



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: April 19, 2017

Re: Award of RFP No. 17-02: Tree Trimming Maintenance Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING VISUALSCAPE, INC. PURSUANT TO REQUEST FOR PROPOSAL NO. 17-02 FOR THE TOWN'S TREE TRIMMING MAINTENANCE SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council on September 21, 2016 via Resolution No. 16-52 authorized staff to issue a Request for Proposal (RFP) No. 17-02: Tree Trimming Maintenance 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-RFP meeting was held on March 7, 2017 at 10:00 a.m., at which time six (6) potential bidders participated (*Attachment "B"*). The RFP had a due date and time of March 30, 2017 at 3:00p.m. The Town received two (2) sealed bid packages, from potential contractors which, were publicly opened at Town Hall. The Town received a third sealed bid package that was disqualified for being submitted after the RFP Response deadline.

A comprehensive Bid Submittal Review was completed by the Town's Public Works Department (*Attachment "C"*) which resulted in the recommendation of VisualScape Inc. as the "lowest and responsive" bidder.

A copy of first ranked bidder: VisualScape Inc. bid submittal is attached as (*Attachment "D"*).

RECOMMENDATION

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

ATTACHMENTS

- Attachment "A" – Advertisement – Daily Business Review
- Attachment "B" – Pre-RFP Meeting Sign-In Sheets
- Attachment "C" – Town's Selection Committee's Recommendation
- Attachment "D" – Bidder's Submittal Package

