



Legislation Details (With Text)

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**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Managers Memo-Award of RFP 17-02 Tree Trimming, 2. Manager Memo-Attachment A- Advertisement, 3. Manager Memo-Attachment B-Pre RFP Meeting Sign In Sheets, 4. Manager Memo-Attachment C-Selection Committee Recommendation, 5. Manager Memo-Attachment D-Bidders Submittal Package, 6. Resolution-Award of RFP 17-02 Tree Trimming, 7. Resolution-Exhibit A-Agreement Tree Trimming

Date	Ver.	Action By	Action	Result
4/19/2017	1	Town Council	adopted	Pass

# 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