

**RESOLUTION NO. 19- \_\_\_\_\_**

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL  
OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING  
SML, INC. TO DEVELOP A COMPREHENSIVE RECORDS  
MANAGEMENT PLAN AND PROVIDE RECORDS  
MANAGEMENT PLAN CONSULTING AND  
IMPLEMENTATION SERVICES; PROVIDING FOR  
AUTHORIZATION; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**WHEREAS**, Section 257.36(5)(b), Florida Statutes, mandates that each public agency establish and maintain a records management program to ensure the economical and efficient management of records; and

**WHEREAS**, the Town of Cutler Bay (the “Town”) wishes to develop and implement a comprehensive records management plan (“Plan”); and

**WHEREAS**, to facilitate economic and efficient management of information, a records program should be formalized and administered with key components established in writing; and

**WHEREAS**, all decision-making regarding records management should consider the Plan standards and goals; and

**WHEREAS**, the Town has identified that SML, Inc., has all the necessary capabilities to develop the Plan, as well as the consulting and implementation capabilities including, but not limited to, assessing current records collection process, developing a Town specific Plan, and training and implementing a file code system (“Services”); and

**WHEREAS**, SML, Inc. has performed similar services for other Florida municipalities, which have selected SML, Inc. as a sole source vendor; and

**WHEREAS**, SML, Inc. has offered to develop a Plan and provide the Services to the Town in accordance with the proposal attached hereto as Exhibit “A” (“Proposal”); and

**WHEREAS**, the Town Manager has provided a written determination and request outlining the conditions that SML, Inc. is a sole source provider of the necessary services; and

**WHEREAS**, the Town Council desires to utilize SML, Inc. as a sole source vendor for the development of the Plan and Services; and

**WHEREAS**, the Town Council finds that this Resolution is in the best interest 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.**     **Selection.** The Town Council hereby selects SML, Inc. as a sole source vendor to develop the Plan and provide the Services.

**Section 3.**     **Authorization.** The Town Council hereby authorizes the Town Manager to enter into an agreement with SML, Inc. for the Plan and Services, consistent with the Proposal attached hereto as Exhibit "A", with the subject to the Town Attorney's approval as to form and legal sufficiency. The Town Manager is hereby authorized to expend budgeted funds in accordance with FY 2018-2019 Town budget.

**Section 4.**     **Effective Date.** This Resolution shall be effective immediately upon adoption.

PASSED and ADOPTED this \_\_\_\_ day of February, 2019.

Attest:

\_\_\_\_\_  
TIM MEERBOTT  
Mayor

\_\_\_\_\_  
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 \_\_\_\_\_