



Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, Town Manager
Date: February 15, 2017
Re: Issuance of Request for Proposals (RFP) #17-03:
Utility Invoice Auditing Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSAL (RFP) FOR UTILITY INVOICE AUDITING SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

Town staff is responsible for overseeing the Town's operating budget each fiscal year. Town staff acknowledges that it is in the best interest of the Town to review and audit its current utility invoices and expenditures in order to reduce unnecessary costs and achieve credit where due. Town staff proposes to accomplish this task by contracting with the most qualified and experienced contractor to provide Utility Auditing Services for the Town. In evaluating and auditing utility invoices, such as telephone, internet, electric, gas, water, cable, etc., the Town strives to achieve potential utility bill credits and refunds by identifying areas for reimbursements from incorrect charges, non-existent services, or wrong tariff rates, and ultimately reducing the monthly expenditures associated with each utility service.

Town staff has set a high-standard of excellence for all of our contractors and recommends that a formal bidding process, Request for Proposals ("RFP"), be issued to obtain sealed proposals from qualified bidders, to provide Utility Invoice Auditing Services.

Town Ordinance # 06-22 requires the Town Manager to obtain authorization from the Town Council in order to advertise solicitations for bids and proposals, prior to advertising the public notice.

RECOMMENDATION

It is recommended that the Town Council approve the attached Resolution authorizing the Town Manager to advertise and issue a Request for Proposals ("RFP") for Utility Invoice Auditing Services for all Town utility accounts and invoices.

