

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: February 3, 2026

TO: Sean Justice, Chief Information Officer

CC: Note: All parties below will only receive the award information memorandum via email.
 Dr. Jeremy Earle, City Manager
 Noemy Sandoval, Assistant City Manager

FROM: Andrea Lues, Procurement Director *Andrea Lues*

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP 25-26-05 CITY OF HALLANDALE BEACH (COHB) EMERGENCY OPERATIONS CENTER (EOC) UPGRADE**

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 to award the solicitation or when a rejection memo is signed.

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 the following documents have been saved in the Department Folders (X:)/ Common Folder/Procurement/RFP Name:

- Five (5) Proposals received in response to this RFP
- Award Information Memorandum
- Summary Rating Sheet
- RFP Solicitation
- Addendum # 1
- Word version of the Agreement released with the RFP

Responsive Firms (in order first highest ranked to lowest ranked)

AVI-SPL LLC*	Rank	Evaluation Points	Variances	Legal Proceedings
	1	354.7	None	None
	MQR 1	MQR 2		
	Met	Met		

**AVI-SPL included Terms and Conditions in their proposal, ensure to review them accordingly.*

GLOBAL SOLUTIONS GROUP, INC.	Rank	Evaluation Points	Variances	Legal Proceedings
	2	259.2	None	None
	MQR 1	MQR 2		
	Met	Met		

TO: Sean Justice, Chief Information Officer
 Note: All parties below will only receive the award information memorandum via email.

CC: Dr. Jeremy Earle, City Manager
 Noemy Sandoval, Assistant City Manager

FROM: Andrea Lues, Procurement Director

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP 25-26-05 CITY OF HALLANDALE BEACH (COHB)
 EMERGENCY OPERATIONS CENTER (EOC) UPGRADE**

Non-Responsive Firms

Firm	Explanation of Non-Responsiveness
Mason Technologies, Inc.	Firm omitted line item pricing on the Cost Proposal.
One Diversified, LLC	Firm did not sign the affirmation as required for MQR # 2. Firm did not provide signing authority for provided signatures.
Solotech, Inc.	Firm submitted an incomplete proposal, only a Transmittal letter.

Timeline of RFP

Release Date of RFP – December 9, 2025:

The release notice for the RFP was sent to over thirteen hundred (1,300) vendors including, vendors from the City’s Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The RFP was also advertised on:

- Hallandale Beach Chamber of Commerce website,
- City’s website,
- DEMANDSTAR.com/Euna OpenBids,
- Miami Minority Business Development Agency Business Center,
- U.S. Small Business Administration,
- Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

Non-Mandatory Pre-Proposal Conference and Site Visit – December 17, 2025:

Nine (9) firms attended the Pre-proposal Conference and Site Visit.

Last Day for Questions for this project – December 19, 2025 by 5:00 PM

Responses Due – January 13, 2026 by 11:00 AM

Evaluation Committee – February 3, 2026:

TO: Sean Justice, Chief Information Officer
Note: All parties below will only receive the award information memorandum via email.

CC: Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager

FROM: Andrea Lues, Procurement Director

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP 25-26-05 CITY OF HALLANDALE BEACH (COHB)
EMERGENCY OPERATIONS CENTER (EOC) UPGRADE**

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

- Sean Justice, Chief Information Officer
- Christ Janvier, IT Application Support Analyst
- Jennae Graham, Business Tax & Regulations Manager
- Faline Moeses, Emergency Management Training Coordinator
- Ceylan Carslon, Finance and Budget Manager (CRA)*

**Ceylan Carslon did not participate in the Evaluation Committee meeting.*

Duties and Responsibilities

The Project Manager is responsible for preparing the agenda cover memo for recommendation of award of contract to the City Commission.

To make the determination for award of contract to the highest ranked, responsive and responsible Firm, the Project Manager and Department Director must review the following:

- a) All the information provided for this Project through this award information memorandum.
- b) The Director and the Project Manager must review the variances and legal proceedings to make the determination that they recommend the vendor as they deem the bidder responsible. Responsible is defined by the Procurement Code as: *"...determining whether a vendor has demonstrated the capability, as determined by the city, in all respects to perform fully the contract requirements, and the experience, capacity, facilities, equipment, credit, integrity and reliability which will ensure good faith performance."* If the Director has any questions and/or wishes to discuss variances and/or legal proceedings a meeting can be called with the appropriate Department, that being Procurement, City Attorney and Risk Manager, to discuss and provide clarifications.
- c) *Reference Forms.* 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.
- d) Ensure the recommended responsive, responsible firm can:
 - i. Perform the services outlined in the RFP based on the Minimum Qualification Requirements (MQRs) of the document and/or addenda, as applicable.
 - ii. Can perform the scope of work as requested by the RFP.

TO: Sean Justice, Chief Information Officer
Note: All parties below will only receive the award information memorandum via email.

CC: Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager

FROM: Andrea Lues, Procurement Director

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP 25-26-05 CITY OF HALLANDALE BEACH (COHB)
EMERGENCY OPERATIONS CENTER (EOC) UPGRADE**

Rejection of Responses to the RFP

Per Procurement Code Section 23-8, *“An invitation for bids, a request for proposals, or other solicitation may be canceled, and all responses rejected, by the City Manager when it is in the best interest of the city. The reasons therefore shall be documented in the procurement file.”*

Agenda Process

Please follow the City Clerk’s Agenda process for the timeline and documents that are required. Please see the City Clerk’s page, [here](#).

Attendance of recommended Firm(s) to the City Commission meeting

The Procurement Department will invite the recommended Firm(s) to the City Commission meeting if requested by the Department Director and/or the Project Manager. You must email the Procurement Director if the Firm(s) are to be invited and advise of the date of the City Commission Meeting.

Agreement Negotiation and Execution

This solicitation was released with the City Form Agreement. This agreement must be used by the department for contract execution. The agreement can be found, as detailed above, in the City Common Folder.

The Project Manager and the Department Director may proceed with contract negotiations as defined by the Procurement Code.

The Project Manager is to fill out the Agreement with the pertinent information and proceed with coordinating the execution of the agreement, from the awarded firm to the City Manager through the City Attorney’s office.