

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: June 25, 2025

TO: Michel Michel, Police Chief

CC: Note: All parties below will only receive the award information memorandum via email.
Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Terence Thouez, Deputy Chief
Raul Rivera, Police Captain

FROM: Andrea Lues, Procurement Director *Andrea Lues*

SUBJECT: **AWARD INFORMATION MEMORANDUM BID # FY 2024-2025-22 SCHOOL CROSSING GUARDS**

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 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 City Common Folder/Procurement/Bid Name:

- Five (5) Bids received in response to this Bid
- Award Information Memorandum
- Bid Tabulation Sheet
- ITB Solicitation
- Addendum # 1
- City Clerk's List of Proposing Bid Opening Report
- Word version of the Agreement released with the Bid

Responsive Firms (From Lowest Bid Total to Highest Bid Total)

Waterfield Florida Staffing, LLC dba Action Labor of Florida	Bid Amount		Variances	Legal Proceedings	References
	\$83,193.75		None	None	Included
	MQR 1	MQR 2			
	Met	Met			

The Kemp Group LLC	Bid Amount		Variances	Legal Proceedings	References
	\$93,903.75		None	None	Pending*
	MQR 1	MQR 2			
	Met	Met			

*Procurement will provide once received.

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Non-Responsive Firms

<p>This firm failed to meet the requirement of MQR # 2 PREVIOUS EXPERIENCE, specifically subsections b and c three (3) contracts of similar size and scope as to the requested services outlined in this ITB...</p> <p>The firm did not provide any charts detailing their previous experience in their proposal.</p>					
All City Management Services, Inc	Bid Amount		Variances	Legal Proceedings	References
	NON-RESPONSIVE				
	MQR 1	MQR 2			
	Met	Not Met			

<p>This firm failed to meet the requirement of MQR # 2 PREVIOUS EXPERIENCE, specifically subsection b three (3) contracts of similar size and scope as to the requested services outlined in this ITB...</p> <p>The firm provided only one previous project for MQR # 2.</p>					
Lone Star Transport Management, Inc	Bid Amount		Variances	Legal Proceedings	References
	NON-RESPONSIVE				
	MQR 1	MQR 2			
	Met	Not Met			

<p>This firm failed to meet the requirement of MQR # 2 PREVIOUS EXPERIENCE, specifically subsection b three (3) contracts of similar size and scope as to the requested services outlined in this ITB...</p> <p>The firm provided projects that did not match similar scope to the ITB.</p>					
Nation Security Services, LLC	Bid Amount		Variances	Legal Proceedings	References
	NON-RESPONSIVE				
	MQR 1	MQR 2			
	Met	Not Met			

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Timeline of Bid

Release Date of Bid – May 15, 2025:

The release notice for the Bid was sent to over one hundred ten (110) 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 Bid was also advertised on:

- Hallandale Beach Chamber of Commerce website,
- City's website,
- DEMANDSTAR.com,
- 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.

In Person Non-Mandatory Pre-Bid Meeting – May 27, 2025:

One (1) firm attended the Pre-Bid Meeting.

Last Day for Questions for this project – May 29, 2025 by 5:00 PM

Responses Due – June 23, 2025 by 11:00 AM

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 lowest 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: Responsible bidder means a person who has the capability in all respects to perform fully the contract requirements, and integrity and reliability which will assure good faith performance. If the Director has any questions and/or wishes to discuss variances and/or legal

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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/Bid 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/Bid.
 - iii. 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.
 - iv. The Bid Price Sheet submitted must be awarded as Proposed.

Rejection of Responses to the Bid

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.

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

The Project Manager and the Department Director may proceed with contract negotiations after the Resolution for recommendation of award of contract has been executed.

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.

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Timely processing of the executed Agreement must be done by the Project Manager. The Agreement for this project has been provided to the Department Director/Project Manager in a word version. There are sections within the Agreement that the Project Manager must complete as required.

All insurance and bonding requirements, if any, must be in place prior to commencement of the project.