



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2017-105, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: June 21, 2017

Re: Ratifying Town Manager's Bid Waiver Recommendation - Miami Maps, Inc.

REQUEST

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, RATIFYING THE TOWN MANAGER'S BID WAIVER RECOMMENDATION FOR TOWN MAPS; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

Chapter 24, Article II, Section 24-19 of the Town Code of Ordinances states "The town manager shall supervise and have full authority to approve or disprove purchases by all departments...Nothing herein shall be deemed to require the town manager or town council to accept the lowers dollars and cents bid or proposal in all cases if another bid or proposal is deemed to be more advantageous to the town". Chapter 24, Article II, Section 24-43 of the Town Code of Ordinances, states the "purchases of or contracts for materials, supplies, equipment, improvements or services where the total amount expended is in excess of \$5,000.00, but which is less than \$25,000.00, may be made or entered into by the town manager". Chapter 24, Article II, Section 24-66 of the Town Code of Ordinances establishes sole source availability as an exemption from the bidding requirements by the town manager.

A sole source procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. The purchase of Town Maps, from Miami Maps, Inc. has been determined by the Town Manager to be a sole source procurement as it is artistic in nature and advantageous to the Town.

There are a limited number of companies that provide the map printing services and it was in the best interest of the Town to contract Miami Maps, Inc. as they also provide maps for the following municipalities:

- City of Doral;
- City of Coral Gables;
- Village of Palmetto Bay;

- Village of Key Biscayne; and
- Areas of Coconut Grove and Brickell

The Town Maps include general Town and event information, a “Get to Know Your Elected Officials” section, promotion of Town Center leasing opportunities, highlights of Town schools, and promotion of local businesses (***Attachment “B”***). The Town Maps were distributed to over fourteen thousand (14,000) homes in Cutler Bay as well as every Town event. The distribution of maps addressed the 2014-19 Strategic Master Plan, Goal 1.1, “The Town of Cutler Bay will be recognized by its residents and other as a community that optimizes transparency in government by providing access to its officials and to information concerning the status of the Town and its activities”.

RECOMMENDATION

It is recommended that the Town Council adopt the attached Resolution, ratifying the Town Manager’s bid waiver recommendation for the artistic design/layout and development of Town Maps from Miami Maps, Inc.

ATTACHMENTS

- Attachment “A” - Miami Maps, Inc. Proposal Documents
- Attachment “B” - Town Map