



**OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT**  
**Governmental Center Annex**

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400

**MEMORANDUM**

**DATE:** May 25, 2023

**TO:** Lisette Forrest, Contract/ Grants Administrator Senior  
Broward County Aviation Department, Maintenance Division

**THRU:** Sandy-Michael McDonald, Director  
Office of Economic and Small Business Development

SANDY-MICHAEL MCDONALD  
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Date: 2023.05.25 14:53:29 -04'00'

**FROM:** Donna-Ann Knapp, Small Business Development Manager  
Office of Economic and Small Business Development

DONNA-ANN KNAPP  
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**SUBJECT:** No CBE Goal: Pre-Conditioned Air Units and Replacement Parts

The Broward County Aviation Department (BCAD) is seeking a vendor to provide the equipment, delivery and other incidentals required for new (not used or refurbished) completely assembled and commissioned Pre-Conditioned Air Units (PCA). The PCA units will be owner-installed on Passenger Boarding Bridges (PBB) at Fort Lauderdale-Hollywood International Airport. A survey of the Small Business Certified firm directory revealed one (1) County Business Enterprise (CBE) that can provide the requested supplies. Therefore, consistent with the Broward County Business Opportunity Act, as amended, Sec. 1-81.3 (1) (a), if there are fewer than two (2) certified CBEs available to participate in a specific project; no CBE goal will be applicable.

However, in accordance with Sec. 1-81.10 (a) (1) of the Broward County Business Opportunity Act, as amended, if a responsive, responsible bid is received from a certified CBE firm that is within ten percent (10%) of the lowest responsive, responsible, bid received from a nonCBE or nonSBE firm, the CBE or SBE (as applicable) shall be offered the opportunity to match the lowest responsive, responsible bid. If the CBE or SBE firm (as applicable) matches the lowest responsive, responsible bid, the CBE or SBE firm shall be deemed the lowest responsive, responsible bidder. For Request for Proposals (RFPs), in accordance with Sec. 1-81.10 (a) (2) of the Broward County Business Opportunity Act as amended, if upon completion of final rankings by the Evaluation Committee, a non-CBE, nonSBE proposer is the highest-ranked proposer, and a responsive, responsible CBE or SBE proposer receives a score that is within five percent (5%) of the score obtained by the nonCBE, nonSBE proposer, the highest-ranked responsive, responsible CBE or SBE proposer shall be considered the highest-ranked proposer and shall have the opportunity to proceed to negotiations with the County for award of the contract. In the event the vendor elects to use subcontractors, the county encourages the vendor to give full consideration to use CBE firms to perform work under the contract.

No CBE Goal  
PCA Units and Replacement Parts

**This solicitation is not subject to the requirements of the Broward County Construction Apprenticeship Program (CAP).**

**This solicitation is not subject to the requirements of the Broward County Workforce Investment Program (WIP).**

Eligibility for the CBE program is based on economic/size standards; the program does not utilize race or gender criteria for either certification or goal methodology purposes. If you have any concerns regarding available subcontracting opportunities, please contact our office at (954) 357-6400.

cc: Maribel Feliciano, Assistant Director, OESBD  
Ketsia Harrigan, Small Business Development Specialist, BCAD/OESBD  
James Vose, Jr., Small Business Development Specialist, BCAD/OESBD