



**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:** November 1, 2023

**TO:** Jacqueline Chapman, Senior Purchasing Agent  
Purchasing Division

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

**SANDY-MICHAEL MCDONALD**  
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Date: 2023.11.02 11:09:42 -04'00'

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

**DONNA-ANN KNAPP**  
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Date: 2023.11.02 09:16:31 -04'00'

**SUBJECT:** Bid No. OPN2126696B1 – Gearbox, Pumps & Motors Repairs, Fabrication and Rehabilitation Services for Water and Wastewater Services - County Business Enterprise (CBE) Compliance Evaluation

***This memorandum supersedes the previous memorandum dated September 12, 2023.***

The Office of Economic and Small Business Development (OESBD) conducted a review of the respondents' compliance with the CBE Program requirements for the above referenced solicitation. An overview is provided as follows:

**The CBE goal for this project is 8%.**

**Did not meet the CBE Requirements**

<b><u>Firms</u></b>	<b><u>Category</u></b>	<b><u>Percentage</u></b>
<b>Condo Electric Motor Repair, Corporation (PRIME)</b>	Non-CBE	0.00%
<ul style="list-style-type: none"> <li>Contractor's Bid Amount: \$178,905.00</li> <li>CBE Participation Commitment: 0%</li> </ul>		
<b>DoneRite Pumps, Inc. (Prime)</b>	Non-CBE	0.00%
<ul style="list-style-type: none"> <li>Contractor's Bid Amount: \$111,380.00</li> <li>CBE Participation Commitment: 0%</li> </ul>		

**CBE Compliance Comments:**

Condo Electric Motor Repair, Corporation and DoneRite Pumps, Inc., both non-CBE-certified firms, did not initially submit Letters of Intent (LOIs) with their respective bid responses. Both firms were given three (3) business days to provide LOIs executed with CBE firms, which should meet at least 8% CBE participation, or to provide documentation of their respective good faith efforts to do so within the stated timeframe. Both firms responded within the allotted timeframe, and each submitted an LOI. However, their respective LOIs were incomplete and were not executed with a CBE firm. Additionally, neither firm submitted any documentation of good-faith efforts made to meet at least 8% goal.

Section 1-81.5 (d)(2), of the Broward County Business Opportunity Act, as amended, considers the following to be taken under consideration when determining a bidder's good faith efforts in terms of demonstrating maximum effort to meet CBE participation goals:

- a. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices the interest of certified CBEs that have the ability and capacity to perform the contract work.
- b. Identifying the portions of the contract that could be reasonably performed by a CBE in order to increase the likelihood that CBE goals will be achieved.
- c. Providing each interested CBE with adequate information about the plans, specifications and requirements of the contract in a timely manner.
- d. Negotiating in good faith with each interested CBE.

Condo Electric Motor Repair, Corporation and DoneRite Pumps, Inc. failed to provide LOIs that meet the established goal and did not provide any documentation of their respective good faith efforts to try to meet the goal. Therefore, Condo Electric Motor Repair, Corporation and DoneRite Pumps, Inc. are not compliant with the CBE requirements of the solicitation.

cc: Maribel Feliciano, Assistant Director, OESBD  
Daniel Louisdor, Small Business Development Specialist, OESBD