


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: August 26, 2019

TO: Ra'Shana Dabney-Donovan, Captain Police Department Professional Services,
Project Manger
Chief Michel Michel, Assistant Police Chief

Note: All parties below will only receive the award recommendation memorandum via email.

CC: Sonia Quinones, Police Chief
Michel Michel, Assistant Police Chief
Greg Chavarria, City Manager
Dr. Jeremy Earle, Assistant City Manager/CRA Executive Director
Keven Klopp, Assistant City Manager

FROM: Andrea Lues, Procurement Director 

**SUBJECT: AWARD RECOMMENDATION MEMORANDUM: BID # FY 2018-2019-011 CITY
OF HALLANDALE POLICE DEPARTMENT PURCHASE OF GLOCK
FIREARMS/TRADE-IN-ALLOWANCE AND ACCESSORIES**

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.

Due to the size of the documents for this Project, the USB drive has been forwarded to you via interoffice mail with a copy of all the following documents:

1. Two (2) Proposals received in response to this Bid.
2. Award Recommendation Memorandum
3. Bid Summary Price Sheet
4. BID document
5. Exhibit A – COHB Police Department Glock Inventory List Trade-In-Allowance
6. Non-Mandatory Pre-Bid Conference Sign-In Sheet 8/5/2019
7. City Clerks List of Firm's Proposing 8/21/2019

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.

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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 by the City Manager's Office. 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 Carolyn Allen-Smith, Procurement Specialist, via email csmith@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:
 - a. The USB drive containing the two (2) proposal responses received for this Project and Bid Summary Price Sheet.
 - 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 Procurement Director 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

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Procurement Director 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 5-9 of Bid document or addenda as applicable.
- 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: August 1, 2019

The release notice for the Bid was sent via email to thirty-three (33) 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.

Non-Mandatory Pre-Bid Conference: August 5, 2019 at 11:00 A.M.

There were zero (0) vendors, four (4) COHB 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 Conferences, the Bid allowed for additional questions to be sent via email by no later than August 7, 2019 at 11:00 a.m.

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Due Date: August 21, 2019 at 11:00 a.m.

Proposal Received:

Two (2) proposals were received.

Lowest Responsive Bid(s):

LOU'S POLICE DISTRIBUTORS, INC. : Project Manager must review the Firms submission and make the determination of responsiveness.

- a. MQR #1. Yes, provided and met. Project Manager to confirm.
- b. MQR #2. Yes, provided and met. Project Manager to confirm.
- c. MQR #3. Yes, Firm agrees. Project Manager to confirm.
- d. MQR #4. The Project Manager must verify and ensure Firm has met MQR #4 before proceeding with award of agreement through the City Commission.
- e. References. See chart below. Project Manager to determine Firm's responsibility to perform the project.

Non-Responsive Firm(s):

***GT Distributors, Inc., :**

- a. MQR #1. No, did not meet. Project Manager and Department Director please note that the Firm's original submittal did not provide the required documents to meet Minimum Qualification Requirement (MQR) #1: Years in Business - Sunbiz. The Procurement Department requested via email additional information for MQR #1 to ensure Firm did not meet MQR #1. The Firm provided the following statement " *We acquired DGG Tactical in 2016. We are unable to provide any documentation from previous years, within the State of Florida.* "
- b. MQR #2. Yes, provided and met. Project Manager to confirm.
- c. MQR #3. Yes, Firm agrees. Project Manager to confirm.
- d. MQR #4. Project Manager must verify and ensure Firm has met MQR #4 before proceeding with award of Agreement through the City Commission.

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- e. References. See chart below. Project Manager to determine Firm's responsibility to perform the project.

Synopsys Information of proposals received from the following Firms in order of Lowest Bid Amount:

NO.	PROPOSING FIRM	BID \$ AMOUNT	VARIANCES	LEGAL PROCEEDINGS	REFERENCES
1	LOU'S POLICE DISTRIBUTORS, INC. 7815 WEST 4 TH AVENUE HIALEAH, FL 33014 MARTIZA MONTALVO, VP OF SALES mari@louspolice.com 305-416-0000	\$58,192.50	Stated "None"	Stated "None"	3 of 3 Verified.
2	* GT DISTRIBUTORS, INC. 2545 BROCKTON DRIVE, SUITE 100 AUSTIN, TX 78758 DAVID CURTIS, BID MANAGER TXBIDS@GTDIST.COM 1-800-252-8310	\$73,243.64	Stated "None"	Stated "None"	2 of 3 Verified.



Prepared by: _____
Carolyn Allen-Smith, Procurement Specialist

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This **AWARD RECOMMENDATION MEMORANDUM: BID # FY 2018-2019-011 CITY OF HALLANDALE BEACH POLICE DEPARTMENT PURCHASE OF GLOCK FIREARMES/TRADE-IN-ALLOWANCE AND ACCESSORIES**, 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 **Captain Ra'Shana Dabney-Donovan/Assistant Chief Michel Michel**, hereby acknowledge receipt of this Memorandum and
(PRINT NAME OF PROJECT MANAGER)

confirm that I have 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