

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: October 23, 2018

TO: Aqeel Abdool-Ghany, Engineer III, Project Manager
Steven Parkinson, Assistant City Manager, Director of Public Works
Mary Francis Jeanot, Assistant Director of Public Works

FROM: Andrea Lues, Procurement Director 

SUBJECT: **AWARD RECOMMENDATION MEMORANDUM: BID # FY 2017-2018-017 CITY OF HALLANDALE BEACH WATER TREATMENT PLANT HIGH SERVICE PUMPS REPLACEMENT PROJECT**

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 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, 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 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.](#)

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6. In order to make the determination for award of contract to the lowest responsive Firm, the Project Manager must review the following:
 - a. The USB drive containing the three (3) responses received for this Project, Bid Summary Price Sheet and Local Vendor Preference Summary.
 - b. Variance form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed the lowest, responsive, responsible Firm's variance form with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
 - c. Legal Proceedings form must be reviewed by the Project Manager and Department Director for this Project. Ensure you have addressed and discussed the lowest, responsive, responsible Firm's Legal Proceedings with the City Attorney and City Manager before requesting recommendation for award through the City Commission.
 - d. Ensure the lowest Firm is responsible to:
 - Perform services outlined in the Bid based on the Minimum Qualification Requirements (MQRs), pages 4-8 of Bid document.
 - Perform 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.
 - e. Review all references provided to ensure the Firm's ability to perform the scope of work.

Bid Summary Information

Release Date of Bid: September 17, 2018

The release notice for the Bid was sent via email to three hundred and seven (307) 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,

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the U.S. Small Business Administration, and the Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Mandatory Pre-Bid Conference: September 25, 2018 at 11:00 A.M.

There were ten (10) vendors and four (4) staff members in attendance at the Mandatory Pre-Bid Conference. There were four (4) vendors that attended the Mandatory Site Visit held on October 4, 2018.

In addition to providing the opportunity for vendors to ask questions during the Mandatory Pre-Bid Conference, the Bid allowed for additional questions to be sent via email by no later than October 8, 2018 at 11:00 a.m.

Due Date: October 18, 2018 at 11:00 a.m.

Proposals Received:

Three (3) proposals were received.

Lowest Bid:

TLC Diversified, Inc.: Project Manager must review the Firms submission and make the determination of responsiveness.

- a. MQR #1. Yes, provided and met.
- b. MQR #2. Yes, provided and met. Project Manager to confirm.
- c. MQR #3. The Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of Agreement through the City Commission.
- d. References. See chart. Project Manager to determine Firm's responsibility to perform the Project.

Cardinal Contractors, Inc.: Firm left unit prices for items no. 1, 6, 7, 8 and 9 blank on the Firms Bid Price Sheet. The Firm has been determined non-responsive.

Hinterland Group, Inc.: Project Manager must review the Firms submission and make the determination of responsiveness.

- a. MQR #1. Yes, provided and met.

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- b. MQR #2. Yes, provided and met. Project Manager to confirm.
- c. MQR #3. The Project Manager must verify and ensure Firm has met MQR #3 before proceeding with award of agreement through the City Commission.
- d. References. See chart. Project Manager to determine Firm’s responsibility to perform the Project.

NO.	PROPOSING FIRM	BID \$ AMOUNT	SECURITY BID BOND 10%	VARIANCES	LEGAL PROCEEDINGS	REFERENCES	LOCAL VENDOR PREFERENCE (LVP)
1	TLC DIVERSIFIED, INC. 2719 17 TH Street East Palmetto, FL 34221 Dalas Lamberson, VP dlamberson@tlcdiv.com (941) 722-0621	\$4,688,625	Provided	Stated "None"	Stated "None"	3 of 3 Verified.	None Applied For.
2	CARDINAL CONTRACTORS, INC. 13790 NW 4 TH Street, Suite 109 Sunrise, FL 33325 Michael Brandao mbrandao@prim.com (954) 587-0520	*\$4,834,525	Provided	Stated "None"	Stated "None"	2 of 3 Verified.	None Applied For.
2	Hinterland Group, Inc. 2051 W. Blue Heron Blvd Rivera Beach, FL 33404 Chase R. Rogers info@hinterlandgroup.com (561) 640-3503	\$5,178,000	Provided	Stated "None"	Stated "None"	2 of 3 Verified.	None Applied For.

* Firm left unit prices for item no. 1,6,7,8 and 9 blank on the Firm’s Bid Price Sheet. The Firm has been determined non-responsive.



Prepared by: _____
 Carolyn Allen-Smith, Procurement Specialist

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This **AWARD RECOMMENDATION MEMORANDUM: CITY OF HALLANDALE BEACH WATER TREATMENT PLANT HIGH SERVICE PUMPS REPLACEMENT PROJECT**, 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 **Aqeel Abdool-Ghany**, 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.

Signature of Project Manager

Date