


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: August 6, 2020

TO: Sonia Quinones, Police Chief

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

CC: Greg Chavarria, City Manager
Dr. Jeremy Earle, CRA Executive Director/Assistant City Manager
Keven Klopp, Assistant City Manager
Michel Michel, Deputy Chief of Police
Thomas Montellanico, Sergeant

FROM: Andrea Lues, Procurement Director 

SUBJECT: AWARD INFORMATION MEMORANDUM: BID # FY 2019-2020-006 SCHOOL CROSSING GUARD 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 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, a USB drive has been forwarded to you via interoffice mail with a copy of all the following documents:

1. One (1) Proposal received in response to this Bid
2. Award Information Memorandum
3. Bid Summary Tabulation Price Sheet
4. Bid document
5. Non-Mandatory Pre-Bid Conference Sign-In Sheet (No attendance by firms)
6. City Clerks List of Firm's Proposing 8/5/2020
7. Word version of the Agreement released with the Bid for Project Manager to route to City Attorney for execution after the Resolution of award of contract has passed

1. Duties and Responsibilities:

- a. The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission. Contact the City Clerk if there are any questions on the agenda process.
- b. In order to make the determination for award of contract to the lowest responsive, responsible Firm, the Project Manager and Department Director must review the following:

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- i. The USB drive containing the one (1) proposal/response received for this Project.
- ii. The Bid Summary Tabulation Price Sheet.
- iii. The Variance form for the lowest responsive, responsible recommended Firm to ensure you address and discuss the lowest, responsive, responsible Firm's variance form with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm proposed variances.
- iv. The Legal Proceedings form to ensure you address and discuss the lowest, responsive, responsible Firm's Legal Proceedings with the City Attorney and Risk Manager before requesting recommendation for award through the City Commission, if such firm provided legal proceedings.
- v. Ensure the lowest responsive, responsible Firm can:
 - Perform the services outlined in the Bid based on the Minimum Qualification Requirements (MQRs) of Bid the document and/or addenda, as applicable.
 - Can perform the scope of work as requested by the Bid.
 - Can 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.
- vi. Review all references provided to ensure the Firm's ability to perform the scope of work.

2. **Agenda Process:**

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

- a. Award Information Memorandum
- b. Bid document

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- c. Agenda Cover Memo
- d. All backup referenced in the Agenda Cover Memo
- e. Any documents requested by the City Attorney

3. Rejection of Proposals:

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. Attendance of Recommended Firm to Commission meeting:

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting **if requested by the Project Manager and/or Department Director**. You **must** email Andrea Lues, alues@cohb.org, if the Firm(s) is to be invited to the Commission meeting and advise of the date and time of the City Commission meeting.

5. Legal Proceedings Form:

The Legal Proceedings Form for the Firm recommended for award of contract must be addressed, if any were provided, by the Project Manager/Department Director **prior** to recommending award of contract through the City Commission. This is recommended to be done through the City Attorney and Risk Manager, **if applicable**, prior to the recommendation of award being brought to the City Commission. If the directive from the City Manager, due to time constraints, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Legal Proceedings Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed. The information for the recommended Firm must be provided to the City Attorney with the documents submitted to create the Resolution.

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6. References:

With the Firm's proposals there are references provided. The Project Manager and Department Director must review the references provided for the Firm that is recommended for award of contract prior to bringing a recommendation for award to the City Commission.

7. Variances:

The Project Manager and Department Director must review the Variance Form for the recommended Firm, if any was provided, prior to writing the agenda item for recommendation of award of contract. Ensure you have addressed and discussed with the City Attorney 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. If the directive from the City Manager, due to time constraints, does not allow for this process to occur first, then the ISR to City Attorney must be processed after the Resolution is approved. The Variances Form from the recommended and/or awarded Firm must be addressed with the City Attorney prior to an Agreement being executed.

8. Agreement for execution:

After the Resolution has been approved by City Commission the Project Manager is to fill out the Agreement with the pertinent information, send the Agreement to the vendor for execution and then route the Agreement to the City Attorney. Timely processing of the executed Agreement must be done by the Project Manager.

9. Bid Summary Information

Release Date of Bid: July 8, 2020

The release notice for the Bid was sent via email to over one hundred and forty (140) vendors from the City's Vendor list. The Bid was also advertised in:

- a. Hallandale Beach Chamber of Commerce website,
- b. City's website,
- c. DEMANDSTAR website,
- d. Sun-Sentinel,
- e. City and HBCRA Social Media pages,

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- f. Miami Minority Business Development Agency Business Center,
- g. U.S. Small Business Administration,
- h. Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

10. Non-Mandatory Pre-Bid Conference July 16, 2020.

There were no vendors 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 July 21, 2020. No questions were received and no addendum was released for this project.

- 11. Due Date August 5, 2020:** Responses to this Bid were due August 5, 2020 no later than 11:00 a.m.

12. Proposal Received:

One (1) proposal was received. Below is the synopsis of proposal received.

Waterfield Florida Staffing LLC. DBA Action Labor, DBA Staffing Connection:

The Project Manager must review the Firm's submission and make the determination of responsiveness.

- a. MQR #1. Yes, information provided. Project Manager must review and confirm the DBAs as submitted for MQR #1.
- b. MQR #2.a. and b. Yes information provided. Project Manager to review and confirm.
- c. MQR #3 Yes provided. Project Manager to review and confirm.

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Synopsys Information of one (1) proposal received:

NO.	PROPOSING FIRM	BID \$ AMOUNT	VARIANCES	LEGAL PROCEEDINGS	REFERENCES
1	WATERFIELD FLORIDA STAFFING, LLC. DBA ACTION LABOR, DBA STAFFING CONNECTION 6555 N. Powerline Road, Suite 306 Fort Lauderdale, FL 33309 Sharon Cook, Branch Manager	\$61,102.00 *	None.	State not applicable.	Provided.

Note 1: * Waterfield Florida Staffing LLC, DBA Action Labor, DBA Staffing Connection: Firm did not total the Bid Price Sheet for line items #1 and #2. As vetted through City Attorney Merino this is acceptable. The Procurement Department added the total of the line items and confirmed the total with the Firm.

Prepared by:



Andrea Lues, Procurement Director