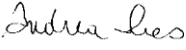


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: June 6, 2018

TO: Greg Chavarria, Assistant City Manager/ Chief Information Officer
Sonia Quinones, Police Chief
Michel Michel, Assistant Police Chief
Terrance Thouez, Captain

FROM: Andrea Lues, Procurement Director 

SUBJECT: **Award Recommendation Memorandum: RFP # FY 2017-2018-008 LICENSE
PLATE RECOGNITION SYSTEM INSTALLATION AND LEASE**

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 of the agreement 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.

Duties and Responsibilities:

1. Project Manager is responsible for preparing the agenda cover memo for recommendation of award to the City Commission. Contact the City Clerk if there are any questions about the agenda process.
2. As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:
 - a. RFP document
 - b. Agenda Cover Memo
 - c. All backup referenced in the Agenda Cover Memo
3. **Legal Proceedings form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
4. 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.
5. The Procurement Department will invite the recommended Firm(s) to the City Commission meeting. However, you must email Carolyn Allen-Smith csmith@cohb.org, to advise of the date of the City Commission meeting.
6. Ensure that you route the final, fully negotiated agreement and resolution promptly to Tom Camaj, Contract Coordinator, via email tcamaj@cohb.org to ensure processing. Please note that the ARTEF and the explanation of the process for routing of the Agreement is found on the City's CityNet, under City Docs, Reference Docs, Procurement, Contract Routing Documents. [Link to ARTEF](#).

TO: Greg Chavarria, Assistant City Manager/Chief Information Officer
Sonia Quinones, Police Chief
Michel Michel, Assistant Police Chief
Terrance Thouez, Captain

SUBJECT: Award Recommendation Memorandum: RFP # FY 2017-2018-008 LICENSE PLATE
RECOGNITION SYSTEM INSTALLATION AND LEASE

Summary Information

Attached is the Summary Rating Sheet for the three (3) Evaluation Committee member's ratings for the five (5) Firms that responded to this RFP which met the Minimum Qualification Requirements.

Find below the information for the Award Recommendation for RFP # FY 2017-2018-008 LICENSE PLATE RECOGNITION SYSTEM INSTALLATION AND LEASE.

Release Date of RFP: March 23, 2018

The release notice for the RFP was sent via email to fifty-eight (58) vendors from the City's Vendor 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 Conference: was held on April 6, 2018 at 11:00 a.m.

There were twenty (20) vendors in attendance at the Non-Mandatory Pre-Proposal Conference and six (6) staff members.

In addition to providing the opportunity for vendors to come and ask questions during the Non-Mandatory Pre-Proposal Conference, the solicitation allowed for additional questions to be sent in via email by no later than **April 11, 2018 @ 11:00 a.m.**

Due Date: Responses to the RFP were due **April 30, 2018 @ 11:00 a.m.**

TO: Greg Chavarria, Assistant City Manager/Chief Information Officer
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 RECOGNITION SYSTEM INSTALLATION AND LEASE

Proposals Received:

Five (5) proposals were received from the following vendors in order of highest ranked:

NO.	PROPOSING FIRM	COST PROPOSAL	REFERENCES	LEGAL PROCEEDINGS	VARIANCES
1.	VETTED SECURITY SOLUTIONS, LLC. 621 Monte Cristo Blvd Saint Petersburg, FL 33715 Ryan Barnett rbarnett@vettedsolution.com (901) 545-9825	Option #1 - \$15,003.79 Option #2 – \$14,160.20	3 of 3 Verified.	Stated "None"	Stated. See pages 11-12 of proposal
2.	MILLER ELECTRIC COMPANY 317 Northlake Blvd., Suite 1020 Altamonte Springs, FL 32701 Andrew Bowman, PE abowman@mecojax.com (407) 775-2017	\$15,779.00	3 of 3 Verified.	Stated "None"	Stated. See page 26 of proposal
3.	CELPLAN TECHNOLOGIES, INC. 1920 Association Drive, 4 th Floor Reston, VA 20191 Mark W. Crompton mark@celphan.com (703) 259-4037 (773) 931-6275	\$11,011.37	3 of 3 Verified.	Stated "None"	Stated "None"
4.	HOTWIRE COMMUNICATIONS, LLC. 2100 West Cypress Creek Road Fort Lauderdale, FL 33309 Alex Bravo Alex.bravo@hotwirecommunication.com (754) 701-7954 (561) 410-0577	\$54,226.17	3 of 3 Verified.	**Lawsuits stated see page 16- 17 of proposal	Stated. See page 15 of proposal
5.	SOURCE 1 SOLUTIONS, INC. 4904 Creekside Drive Clearwater, FL 33760 Aaron Gustum agustum@mysource1solutions.com (727) 538-4114	\$25,425.10	3 of 3 Verified.	** Lawsuits stated see page 14 of proposal	Stated. See page 12 of proposal

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RECOGNITION SYSTEM INSTALLATION AND LEASE

Evaluation Committee:

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

- Greg Chavarria, Assistant City Manager/ Chief Information Officer
- Michel Michel, Assistant Police Chief
- Denton Lewis, Software Analyst

On May 11, 2018, at 3:00 p.m., a Sunshine Evaluation Committee meeting was held with the Evaluation Committee to discuss the proposals. At this meeting, all committee members came to a consensus that all five (5) Firms met the minimum qualification requirements of the RFP and would continue through the evaluation process.

On May 30, 2018, starting at 9:00 a.m., Oral Presentations were held for five (5) Firms. An Evaluation Committee Sunshine meeting was held immediately after.

On June 5, 2018, the Evaluation Committee submitted rating sheets for five (5) Firms.



Prepared by: _____
Carolyn Allen-Smith, Procurement Specialist

TO: Greg Chavarria, Assistant City Manager/Chief Information Officer
Sonia Quinones, Police Chief
Michel Michel, Assistant Police Chief
Terrance Thouez, Captain

SUBJECT: Award Recommendation Memorandum: RFP # FY 2017-2018-008 LICENSE PLATE
RECOGNITION SYSTEM INSTALLATION AND LEASE

All the information included in this memorandum was discussed through a face to face meeting with the following Project Manager to ensure that each item is understood and the next step process after the Resolution is awarded is correctly followed by the Project Manager.

I _____, hereby acknowledge receipt of this Memorandum and confirm that I have read and understand the process that must be followed after Board of Directors passes a Resolution awarding the contract to a Firm. I agree to comply with the process outlined in this Memorandum and if I am not clear about a particular process I will contact the Procurement Department for guidance. I further acknowledge that I am responsible, as the Project Manager for this Project, to ensure that I manage negotiations for this Project and as soon as a fully negotiated Agreement is completed through me; I will process the ARTEF for execution of the Agreement through the Procurement Department. I further acknowledge that it is my responsibility to ensure a fully executed Agreement is received by me in a timeline manner after the contract has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

Signature of Project Manager

Date