



## Office of the Town Manager

Rafael G. Casals, ICMA-CM, CFM  
Town Manager

# MEMORANDUM

**To:** Honorable Mayor and Town Council  
**From:** Rafael G. Casals, ICMA-CM, CFM, Town Manager  
**Date:** July 15, 2020  
**Re:** Award of RFP No. 20-01: Street Sweeper Services

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING SFM SERVICES, INC. FOR STREET SWEEPER SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On January 14, 2020, the Town of Cutler Bay (the "Town") issued Request for Proposals ("RFP") No. 20-01: Street Sweeper Services. The RFP was advertised in a newspaper of general circulation (*Attachment "A"*), which complies with the Town's Code Chapter 24, Article II. A Mandatory Pre-Bid Meeting was held on February 4, 2020 at 10:00 AM, at which five (5) potential bidders were in attendance (*Attachment "B"*). The RFP had a due date and time of February 27, 2020 at 2:00 PM. The Town received three (3) sealed proposal packages from potential contractors which, were publicly opened at Town Hall (*Attachment "C"*).

A Selection Committee was chosen by the Town Manager, which included the Public Works Director, Parks and Recreation Director, and Stormwater Utility Manager (*Attachment "D"*). Individual Committee members reviewed each of the three (3) bid submittals. The evaluation criteria for the Selection Committee were established by RFP No. 20-01. Each Committee member awarded points for each scoring category, outlined in the RFP and proposal scores were calculated to determine the rankings. On July 7, 2020, the Selection Committee met to discuss the rankings (*Attachment "E"*).

The proposal receiving the highest total from the Committee was SFM Services, Inc. A copy of first ranked bidder, SFM Services, Inc., bid submittal is attached. (*Attachment "F"*).





## **RECOMMENDATION**

Based on Town staff's evaluation of the "lowest and responsive" bidder, SFM Services, Inc., it is recommended that the Town Council approve the attached Resolution.

## **ATTACHMENT(S)**

- Attachment "A" – RFP 20-01 Daily Business Review Advertisement (*dated January 14, 2020*)
- Attachment "B" – RFP 20-01 Pre-Bid Meeting Sign in Sheet (*dated February 4, 2020*)
- Attachment "C" – RFP 20-01 Summary of Bid Opening (*dated February 27, 2020*)
- Attachment "D" – RFP 20-01 Selection Committee Appointment Memorandum (*dated February 28, 2020*)
- Attachment "E" – Selection Committee Proposal Review (*dated July 7, 2020*)
- Attachment "F" – SFM Services, Inc. Bid Submittal (*dated February 27, 2020*)

