

RESOLUTION NO. 18-1576

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, APPROVING THE AWARD OF A CONTRACT FOR RFP 2018-36, AGENDA MANAGEMENT SOFTWARE TO ESCRIBE SOFTWARE, LTD. IN AN AMOUNT NOT TO EXCEED \$166,000.00 IN THE INITIAL TERM AND NOT TO EXCEED \$50,000.00 IN SUBSEQUENT TERMS; AUTHORIZING THE TOWN MANAGER TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE TERMS AND CONDITIONS OF THE CONTRACT; AUTHORIZING THE TOWN MANAGER TO EXPEND BUDGETED FUNDS; AUTHORIZING THE TOWN MANAGER TO EXECUTE THE CONTRACT; PROVIDING FOR INCORPORATION OF RECITALS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Miami Lakes (the “Town”) requires agenda management software for the creation, stitching, posting, and archiving of agendas for Town meetings; and

WHEREAS, Section 5(b) of the Town’s Procurement Ordinance 17-203 provides that procurements in excess of \$15,000 shall require the use of competitive sealed bidding; and

WHEREAS, in accordance with Section 5 of Town Ordinance 17-203, the Town issued a Request for Proposals (“RFP”) No. 2018-26 on July 30, 2018, for Agenda Management Software; and

WHEREAS, the RFP was advertised online via two public bidding websites, DemandStar and Public Purchase, and was physically posted in the Government Center Lobby; and

WHEREAS, the Town received three (3) proposals by the proposal deadline from Carahsoft Technology Corp. (“Carahsoft”), eSCRIBE Software, Ltd. (“eSCRIBE”), and Swagit Productions, LLC. (“Swagit”); and

WHEREAS, the Town's Procurement Department performed a due diligence review of the proposals for responsiveness and found that only one proposal was responsive; and

WHEREAS, the two proposals from Carahsoft and Swagit were deemed nonresponsive for failing to comply with the terms and conditions of the RFP; and

WHEREAS, an Evaluation Committee was appointed comprised of the following individuals: Gina Inguanzo, Marjorie Tejeda, Dwight S. Danie, and Antonio Gomez; and

WHEREAS, the Evaluation Committee recommended awarding a contract to eSCRIBE for the services requested in the RFP; and

WHEREAS, the Town Manager concurs with the finding of the Evaluation Committee and recommends the approval of a contract with eSCRIBE for Agenda Management Software in an amount not to exceed \$166,000.00 in the initial term, which includes eSCRIBE's proposal price of \$150,250.00 and a contingency of \$15,750.00 for additional services if necessary, and an amount not to exceed \$50,000 for subsequent terms for licensing fees, support, and maintenance; and

WHEREAS, the Town Council approves the recommendations of the Town Manager and authorizes the Town Manager to enter into a contract with eSCRIBE for Agenda Management Software in an amount not to exceed \$166,000.00 in the initial term and an amount not to exceed \$50,000 for subsequent terms.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The foregoing Recitals are true and correct and incorporated herein by this reference.

Section 2. Approval of the Contract. The Town Council hereby approves the

award of a contract to eSCRIBE in substantially the form attached hereto as Exhibit “A” for Agenda Management Software in an amount not to exceed \$166,000.00 in the initial term and an amount not to exceed \$50,000 for subsequent terms (hereinafter referred to as “Contract”).

Section 3. Authorization of Town Officials. The Town Manager, his designee and the Town Attorney are authorized to take all steps necessary to implement the terms and conditions of the Contract.

Section 4. Authorization of Fund Expenditure. The Town Manager is authorized to expend budgeted funds to implement the terms and conditions of this Resolution and the Contract.

Section 5. Execution of the Contract. The Town Manager is authorized to execute the Contract with eSCRIBE in an amount not to exceed \$166,000.00 in the initial term and an amount not to exceed \$50,000 for subsequent terms and to execute any extension and/or amendments to the Contract, subject to approval as to form and legality by the Town Attorney.

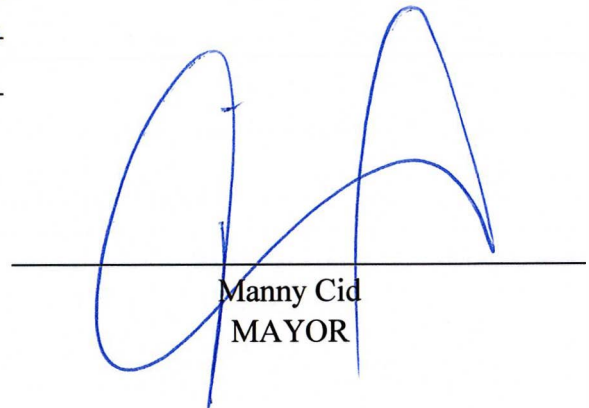
Section 6. Effective Date. This Resolution shall take effect immediately upon adoption.

THIS SPACE INTENTIONALLY LEFT BLANK

Passed and adopted this 4th day of December 2018.

The foregoing resolution was offered by Councilmember Collazo who moved its adoption. The motion was seconded by Vice Mayor Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Manny Cid	<u>YES</u>
Vice Mayor Nelson Rodriguez	<u>YES</u>
Councilmember Carlos O. Alvarez	<u>YES</u>
Councilmember Luis Collazo	<u>YES</u>
Councilmember Joshua Dieguez	<u>YES</u>
Councilmember Jeffrey Rodriguez	<u>YES</u>
Councilmember Marilyn Ruano	<u>YES</u>



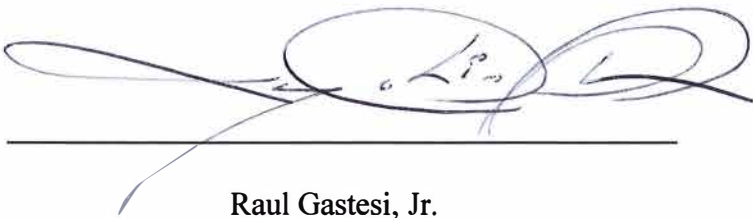
Manny Cid
MAYOR

Attest:



Gina Inguanzo
TOWN CLERK

Approved as to form and legal sufficiency:



Raul Gastesi, Jr.
Gastesi & Associates, P.A.
TOWN ATTORNEY