



MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: August 19, 2015

Re: Award of RFP #15-10 Property, Liability and Casualty Insurance to Florida League of Cities' Florida Municipal Insurance Trust

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, RELATING TO PROPERTY, LIABILITY AND CASUALTY INSURANCE; SELECTING THE FLORIDA LEAGUE OF CITIES' FLORIDA MUNICIPAL INSURANCE TRUST TO PROVIDE SUCH INSURANCE SERVICES TO THE TOWN; AUTHORIZING THE TOWN MANAGER TO ENTER INTO AN AGREEMENT WITH SAID FIRM; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council on May 20, 2015 via Resolution # 15-31 authorized staff to issue a Request for Proposal (RFP) # 15-10: Property, Liability and Casualty Insurance. The RFP was advertised in a newspaper of general circulation (*Attachment "A"*) which, complies with the Town's adopted Purchasing Ordinance # 06-22. The RFP had a due date and time of July 17, 2015 at 2:00 p.m. The Town received two (2) sealed bid packages, from potential firms which, were publicly opened at Town Hall.

Bids were received from the Florida League of Cities (the "FLC") and Brown & Brown Insurance. Upon review of the contents of the packages opened by the Interim Town Clerk, she noted that the bid response from Brown & Brown Insurance did not include the required Appendices (A, B & C). This was duly noted by the Interim Town Clerk on the "Bid Contents Summary" form. Given that these were required forms to be included in the RFP responses, it was decided to consult with the Town Attorney if this omission was of a type that the Town Manager had authority to waive.

On Monday, July 20, 2015, the Town Attorney completed his review and concluded that this omission resulted in the bid proposal from Brown & Brown Insurance being "non-responsive" and directed the Town Staff to reject their bid response. As a result, the Selection Committee did not consider or evaluate the bid response from Brown & Brown Insurance.





A Selection Committee was created by the Town Manager to evaluate the proposals and consisted of the following Town staff: Robert Daddario, Finance Director (Committee Chair), Kathryn Lyon, Planning & Zoning Director, and Alfredo Quintero, Public Works Director.

On July 22, 2015 at 10am, the Selection Committee Members met to discuss the bid responses to RFP #15-10. As the response from Brown & Brown Insurance was rejected, as noted above, the evaluation focused on the bid response from the FLC. The Selection Committee concluded that the bid response from the FLC met the RFP criteria and the committee recommended to the Town Manager selection of that firm pursuant to the RFP. The Town Manager concurs with the committee's recommendation (*Attachment "B"*).

A copy of the highest ranked responsive bidder's (the FLC) bid submittal is attached as (*Attachment "C"*).

RECOMMENDATION

Based on Town staff's evaluation of the highest ranked responsive bidder, the FLC, it is recommended that the Town Council approve the attached Resolution.

