



## 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:** October 16, 2019

**Re:** Award of Request for Proposals (RFP) No. 19-09: Emergency Debris Road Clearing Services

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING T.F.R. ENTERPRISES, INC. FOR EMERGENCY DEBRIS ROAD CLEARING SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On July 9, 2019, the Town issued Request for Proposal (RFP) No. 19-09: Emergency Debris Road Clearing 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 July 30, 2019 at 10:00 AM, at which time eleven (11) potential bidders were in attendance (*Attachment "B"*). The RFP's due date and time was August 22, 2019 at 3:00 PM. The Town received three (3) sealed proposal packages from potential contractors, which were publicly opened at Town Hall. (*Attachment "C"*).

A comprehensive Bid Submittal Review was completed by the Town's Public Works Department, which verified T.F.R. Enterprises, Inc. as the lowest and responsive bidder (*Attachment "D"*). A copy of first ranked bidder, T.F.R. Enterprises, Inc. bid submittal is attached (*Attachment "E"*).

## RECOMMENDATION

Based on Town staff's evaluation of the "lowest and responsive" bidder, it is recommended that the Town Council approve the attached Resolution selecting T.F.R. Enterprises, Inc. to perform the Emergency Debris Road Clearing Services.





**ATTACHMENT(S):**

- Attachment “A” – Advertisement - Daily Business Review (*dated July 9, 2019*)
- Attachment “B” – Mandatory Pre-Bid Meeting Sign-in Sheet
- Attachment “C” – Summary of Bid Opening
- Attachment “D” – Bid Submittal Review
- Attachment “E” – Bidders Submittal Package

