

RESOLUTION NO. 20-____

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING THE SELECTION OF eSCRIBE SOFTWARE LTD. TO PROVIDE AN AGENDA AND MEETING MANAGEMENT SOLUTION; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Cutler Bay (the “Town”) is required to provide agendas and meeting activity that is responsible, responsive, and transparent; and

WHEREAS, the Town requires an electronic Agenda Management Software Solution for the creation of agendas for Town meetings, recording of meeting activity and archiving of meeting records; and

WHEREAS, the Town Clerk and Town Manager have identified an Agenda Management Software Solution that provides for agenda and meeting management options currently unavailable to the Town Council and staff and at less cost; and

WHEREAS, on December 4, 2018, the Town of Miami Lakes, Florida selected eScribe Software Ltd. as the most responsive, responsible bidder for RFP 2018-26; and

WHEREAS, in accordance with Section 24-67 of the Town Code of Ordinances (the “Purchasing Ordinance”), the Town intends to select the prices submitted through the competitive bidding process as performed by the Town of Miami Lakes (RFP No. 2018-36), Agenda Management Software as described by the meeting management solution proposal attached hereto as Exhibit “A” (the “Proposal”); and

WHEREAS, the Town Manager is seeking approval for the implementation of electronic agenda and meeting management solution from eScribe Software Ltd. (“Vendor”), the vendor selected in the course of the competitive bidding processes performed by the Town of Miami Lakes, awarded via Resolution No. 18-1576; and

WHEREAS, the Town Manager has determined in accordance with Section 3.10 of the Town Charter and the Purchasing Ordinance that there is sufficient unencumbered budget appropriation funds to pay for the Proposal, and the Town Manager has made a written recommendation to the Town Council for its approval; and

WHEREAS, the Town Council desires to authorize the Town Manager, on behalf of the Town, to negotiate and enter into an agreement with the Vendor for the electronic Agenda Management Software Solution consistent with the Proposal; and

WHEREAS, the Town Council finds that this Resolution is in the best interest and welfare of the residents of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, THAT:

Section 1. **Recitals.** The above recitals are true and correct and are incorporated herein by this reference.

Section 2. **Approval.** The Town Council hereby approves the Vendor and the Proposal.

Section 3. **Waiver of Competitive Bidding.** In accordance with Section 3.10 of the Town Charter and Section 24-67 of the Town Code, the Town Council waives competitive bidding as further provided in this Resolution.

Section 4. **Authorization.** The Town Manager is hereby authorized to negotiate and enter into an agreement with the Vendor consistent with the Proposal, subject to the Town Attorney's approval as to form, content, and legal sufficiency.

Section 5. **Effective Date.** This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED on this ____ day of August 2020.

TIM MEERBOTT
Mayor

Attest:

DEBRA E. EASTMAN, MMC
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE
SOLE USE OF THE TOWN OF CUTLER BAY:

WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.
Town Attorney

Moved By: _____
Seconded By: _____

FINAL VOTE AT ADOPTION:

Mayor Tim Meerbott _____

Vice Mayor Sue Ellen Loyzelle _____

Council Member Robert “BJ” Duncan _____

Council Member Michael P. Callahan _____

Council Member Roger Coriat _____