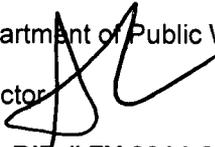


**CITY OF HALLANDALE BEACH, FLORIDA**  
**MEMORANDUM**

**DATE:** March 20, 2015  
**TO:** Steven Parkinson, Director Department of Public Works  
**FROM:** Andrea Lues, Procurement Director   
**SUBJECT:** **AWARD RECOMMENDATION: BID # FY 2014-2015-007 CUSTODIAL SERVICES**

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Attached are the four (4) responses received for above subject bid. The responses were due **Friday, March 6<sup>th</sup>, 2015 @ 11:00 AM, for CUSTODIAL SERVICES.**

The estimated budget for this project is \$100,000.00.

<b>Firms</b>	<b>Amount BID</b>	<b>Variances</b>
Safeguard Services Inc	\$ 51,696.00	"There will be no variation to the required services."
MCJ Professional Cleaning	\$ 82,674.12	"vaccum cleaners, mops, mop buckets, mod head, dust mops, chemicals (green cleaners), garbage cans, skirts for garbage cans, garbage can pollys, maid cards, carpet cleaning machines, spray bottles, wet floor signs,"
Sosa Dust Busters	\$ 84,600.00	Blank
Chi-Ada Corp	\$ 89,035.92	"N/A."

Please note:

1. The apparent lowest bidder is Safeguard Services, Inc. = Responsive.
  - a. Safeguard Services has provided all requested documentation for minimum qualification requirements.
  
2. The second lowest bidder is MCJ Professional Services – Non Responsive\*
  - a. MCJ Professional Services did not provide any information to meet Minimum Qualification #4 and #5 as outlined in Exhibit I page 17-18.
  - b. MCJ Professional Services did not provide a sufficient bond in the amount of 5% of their total bid amount.

\* DPW to confirm non responsiveness to minimum qualifications stated above.

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3. The third lowest bidder is Sosa Dust Busters = Non Responsive\*.
  - a. Sosa Dust Busters did not provide references for project manager for Minimum Qualification #5 as outlined in Exhibit I page 18.  
  
\* DPW to confirm non responsiveness to minimum qualifications stated above.
4. The fourth lowest bidder is Chi-Ada Corporation = Non Responsive\*.
  - a. Chi-Ada Corporation did not provide proof of a contract with square footage for Minimum Qualification #4 outlined in Exhibit I page 17.
  - b. Chi-Ada Corporation did not provide required number of references for project manager for Minimum Qualification #5 as outlined in Exhibit I page 17-18.  
  
\* DPW to confirm non responsiveness to minimum qualifications stated above.
5. There were two late bids which were not accepted and returned from : USSI, Inc. and American Facility Services

None of the proposals received are from a Hallandale Beach Businesses and no local vendor preference has been requested by any vendor. Community benefit plan not applicable for this bid.

Please note:

This project continues to be under a Cone of Silence. There is to be no communication with firms until such time as the date and time of the City Commission meeting when the award will be made.

1. Department of Public Works must make the responsibility determination for award of a contract to determine if firms are:
  - Responsible to perform the services based on references and minimum qualification requirements.
  - Review prices to ascertain there are no irregularities and/or concerns with prices.
  - Should the need for additional information and/or clarifications be required to make the responsibility determination, contact the Procurement Department immediately.

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2. The Award of Bid recommendation summary sheet must be completed and included in accordance with the Electronic Granicus (Legistar) Agenda procedures. If all bids are to be rejected an agenda item must be prepared for the rejection by your Department.
3. Additionally, effective 1-1-2012, any award of contract requires the passing of a motion through a Resolution. Please allow sufficient time to discuss how this will be processed with City Attorney.
4. Procurement Department has prepared Attachments 2 and 3. Department of Public Works & Engineering is responsible for preparing the staff report. The Notification of Award is the day Commission meeting is held to award the contract. The Procurement Department will notify the awarded firm of this date via a letter.
5. Excel Reference Summary has been completed and is attached.

Prepared by: \_\_\_\_\_

  
Tom Camaj, Procurement Specialist

TC/tc  
Attachments

cc: Dean Lettera – Superintendent of Sanitation, DPW [Memo only]  
Gary Gibson – Operations Manager, DPW [Memo only]