

REQUEST FOR PROPOSAL (RFP) #20-04-399

DISASTER DEBRIS REMOVAL SERVICES

NON-MANDATORY PRE-PROPOSAL CONFERENCE

JUNE 5, 2020

This Non-Mandatory Pre-Proposal meeting was held virtually utilizing Communications Media Technology (CMT) in accordance with Governor Ron DeSantis' Executive Order No. 20-69, dated March 20, 2020, related to conducting local government public meetings while under the public health emergency related to the spread of Novel Coronavirus Disease 2019 (COVID-19). The City Hall building was closed to the public. The meeting convened on Friday, June 5, 2020 at 10:21 a.m. The attendees identified themselves as follows:

City Staff Attending:

James Williams, Purchasing Manager
Sam May, Public Works/Utilities Director
Patricia Vancheri, City Clerk

Vendors Present Virtually:

J Gunter, DRC Emergency Services
Carl Deveaux, Devland Demolition & Site
Joseph Hayes, Crowder Gulf
Mark Talley, Riccelli Enterprises
Chip Patterson
Marguerita Gusakovskaya, Ceres Environmental Services
Teresa Tangorra, TFR Enterprises

James Williams advised the vendors to mute their equipment when not speaking, and to identify themselves for the record when asking a question. Mr. Williams advised that the important dates for this RFP is on Page 2 of the bid package. The release date was May 23, 2020. One Addendum changed this meeting to June 5, 2020. June 11, 2020 at 2:00 pm is the deadline for Questions and Answers. If there are additional questions from this meeting, vendors were asked to adhere to that date. Responses are expected to be made by June 18th. RFP bid solicitations are due by 2:00 pm on June 30, 2020. No late submittals will be accepted. Mr. Williams advised vendors to make sure their bids arrive timely, especially if a third party vendor is used for delivery. It is anticipated that the Evaluation Committee will rank on July 7 through July 10th for final ranking for presentations. All dates will be noticed as the process moves forward. Staff anticipates a recommendation to the City Commission for their consideration on August 11, 2020.

Mr. Williams also advised that the requirements of the Title 2 Code for Federal Regulations can be found in the RFP packet. He advised vendors to please read this information as it is very

important for the vendors to comply and adhere to the requests of the 2CFR as listed in the bid as Item 32. Also, Mr. Williams stated that the City of North Lauderdale recognizes minority and women-owned businesses and asks participation by the vendors to solicit minority and women-owned businesses; an addendum will be issued to encourage minority and women's business participation. Vendors were directed to Page 13 of the bid packet to review Item 31 - Proposal Security. Mr. Williams stated that vendors who receive the award of this RFP would be expected to respond to this request and he read the item into the record, asking vendors to do their due diligence in meeting this mandate.

Further, Mr. Williams stated the required documents for the RFP were posted on the City's website, titled General Forms, and highlighted them as follows:

1. Vendor Contract Summary Form – Very important as it contains the Federal Tax Identification Number – all information should be checked before submittal for payment addresses and it must have an authorized signature
2. Addenda Acknowledgement Form – must be acknowledged even if there were no addendum, however one addendum was issued with this RFP to change date
3. Reference Check Survey – Very important for reference check on previous work rating criteria
4. Client Reference Form – This form requires three references complete with contact information and email as references will be checked
5. Reference Check Survey – For Evaluation with rating criteria; not completed the submittal will be deemed non-responsive
6. Qualification Statement – 4 pages – all sections must be completed; this information does not nullify other requirements listed in the RFP in other sections that have to be completed. Please answer all questions; if it does not apply, indicate N/A
7. Public Entity Crimes Form – 3 pages - must be completed and submitted
8. Non-Collusive Affidavit – This form must be signed and submitted
9. Offeror's Certification – This form certifies the type of organization and must be signed by the organization's representatives
10. Scrutinized Vendor Certification Form – must be reviewed, signed and submitted with proposal
11. Lobbying Forms – for any proposals exceeding \$100,000 these forms must be registered or there could be fines

Mr. Williams reiterated that all proposers look over the Submittal Checklist on the last page of the bid document to make sure every item is submitted.

Sam May, Public Works/Utilities Director, stated that with regard to the scope of services in the RFP they may be sending out an addendum for canals. He stated that any other questions will receive responses by June 18th or would take questions now regarding scope of services.

Q. Carl Deveaux – Does the City have a disposal site.

A. Sam May - The City has a temporary debris reduction site but not a final destination yet.

Q. Carl Deveaux – How far is it?

A. Sam May – It's at Pompano Park on Bailey Road at the south end/southeast corner of the City.

Q. Carl Deveaux – Where will the non-vegetation go; is it in the same spot.

A. Sam May – Currently, everything will go to Pompano Park; a final resting place for the debris has not yet been determined.

Q. Marguerita Gusakovskaya – Who will be responsible for the tipping fees?

A. Sam May – It is a pass through costs; the City will be responsible for the tipping fees.

No further questions. Mr. Williams closed out the Pre Proposal meeting, reiterating that the deadline for questions is June 11 at 2:00 pm and the submission closing date for the RFP is June 30th. Documents for this solicitation are available on DemandStar.com or the City's website.

Mr. Williams thanked everyone for their participation and adjourned the meeting at 10:46 am.

Respectfully submitted,
Patricia Vancheri, City Clerk