

CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: July 28, 2025

TO: Tristan Lattibeaudiere, Director of Innovation Technology

CC: Note: All parties below will only receive the award information memorandum via email.
Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Jenorgen Guillen, City Clerk
Jean Dolmuz, Assistant Director of Innovation Technology

FROM: Andrea Lues, Procurement Director *Andrea Lues*

SUBJECT: **AWARD INFORMATION MEMORANDUM RFP # FY 2024-2025-25 RECORDS
ARCHIVAL AND MANAGEMENT**

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 Department Folders (X:)/ Common Folder/Procurement/RFP Name:

- Two (2) Proposals received in response to this RFP
- Award Information Memorandum
- Summary Rating Sheet
- RFP Solicitation
- Addendum # 1
- List of Proposing Firms
- Word version of the Agreement released with the RFP

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

Global Solutions Group, Inc	Rank	Evaluation Points	Variances	Legal Proceedings
	1	318.56	None	None
	MQR 1	MQR 2		
	Met	Met		

TO: Tristan Lattibeaudiere, Director of Innovation Technology
CC: Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Jenorgen Guillen, City Clerk
Jean Dolmuz, Assistant Director of Innovation Technology
FROM: Andrea Lues, Procurement Director
SUBJECT: AWARD INFORMATION MEMORANDUM RFP # FY 2024-2025-25 RECORDS ARCHIVAL AND MANAGEMENT

Black's Business Systems, Inc DBA Services On-Site	Rank	Evaluation Points	Variances	Legal Proceedings
	2	190.15	None	None
	MQR 1	MQR 2		
	Met	Met		

Timeline of RFP

Release Date of RFP – June 12, 2025:

The release notice for the RFP was sent to over eight hundred (800) 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 – June 23, 2025:

Two (2) firms attended the Pre-proposal Conference.

Last Day for Questions for this project – June 24, 2025 by 5:00 PM

Responses Due – July 10, 2025 by 11:00 AM

Evaluation Committee – July 28, 2025:

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

- Jenorgen Guillen, City Clerk
- April Manning, Assistant City Clerk
- Jean Dolmuz, Assistant Director of Innovation Technology
- Captain Aaron Smith, Police Department

TO: Tristan Lattibeaudiere, Director of Innovation Technology
CC: Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Jenorgen Guillen, City Clerk
Jean Dolmuz, Assistant Director of Innovation Technology
FROM: Andrea Lues, Procurement Director
SUBJECT: AWARD INFORMATION MEMORANDUM RFP # FY 2024-2025-25 RECORDS ARCHIVAL AND
MANAGEMENT

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 proposer responsible. Responsible is defined by the Procurement Code as: Responsible proposer 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 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.

Rejection of Responses to the RFP

If the RFP 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](#).

TO: Tristan Lattibeaudiere, Director of Innovation Technology
CC: Dr. Jeremy Earle, City Manager
Noemy Sandoval, Assistant City Manager
Jenorgen Guillen, City Clerk
Jean Dolmuz, Assistant Director of Innovation Technology
FROM: Andrea Lues, Procurement Director
SUBJECT: AWARD INFORMATION MEMORANDUM RFP # FY 2024-2025-25 RECORDS ARCHIVAL AND
MANAGEMENT

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 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.