

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

**DATE:** September 7, 2018

**TO:** James Sylvain, Assistant Director of Public Works, Project Manager  
Steven Parkinson, Assistant City Manager, Director of Public Works  
Jeanine Athias, Assistant Director of Public Works, City Engineer  
Mary Francis Jeanot, Assistant Director of Public Works

**FROM:** Andrea Lues, Procurement Director 

**SUBJECT:** **AWARD RECOMMENDATION MEMORANDUM: BID # FY 2017-2018-015 CITY OF HALLANDALE BEACH PURCHASE OF SEWER LIFT STATIONS PUMPS**

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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 to 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 on the agenda process.
2. As part of the agenda process, please provide the following items to the City Attorney's Office for creation of the Resolution:
  - a. Bid document
  - b. Agenda Cover Memo
  - c. All backup referenced in the Agenda Cover Memo
3. 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.
4. The Procurement Department will invite the recommended Firm(s) to the City Commission meeting if requested. You must email Carolyn Allen-Smith [csmith@cohb.org](mailto:csmith@cohb.org), if the Firm(s) are to be invited and to advise of the date of the City Commission meeting.
5. Ensure that you route the final, fully negotiated agreement and resolution that your Department has negotiated with the City's ARTEF (Agreement Review and Transmittal Execution Form) promptly to Tom Camaj, Contract Coordinator, via email [tcamaj@cohb.org](mailto: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.](#)
6. In order to make the determination for award of contract to the lowest responsive Firm, the Project Manager must review the following:

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- a. The USB drive containing the two (2) responses received for this Project, Bid Tabulation Summary and Local Vendor Preference Summary.
- b. If there are any Variances the Variance form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed the Firm's variance form with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
- c. If there are any Legal Proceedings the Legal Proceedings form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed the Firm's Legal Proceedings with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
- d. Ensure the Firms are responsible to perform:
  - Services outlined in the Bid based on the Minimum Qualification Requirements (MQRs), pages 4-7 of Bid document.
  - Performing the scope of work as requested by the Bid.
  - 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.
  - Address in the agenda all funding to cover cost of all sizes.
- e. Review all references provided to ensure the Firm's ability to perform the scope of work.

### **Bid Summary Information**

#### **Release Date of Bid: August 8, 2018**

The release notice for the Bid was sent via email to twenty (20) vendors from the City's Vendor list. The Bid was also advertised in the Hallandale Beach Chamber of Commerce website, City's website, DEMANDSTAR website, and City and HBCRA Social Media pages. The Bid 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.

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**Non-Mandatory Pre-Bid Conference: August 16, 2018 at 11:00 A.M.**

There were two (2) vendor and three (3) staff members in attendance at the Non-Mandatory Pre-Bid Conference.

In addition to providing the opportunity for vendors to ask questions during the Non-Mandatory Pre-Bid Conference, the Bid allowed for additional questions to be sent via email by no later than **August 23, 2018 at 11:00 a.m.**

**Due Date: September 5, 2018 at 11:00 a.m.**

**Custom Pump & Controls, Inc.** only provided pricing for Meyers and KSB manufacturer pumps.

**N. J. Nugent & Associates, Inc.** only provided pricing for Ebara International Corporation manufacuter pump.

**Proposals Received:**

Two (2) proposals were received.

NO.	PROPOSING FIRM	BID \$ AMOUNT	VARIANCES	LEGAL PROCEEDINGS	REFERENCES	LOCAL VENDOR PREFERENCE (LVP)
1	<b>CUSTOM PUMP &amp; CONTROLS, INC.,</b> 304 Indian Trace # 222 Weston, FL 33326 Tom Marinace <a href="mailto:tmarinace@custompump.com">tmarinace@custompump.com</a> (954) 299-5156	\$92,390.00 Meyers and KSB manufacturer pump only.	Stated "None"	Stated "None"	3 of 3 Verified.	None Applied For.
2	<b>F.J. NUGENT &amp; ASSOCIATES, INC.</b> 411 Wylly Avenue Sanford, FL 32773 Fed Nugent, President <a href="mailto:fed@nugentco.com">fed@nugentco.com</a> (407) 936-1640	\$14,178.00 Ebara International Corporation manufacturer pump only	Stated "None"	Stated "None"	2 of 3 Verified.	None Applied For.



Prepared by: \_\_\_\_\_  
Carolyn Allen-Smith, Procurement Specialist

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This **AWARD RECOMMENDATION MEMORANDUM: BID # FY 2017-2018-015 CITY OF HALLANDALE BEACH PURCHASE OF SEWER LIFT STATIONS PUMPS**, and all its content was discussed through a face to face meeting with the Project Manager to ensure each and every item and the next steps to award the Agreement are understood and correctly followed by the Project Manager.

I **James Sylvain**, hereby acknowledge receipt of this Memorandum and confirm that I have  
(PRINT NAME OF PROJECT MANAGER)

read and understand the process that must be followed after Commission passes a Resolution awarding the Agreement for this Project 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 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 Agreement has been negotiated by following up on the status of execution of the Agreement through the Procurement Department.

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Signature of Project Manager

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Date