

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3. 2nd Evaluation Committee Sunshine Meeting was held on September 26, 2016 at 9:00 am. At this meeting, all committee members came to consensus that A & B Towing has provided Procurement with the proper documentation to meet minimum qualification requirements. This led to invitations for oral presentations to both vendors.
4. Oral Presentations for both firms were held on October 25, 2016 starting at 1:00pm. Evaluation Committee Sunshine meeting held immediately after, at approximately 3:00pm.
5. Rating Sheets were due from all committee members on October 31, 2016.
6. Final Evaluation Committee Sunshine Meeting was held on November 8, 2016 at 1:00 pm to discuss any discrepancies between evaluation committee members, and to allow each member to discuss their approach to their scoring.

Please note:

1. This project continues to be under a Cone of Silence. There is to be no communication with the firm until such time as the date and time of the City Commission meeting when the award will be made.
2. If additional information and/or clarifications are needed please contact the Procurement Department immediately.
3. The Project Manager is responsible for preparing the staff report for recommendation of award to the Commission. Please ensure that the City's Form Agreement is included with the items provided to the City Attorney for creation of the Resolution.
4. **Very Important to note that the schedule that was originally outlined and developed for this project was created in order to ensure there is no lapse in contract services. This means you must ensure to bring an agenda for a 1st reading of Ordinance by no later than January 2017 and an agenda for 2nd reading of Ordinance by no later than February 2017. Fully executed agreement must be in place by no later than 4/15/17.**
5. Invitation of the firm to the Commission Meeting. You must advise the Procurement Department if the recommended firm is to be invited to the Commission meeting.
6. 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.

Prepared by: 
Tom Camaj, Contracts Coordinator