

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: November 13, 2019

TO: Vanessa Leroy, Development Services Director

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

CC: 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 RFP # FY 2018-2019-007 Community Shuttle Services

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 Commission meeting when the award or rejection of the solicitation will be made by the City Manager.

If you have any questions on any of the items below please make sure you contact the Procurement Director immediately for clarification.

Due to the size of the documents for this Project, a 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 RFP.
2. Award Recommendation Memorandum
3. Addenda #1 - # 13
4. RFP document
5. Reference Check Summary
6. Mandatory Pre-Proposal Conference Sign-In Sheet
7. City Clerks List of Proposing Firms
8. Summary Rating Sheet

1. Duties and Responsibilities:

The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the Commission. Contact the City Clerk if there are any questions about the agenda process.

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2. Agenda Process:

As part of the agenda process, provide the following items to the City Attorney for creation of the Resolution:

- a. Award Recommendation Memorandum
- b. Agenda Cover Memo
- c. Recommended Firm(s) Variances
- d. Recommended Firm(s) Legal Proceedings
- e. All backup required by City Attorney and the agenda process

3. Rejection of Proposals:

If the proposals are to be rejected, an agenda item must be prepared for the rejection. This is in accordance with Code of Ordinances, Procurement Section 23-12, (4) Rejection of Bids.

4. Attendance of recommended Proposer(s) to the Commission meeting:

The Procurement Department will invite the recommended Firm(s) for award of contract(s) to the Commission meeting **if requested** by the Project Manager. You **must** advise the Procurement Director via email if the Firm(s) are to be invited to the Commission meeting and advise of the date and time of the Commission meeting.

5. Negotiated Agreement:

The Project Manager and Department Director are to negotiate the agreement after the Resolution for recommendation of award of contract has been executed. All insurance and bonding requirements must be in place prior to commencement of any work. If you have any questions, contact the Procurement Director.

6. Legal Proceedings:

Limousines of South Florida Inc. provided a list and documentation for legal proceedings. This information **must** be addressed with the City Attorney prior to an Agreement being executed if this Firm is recommended for award of contract.

7. Proposers previous performance to the City:

The Procurement Department has no performance evaluations on file for Limousines of South Florida Inc. DVP Transportation Inc. has not provided services to the City.

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8. References:

With the Firm's proposals there are references provided. The Project Manager must review the references provided for the Firm that is recommended for award of contract.

9. Variances:

With the Firm's proposals there are Variance Forms. The Project Manager must review the Variance Form for the recommended firm. Ensure you have addressed and discussed with the City Attorney and Department Director before requesting recommendation for award of contract through the City Commission. The Variance information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution.

10. Release Date of RFP: May 28, 2019

The release notice for the RFP was sent via email to over twenty (20) 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 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.

11. Mandatory Pre-Proposal Conference: was held on June 5, 2019 at 11:00 a.m.

There were six (6) Firms in attendance at the Mandatory Pre-Proposal Conference.

In addition to providing the opportunity for Firm's to come and ask questions during the Mandatory Pre-Proposal Conference, the solicitation allowed for additional questions to be sent in via email by no later than July 5, 2019 @ 11:00 a.m.

12. Due Date: Responses to the RFP were due July 25, 2019 @ 11:00 a.m.

13. Evaluation Committee:

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

- Vanessa Leroy, Development Services Director
- Beverly Sanders, Human Services Director
- Mary Francis Jeannot, Assistant Director of Public Works Administration
- Glendon Hall, CRA Economic Development Manager

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On August 1, 2019, at 10:00 a.m., a Sunshine Evaluation Committee meeting was held with the Evaluation Committee to discuss the proposals received. At this meeting, all committee members came to a consensus that all proposing Firms met the Minimum Qualification Requirements (MQRs) of the RFP and would continue through the evaluation process.

On July 30, 2019 the Evaluation Committee performed the site visit to Limousines of South Florida Inc. located at 3300 S.W. 11 Avenue, Fort Lauderdale. On August 12, 2019 the Evaluation Committee performed a virtual tour through skype to DVP Transportation Inc. located at 383 Second Street Everett, MA.

On October 31, 2019 Oral Presentations were held for Limousines of South Florida Inc. and DPV Transportation Inc. An Evaluation Committee Sunshine meeting was held immediately after Oral Presentations.

14. Proposals Received:

	PROPOSING FIRMS	REFERENCES	LEGAL PROCEEDINGS	PROPOSERS PREVIOUS PERFORMANCE TO THE CITY	VARIANCES
1	Limousines of South Florida Inc. 3300 SW 11 Avenue Ft. Lauderdale, FL Mark Levitt mlevitt@losf.us 954-463-0845	Confirmed	Items provided need to be addressed with City Attorney prior to contract negotiations	No Vendor Performance on file	None
2	DPV Transportation 383 Second Street Everett, MA 02149 Daniel Perez, President jose@dpvtransportation.com 781-346-4646	Confirmed	None	Not a current City vendor	Items provided must be addressed by Project Manager and Director