



**CITY OF HALLANDALE BEACH
COMMUNITY REDEVELOPMENT AGENCY
(HBCRA)**

**INVITATION TO BID
(BID) # FY 2015-2016-CRA002
DEMOLITION SERVICES
110 N.W. 5TH STREET HALLANDALE BEACH**

EXHIBIT I SCOPE OF WORK

**PREPARED BY:
HBCRA
AND
PROCUREMENT DEPARTMENT**

EXHIBIT I – SCOPE OF SERVICES

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EXHIBIT I – SCOPE OF SERVICES

INTRODUCTION / INFORMATION:

PURPOSE

The Hallandale Beach Community Redevelopment Agency (the “HBCRA”), Florida, will accept responses from qualified firms to provide demolition services for a two (2) story apartment building located at 110 N.W. 5th Street, Hallandale Beach, FL.

The awarded firm shall be responsible for providing all labor, materials, supervision, mobilization, equipment, fuel, equipment maintenance and repairs, services, incidentals, and related items necessary to complete the work in accordance with this specification and scope of work. See Attachment A - Asbestos Survey.

HBCRA reserves the right to award the contract as a result of this bid to more than one (1) firm. Should there be any issues and/or should the lowest responsive and responsible bidder not be able to perform the work as specified, the 2nd lowest responsive and responsible bidder will be able to. The awarded firm(s) must demolish, remove, clear to ground level (including foundation, footing, pads, and steps), trash and debris removal, overgrown vegetation, etc. the buildings identified by HBCRA staff. The work must be performed in accordance with accepted methods in relating to such work.

All the following Exhibits are found in the City’s website at www.cohb.org/solicitations

Exhibit I

Exhibit II

Exhibit III

Attachment A: Asbestos Survey

MINIMUM QUALIFICATION REQUIREMENTS – MQRs

This Bid contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm’s response to be considered and to be evaluated. Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation/bidding process and not be considered. Ensure the MQRs below are easily found and clearly addressed within your firm’s response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals.

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COMPLETION OF WORK

The “Notice to Proceed” shall be given verbally or in writing to the Awardee by CRA staff. The Awardee must proceed to request the appropriate permits immediately or within the time specified in the Notice to Proceed and all work is to be fully completed and debris removed no later than 20 days from the demolition permit approval.

NON MANDATORY PRE-BID CONFERENCE

For this project the City is holding a non-mandatory pre-bid conference. The Pre-Bid Conference is held to explain in detail Exhibits I-III, which makes up the Bid for this project. It is encouraged that Firms interested in proposing and responding to this Bid send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting, the scope of work will be explained. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

SCOPE OF WORK

The work includes:

- a. removal of all debris, permit fees, asbestos abatement and clearance report (if applicable). Installation of sod is required on the entire parcel after demolition.
- b. Awarded firm is expected to attend meetings with CRA Staff as requested to discuss project.
- c. Before and after pictures of all demolitions
- d. Conduct demolitions to minimize interference with adjacent structures and occupancies.
- e. Cease operations immediately if adjacent structures appear to be in danger. Notify the City Project Manager immediately. Do not resume operations until directed.
- f. Conduct operations with minimum interference to public or private accesses.

EXHIBIT I – SCOPE OF SERVICES

- g. Maintain protected egress and access at all times.
- h. Keep work sprinkled with water so as not to allow visible emissions. Provide hoses and water connections for this purpose (minimum 1½” diameter hoses). Garden hoses shall not be allowed.
- i. Disconnect, remove and cap and identify designated utilities within demolition areas.
- j. Remove demolished materials from site.
- k. Remove and promptly dispose of contaminated, vermin infested, or
 - a. dangerous materials encountered.
- l. Do not burn or bury materials on site. Leave site in clean condition.

Fencing:

Construction area shall be fenced with temporary fencing for the duration of the work. Demolish and remove all structures, structure contents, fencing, foundations, concrete, driveways (except aprons). Removal includes all underbrush and debris, restoration of the property back to its original/natural topography, as per the Florida Building Code. Public sidewalks and driveway aprons must remain intact. Any damage to sidewalks or the aprons by the contractor shall be repaired by the contractor at its own expense. Sewer lines shall be cut and capped on the City side, at the property line, by the Contractor prior to beginning demolition work.

Permits and Utility Disconnects:

The awardee shall acquire all demolition permits as required by law, and make arrangements with appropriate utility companies for disconnection of utilities connected to the structures to be demolished.

The awarded firm shall secure a proper demolition permit from the City of Hallandale Beach in accordance with the City's Code.

Firm must be in compliances with the City of Hallandale Beach, Code of Ordinances Chapter 32 – Zoning and Land Development Code – Division 23 - Development Site Maintenance.

EXHIBIT I – SCOPE OF SERVICES

Pursuant to Florida Statute Section 218.80, the City hereby discloses that the following licenses, permit and fees and their costs are issued by the City for construction. The licenses, permits and fees applicable to this project are within the link found below and must be obtained and/or paid by the awarded Contractor. The successful Contractor is responsible to identify and obtain all applicable licenses, permit and pay all such related fees. The costs of all licenses, permits and their respective fees applicable to this project are to be secured and paid for by the Contractor and will be reimbursed by the City for their actual cost. <http://www.cohb.org/DocumentCenter/View/10938>

Protection of Property:

The Awardee shall carry out the work with such care and methods as not to result in damage to public or private property adjacent to the work. Should any public or private property, including utilities, be damaged or destroyed, the Awardee, at its expense, shall repair or make restoration as is practical and acceptable to CRA staff or other owners of damaged or destroyed property promptly within a reasonable length of time. In case of failure of the Awardee to repair or restore the property, the CRA may proceed to repair, rebuild or otherwise restore such property may be deemed necessary and the cost will be deducted from any monies due or which may come due to the Awardee from the demolition of the structure(s).

Structure Removal:

No structure may be removed from the premises in a whole or substantially whole condition. The structure must be demolished on the premises.

Wet Demolitions:

The Awardee shall perform the demolition services of this award as wet demolitions in order to control dust for surrounding properties as required by Local, State, and Federal laws.

Asbestos:

The Awardee is hereby placed on notice that asbestos may be present at the location to be demolished under this award (asbestos survey attached). Asbestos, if present, should be removed by a license contractor. All Federal, State and Local laws applicable to the abatement project shall be strictly followed including the use of wet demolition on the areas where asbestos is found. The costs of asbestos material removal (only for the areas where asbestos is found) shall be provided in the price sheet.

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Attendance at meetings:

Awarded firm is expected to attend meetings with CRA Staff as requested to discuss project.

Before and after pictures of all demolitions.

Sod is required to be installed on the entire parcel after demolition project is completed.

MINIMUM QUALIFICATION REQUIREMENTS:

This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm must meet in order for the firm's response to be considered and to be evaluated. Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP. Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response. The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.

All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).

Firm must provide a section with your firm's response labeled "Minimum Qualification Requirements" addressing all items stated below by #.

Minimum Qualification Requirement #1:

Completed Projects: Firm must have completed three (3) projects having provided the scope of work as outlined in this Bid within the past five (5) years. Proof of the three (3) project within the past five (5) years must be provided by completing the charts below:

EXHIBIT I – SCOPE OF SERVICES

Name of the Project # 1	
Date when Project # 1 started	
Date when Project # 1 was completed	
Details of services provided for this project	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Your comments for this project	

Name of the Project # 2	
Date when Project # 2 started	
Date when Project # 2 was completed	
Details of services provided for this project	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Your comments for this project	

EXHIBIT I – SCOPE OF SERVICES

Name of the Project # 3	
Date when Project # 3 started	
Date when Project # 3 was completed	
Details of services provided for this project	
Name of entity for which services were provided to	
Updated contact name, phone and email	
Your comments for this project	

Minimum Qualification Requirement #2:

Years of Experience: Proof of experience must be provided by providing a copy of the firm’s Sunbiz. The Sunbiz for firm must show an incorporation date of three (3) years. The period of time to meet the three (3) year requirement must show a “date filed” of May 2013 or earlier.

Minimum Qualification Requirement #3:

Licenses: Copies of all applicable licenses to perform the services as required in this Bid must be provided with you firm’s response.

All firm(s) named and providing work under your firm’s submission must submit all forms requested in Exhibit II.

All firms that are submitting a response to this Bid, either through Joint Venture, a Joint Collaborative Bid, etc., must submit a single response Bid. All firms must meet the Minimum Qualification Requirements above.

All Bids must be submitted in accordance with the Bid document, which may be obtained online at www.cohb.org/bidnotifications.

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ADDITIONAL BACKGROUND INFORMATION:

The HBCRA was created in 1996 to redevelop and improve the City's overall aesthetics. As a result, the City has undertaken ambitious improvements to include roads and infrastructure, beautifying neighborhood streets, parks, development and restoration of a Historical Village and providing many residential and commercial programs and opportunities. The HBCRA Redevelopment Area is bound to the north by Pembroke Road, to the South by the Dade-Broward County line, to the west by interstate 95 and to the east by NE 14th Avenue and the 14th Avenue Canal.

HBCRA is bound by Florida Statutes Chapter 163, Part III, and Resolution No. 2012-05.

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PRICE SHEET

All Firms that are proposing must submit their prices in the form below. The Vendor will be required to hold the Unit Bid Price proposed firm throughout the entire Contract period. **Proposing vendor must completely fill out each columns below, unit price and total price. Not applicable or NA is not acceptable and will cause your firm's response to be not accepted.** The prices below must include all work as stated in this Bid and necessary or normally required as a part of such work, or necessary or required to make each project complete for the type of work as required in this Bid. All expenses must be included in the applicable unit prices and/or total price.

Property:

110 NW 5 Street, Hallandale Beach, FL 33009

Folio No. 5142-22-07-0090



TASK	TOTAL PRICE
Task # 1: Demolition of all structures on property, fence removal, and permits	\$
Task # 2: Bahia sod for entire parcel	\$
Task # 3: Asbestos abatement and clearance report (if applicable)	\$
TOTAL COST TASKS 1-3	\$

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COST PROPOSAL:

I, _____, _____
Name of authorized Officer per Sunbiz Title

of _____
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Signature

Print Name

CONTRACT TERMS:

The term of the Agreement shall be for the completion of the project.

The Contractor shall not assign, transfer or sub-contract any work in whole or in part, without prior written approval of the HBCRA.

The submittal responses shall be valid until HBCRA Board of Directors awards a contract as a result of this Bid.

HBCRA reserves the right, where it may serve the HBCRA's best interest, to request additional information or clarification from Bidders.

Notwithstanding anything to the contrary contained herein, the HBCRA reserves the right to waive formalities in any Bid and further reserves the right to take any other action that may be necessary in the best interest of the HBCRA. The HBCRA further reserves the right to reject any or all Bids, with or without cause, to waive technical errors and informalities or to accept the Bid, which in its judgment; best serves the City of Hallandale Beach.

EXHIBIT I – SCOPE OF SERVICES

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES:

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the Bid information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search function, your firm must ensure your .pdf files are enabled with this function. Firms must make sure that the thumb drives are tested for this function before submission. Do not place password on the thumb drives. Provide two (2) thumb drives with your firm’s submittal.

CONFLICT OF INTEREST:

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form’s Section, Exhibit II. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this Bid must provide five (5) verifiable references. The five (5) references shall be for similar projects.

Do not provide more or less than five (5) references. The City will only contact the five (5) references provided.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your Bid will receive, via email, a Reference Form to complete. Please make sure that the references listed in your firm’s Bid are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date.

- a. Contact name, address, phone number, and email.

EXHIBIT I – SCOPE OF SERVICES

- b. Name and location of the project. Description of the scope of work.
- c. Services your company provided.
- d. Date project was completed or is anticipated to be completed.
- e. Cost of the Project
- f. Present status of the project.
- g. Phone # for Reference (Project Manager).
- h. Updated email address for Project Manager.

DEFINITIONS:

Whenever the following terms or pronouns in place of them appears in the Bid Documents, the intent and meaning shall be interpreted as follows:

- Award: means the acceptance of a bid, offer or Bid by the proper authorized designee. The Board of Director must approve all awards over the authority of the Executive Director, with the exception of emergency purchases.
- Bidder: Any individual, firm, qualified joint venture or corporation submitting a bid for this Project, acting directly or through a duly authorized representative.
- Bid Prices: A listing of elements, systems, items, Acceptance Testing and Training, or other subdivisions of the work, establishing a value for each, the total, of which equals the contract sum. The Schedule of Bid Prices establishes the cash flow for the Project.
- Bond: A bid, performance, or payment guarantee issued by and, on the form provided by the CITY (where applicable), written through a reputable and responsible surety bond agency licensed to do business in the State of Florida and with a surety which holds a certificate of authority authorizing it to write surety bonds in Florida, with a rating by AM Best Company of "A" or better, "Class V".
- CRA: means the Hallandale Beach Community Redevelopment Agency, a public body corporate and political. May be used interchangeably with HBCRA.
- Contract Administrator: means the CRA's representative duly authorized by the Board of Directors and/or Executive Director, to provide direction to the Contractor regarding services provided pursuant to this Bid and the Contract.

EXHIBIT I – SCOPE OF SERVICES

- Contract and Contract Documents: means the agreement for Agreement for this Project to be entered into between the CRA and the Successful Proposer/Contractor.
- City: the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida.
- Contract Time: The original time between commencement and completion, including any milestone dates thereof, established, as may be amended by Change Order.
- Contractor: The person, firm, qualified joint venture, or corporation with whom the CRA has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts pertaining to the Work. All references in the Contract Documents to third parties under contract or control of CONTRACTOR shall be deemed to be a reference to CONTRACTOR.
- Final Completion: The date certified by CITY ENGINEER that any documents and all required by the Contract Documents have been received by CITY ENGINEER; any other documents required to be provided by CONTRACTOR have been received by CITY ENGINEER; and to the best of CITY ENGINEER's knowledge, information and belief the Work defined herein has been fully completed in accordance with the terms and conditions of the Contract Documents.
- Notice to Proceed: Written notice to CONTRACTOR authorizing the commencement of work as provided for by the Contract.
- Project: The construction project described in the Contract Documents, including the Work described therein.
- Project Initiation Date: The date upon which the Contract Time commences.
- Subcontractor: A person, firm, qualified joint venture, or corporation having a direct contract with CONTRACTOR including one who furnishes material systems, or assemblies worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.

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- Substantial Completion: The date certified by CITY ENGINEER when all the Work is sufficiently complete in accordance with the Contract Documents so the Project is available for beneficial occupancy by CITY.
- Surety: The surety company or person which is bound by the performance bond and payment bond with and for CONTRACTOR who is primarily liable, and which surety company or person is responsible for CONTRACTOR's satisfactory performance of the work under the contract and for the payment of all debts pertaining thereto in accordance with Section 255.05, Florida Statutes.
- Work: The construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment and services provided or to be provided by CONTRACTOR to fulfill CONTRACTOR's obligations. The Work may constitute the whole or a part of the Project.

EXHIBIT I – SCOPE OF SERVICES

SUBMITTAL DUE DATE:

REPOSSES ARE DUE: JULY 25, 2016 BY NO LATER THAN 11:00 A.M.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES
PLACE THE NAME OF YOUR FIRM HERE
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: BID # FY 2015-2016-CRA002
DEMOLITION SERVICES FOR
110 N.W. 5TH STREET HALLANDALE BEACH FL

NON-MANDATORY PRE-BID CONFERENCE:

For this project the City is holding a non-mandatory pre-bid conference. The Pre-Bid Conference is held to explain in detail Exhibits I-III, which makes up the Bid for this project. It is encouraged that Firms interested in proposing and responding to this Bid send the appropriate person from your firm that will be responsible for preparing the response to the Bid. During this meeting, the scope of work will be explained. The Pre-Bid Conference presents the opportunity for firms to clarify anything within the Bid and to ask questions directly to City Staff.

Non-Mandatory Pre-Bid Conference is being held **June 28, 2016 at 11:00 AM.**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

LAST DAY FOR QUESTIONS:

Any questions are to be submitted via email to jwiggins@cohb.org by no later than **July 6, 2016 no later than 11:00 A.M.**

ESTIMATED BUDGET:

The estimated budget for this project is \$85,000.

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5% BID BOND OR BONDING CAPACITY LETTER

As per Procurement Code Section 23-12 (2) Security Bonds: Each proposer must provide with the submission a Proposal Guarantee/Bond in the form of a Certified Check, or Cashier's Check, or Bid Bond in the amount of five percent (5%) payable to the City of Hallandale Beach. These funds are not cashed. These funds are retained guaranteeing the firm submitting the proposal will not withdraw the proposal for such period of time as the Commission provides a Resolution for award of contract. Per Procurement Code Section 23-3, if firm withdraws the proposal, or awarded firm does not furnish bonds as required, and does not accept a contract that is awarded, the Proposal Guarantee Bond is forfeited.

Proposing firm has the option to submit instead of the 5% Bid Bond a Bonding Capacity Letter. See below.

BONDING CAPACITY LETTER

Proposing firm that wishes to submit the Bonding Capacity Letter instead of the 5% Bid Guarantee, must submit with their proposal a Bonding Capacity letter issued by a licensed surety company licensed in the State of Florida. This letter must stipulate that the proposing firm (name of firm) is bondable for a specific dollar amount to provide the services stipulated in this Bid and provide the Bid # and name.

INSURANCE REQUIREMENTS:

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the attached agreement, for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5.

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INVITATION TO BID (BID) TENTATIVE SCHEDULE:

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

BID DOCUMENT RELEASED	JUNE 17, 2016
NON-MANDATORY PRE-BID CONFERENCE	JUNE 28, 2016 11:00 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN, JULY 6, 2016 BY NO LATER THAN 11:00 AM
DEADLINE FOR RECEIPT OF RESPONSES	<u>JULY 25, BY NO LATER THAN</u> <u>11 AM</u>
CONTRACT AWARD BY BOARD OF DIRECTORS – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

QUESTIONS REGARDING BID:

For information pertaining to this Bid, contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or Bid procedures will be transmitted only by written addendum.

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LIST OF ADMINISTRATORS AND DEPARTMENT LIAISONS:

1.	CITY MANAGER / CRA EXECUTIVE DIRECTOR
	Daniel Rosemond
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1300
2.	PROJECT MANAGER
	Diana M. Scarpetta
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954) 457-1303
3.	PROCUREMENT DIRECTOR
	Andrea Lues
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1332
4.	SENIOR PROCUREMENT SPECIALIST
	Joann Wiggins
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1331
	PROCUREMENT SPECIALIST
5.	Tom Camaj
	400 S. Federal Highway
	Hallandale Beach, Florida 33009
	(954)457-1374