



Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, Town Manager
Date: May 20, 2015
Re: Award of RFP #15-02: Emergency Debris Removal Services (Revised)

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING PHILLIPS & JORDAN, INC. AND DRC EMERGENCY SERVICES, INC. FOR EMERGENCY DEBRIS REMOVAL SERVICES; PROVIDING FOR AUTHORIZATION OF THE TOWN MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council on January 21, 2015 via Resolution # 15-03 authorized staff to issue an Request for Proposal (RFP) # 15-02: Emergency Debris Removal Services. The RFP was advertised in a newspaper of general circulation (*Attachment "A"*) which, complies with the Town's adopted Purchasing Ordinance # 06-22. A "Mandatory" pre-bid meeting was held on February 17, 2015, at which time ten (10) potential bidders participated (*Attachment "B"*). The RFP had a due date and time of March 11, 2015 at 3:00 p.m. The Town received eight (8) sealed bid packages, from potential contractors which, were publicly opened at Town Hall.

A comprehensive Bid Submittal Review was completed by the Town's Public Works Department (*Attachment "C"*) which resulted in the recommendation of Phillips and Jordan, Inc. and DRC Emergency Services, Inc. as the two (2) "lowest and responsive" bidders.

A copy of first ranked bidder: Phillips & Jordan, Inc. bid submittal is attached as *Attachment "D"*. A copy of the second ranked bidder: DRC Emergency Services, Inc. bid submittal is attached as *Attachment "E"*.

RECOMMENDATION

Based on Town staff's evaluation we are recommending the award to the two (2) top ranked "lowest and responsive" bidders: Phillips & Jordan, Inc. and DRC Emergency Services, Inc. and it is recommended that the Town Council approve the attached Resolution.

