



## Legislation Text

---

File #: 23-0290, Version: 1

---

MOTION TO APPROVE THE AWARD OF CS-21-02-07 "PINES PLACE CABINET PROJECT # 4" IN THE AMOUNT NOT TO EXCEED \$32,327 TO CABINET STOP SHOP, LLC.

### **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 issue an Invitation to Quote, via the City's Bonfire e-Procurement Platform, for CS-21-02-07 “Pines Place Cabinet Project # 4” which was advertised March 29, 2023.

7. On April 6, 2023, the City opened the following proposals for CS-21-02-07 “Pines Place Cabinet Project # 4” from the following vendors:

|         |  |
|---------|--|
| Project | cabinet stop shop llcKitchen Gallery & Design Inc. |
|---------|--|

|  |                    |                    |
|--|--------------------|--------------------|
| CS-21-02-07 "Pines Place Cabinet Project #4" | \$32,327.00        | \$54,894.00        |
| <b>Total</b>                                 | <b>\$32,327.00</b> | <b>\$54,894.00</b> |

8. Cabinet Stop Shop, LLC has completed the contract documents and has provided the necessary insurance requirements to the City.

9. The Community Services Department reviewed the bids received for CS-21-02-07 and prioritized the project's award by price, availability, and turnaround time. For those reasons the Community Services Department plans on awarding the lowest priced vendor Cabinet Stop Shop, LLC that can complete the project in the shortest amount of time and for the lowest cost.

10. Request Commission to approve the award of CS-21-02-07 "Pines Place Cabinet Project # 4" in the amount not to exceed \$32,327 to Cabinet Stop Shop, LLC.

#### **FINANCIAL IMPACT DETAIL:**

**a) Initial Cost:** \$32,327

**b) Amount budgeted for this item in Account No:** 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.

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