



Legislation Text

File #: 22-0491, Version: 1

MOTION TO APPROVE THE AWARD OF CS-21-02-01 "PINES POINT CABINET PROJECT" IN THE AMOUNT OF \$117,050 AND CS-21-02-02 "PINES PLACE CABINET PROJECT" IN THE AMOUNT OF \$35,025 TO CABINET STOP SHOP, LLC FOR A TOTAL AMOUNT NOT TO EXCEED \$152,075.

PROCUREMENT PROCESS TAKEN:

- ***Chapter 35 of the City's Code of Ordinance is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."***
- ***Section 35.15 defines a Request for Qualifications as "A written solicitation for competitive sealed offers with the title, date and hour of the public opening designated. A request for qualifications shall include, but is not limited to, general information, functional or general specifications, statement of work, instructions for offer and evaluation criteria. All requests for qualifications shall state the relative importance of the evaluation criteria. The city may engage in competitive negotiations with responsible offerors determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of offers, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offer."***
- ***Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."***
- ***Section 35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."***
- ***Section 35.19 of the City's Code of Ordinances is titled "SEALED COMPETITIVE BIDDING PROCEDURE."***
- ***Section 35.19(A) states, "All sealed competitive solicitations as defined in §35.18 shall be presented to the City Commission for their consideration prior to advertisement."***
- ***Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."***
- ***Section 35.21(A) of the City's Code of Ordinances is titled "City Commission Approval."***
- ***Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services,***

in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."

SUMMARY EXPLANATION AND BACKGROUND:

1. On November 3, 2022, the City Commission authorized the advertisement of RFQ # CS-21-02 "Kitchen & Bathroom Cabinet Fabrication & Installation for the Housing Division" which was advertised on November 9, 2022.

2. The purpose of this solicitation was to establish a pool of contractors that can be used on an as-needed basis for the supply and installation of wood cabinets in the kitchens and bathrooms for the City of Pembroke Pines Housing Division's Apartments.

3. On December 7, 2022 the City opened four proposals from the following vendors (listed in alphabetical order):

Vendor Name

- 1 ABS General Contractors Inc.
- 2 Cabinet Stop Shop, LLC
- 3 HRT Construction Group, LLC
- 4 Kitchen Gallery & Design Inc.

4. On March 23, 2022 the City convened an evaluation committee to review the qualifications of the proposers. The evaluation committee unanimously passed the motion to deem ABS General Contractors Inc. as non-responsible. After further discussion, the evaluation committee unanimously passed a motion to deem the remaining three responsive firms as qualified, and to include all three of the remaining firms in the pool of vendors.

5. On April 20, 2022, the City Commission approved the agreement for an initial three year period in the amount not to exceed \$750,000 with an estimated annual cost of \$250,000 with the three vendors listed below:

Vendor Name

Cabinet Stop Shop, LLC
HRT Construction Group, LLC
Kitchen Gallery & Design Inc.

The agreement includes the option to renew for one additional three year period.

6. The Community Services Department requested the Procurement Department to issue an Invitation to Quote, via the City's Bonfire e-Procurement Platform, on May 18, 2022 for the following projects:

- ☐ CS-21-02-01 "Pines Point Cabinet Project"
- ☐ CS-21-02-02 "Pines Place Cabinet Project"

7. On May 25, 2022, the City opened the following proposals from the following vendors:

Project	Kitchen Gallery & Design Inc. Base Bid	Cabinet Stop Shop LLC Base Bid	Cabinet Stop Shop LLC Alternate # 1
01 "Pines Point Cabinet Project"	\$143,400.00	\$117,050.00	\$117,050.00
02 "Pines Place Cabinet Project"	\$123,750.00	\$35,025.00	\$35,025.00
Total	\$267,150.00	\$152,075.00	\$152,075.00

8. Both Cabinet Stop Shop, LLC and Kitchen Gallery & Design Inc. have completed the contract documents and have provided the necessary insurance requirements to the City, however HRT Construction Group, LLC. stated the City's insurance requirement was too high and has not provided the required insurance documents to the City as of yet. Nevertheless, HRT Construction Group, LLC. was invited by phone, e-mail and by the Bonfire system to submit pricing for these projects, however, after the project closed, they stated that they changed their e-mail address and did not update their Bonfire account, so they were not able to access the project at that time. Since then, HRT Construction Group, LLC. was provided instructions on how to update their login information for the Bonfire system and has confirmed that they can access the platform with their new e-mail address to submit quotes on future projects.

9. Cabinet Stop Shop, LLC was the apparent low bidder for both projects and also submitted an alternative option at the same price of their base quote, meeting the City's requirements. The Community Services Department and Public Services Department have both reviewed both proposals from Cabinet Stop Shop, LLC. and have decided to decline the alternate, and to accept the proposal as specified in the bid packages, in order to remain consistent with the cabinets at Pines Point and Pines Place.

10. In addition, on a separate agenda item the City is presenting a Request for Qualifications (RFQ) for approval advertise, in order to expand the existing pool of contractors.

11. Request Commission to approve the award of CS-21-02-01 "Pines Point Cabinet Project" in the amount of \$117,050 and CS-21-02-02 "Pines Place Cabinet Project" in the amount of \$35,025 to Cabinet Stop Shop, LLC. for a total amount not to exceed \$152,075.

FINANCIAL IMPACT DETAIL:

Reviewed by Commission Auditor

- a) Initial Cost:** \$152,075.
- b) Amount budgeted for this item in Account No:** \$117,050 in account # 001-554-8002-546150-0000-000-0000 (R&M Land Bldg & Improvement) for Pines Point and \$35,025 in account # 001-554-8002-546150-0000-000-0000-00603 (R&M Land Bldg & Improvement) for Pines Place.
- c) Source of funding for difference, if not fully budgeted:** Not Applicable.
- d) 5 year projection of the operational cost of the project:** Not Applicable.

e) Detail of additional staff requirements: Not Applicable.

FEASIBILITY REVIEW:

A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.

a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service? Not applicable, cabinet replacements are ordered on an as-needed basis and therefore would not warrant the hiring of full time employees or the purchase of special equipment that would be needed.

b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service? Not applicable.