



Memorandum

File #: Item # 2017-150, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: September 27, 2017

Re: Award of RFP No. 17-03: Utility Invoice Auditing Services

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING TROY & BANKS, INC. PURSUANT TO REQUEST FOR PROPOSAL NO. 17-03 FOR UTILITY INVOICE AUDITING SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

The Town Council on February 15, 2017 via Resolution No. 17-10 authorized staff to issue a Request for Proposal (RFP) No. 17-03: Utility Invoice Auditing 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 June 12, 2017, 2017 at 10:00 a.m., at which time one (1) potential bidder participated (*Attachment "B"*). The RFP had a due date and time of July 10, 2017 at 3:00 p.m. The Town received one (1) sealed bid package, from potential contractors which, were publicly opened at Town Hall.

A comprehensive RFP Submittal Review was completed by the Town's Selection Committee for RFP 17-03 (*Attachment "C"*) which resulted in the recommendation of Troy & Banks, Inc. as the "most responsible and responsive" proposer.

A copy of proposer: Troy & Banks, Inc. RFP submittal is attached as (*Attachment "D"*).

Per Section III, Section 2.5, Compensation, of the RFP, the vendor's compensation will be based on the discrepancies found that the Town chooses to move forward with and the vendor is only compensated on findings the Town approves and actually receives. In the event the Town declines to move forward with any or all discrepancies, the Town will not pay for any of the services performed.

RECOMMENDATION

Based on Town staff's evaluation of the "most responsible and responsive" proposer: Troy & Banks, Inc., it is recommended that the Town Council approve the attached Resolution.

ATTACHMENTS

- Attachment "A" - Advertisement - Daily Business Review (*May 22, 2017*)
- Attachment "B" - Mandatory Pre-RFP Meeting Sign-in Sheet (*June 12, 2017*)
- Attachment "C" - Town Selection Committee's Recommendation (*August 8, 2017*)
- Attachment "D" - Bidder's Submittal Package