



VILLAGE OF PALMETTO BAY  
9705 E. HIBISCUS STREET  
PALMETTO BAY, FLORIDA 33157  
(305) 259-1234 Fax: (305) 259-1290

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 2/9/18  
NAME: Alex Reed  
COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: alexreed@usa.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Copy of all submitted  
bids and awarded bids for  
the Village of Palmetto Bay  
11th Annual Picnic Celebration  
Rides and Inflatables

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2018-052

DATE FORWARDED: \_\_\_\_\_

ASSIGNED DEPT: Procurement

DATE REQUEST FILLED: \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

HOW WAS REQUEST FILLED? \_\_\_\_\_

IF NOT FILLED, REASON: \_\_\_\_\_

BY: \_\_\_\_\_

## Melissa Dodge

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**From:** Missy Arocha  
**Sent:** Friday, February 09, 2018 5:13 PM  
**To:** Litsy Pittser; Fanny Carmona  
**Cc:** Melissa Dodge; Yvonne Picado; Edward Silva  
**Subject:** FW: Public Records Request (2018-052 A. Reed)  
**Attachments:** PRR-2018-052 A. Reed.pdf

Please process.

Respectfully,

Missy Arocha, Village Clerk  
Village of Palmetto Bay  
(305) 259-1234



Please Note: Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

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**From:** Missy Arocha  
**Sent:** Friday, February 09, 2018 5:13 PM  
**To:** Alex Reed  
**Cc:** Melissa Dodge  
**Subject:** Public Records Request (2018-052 A. Reed)

Dear Mr. Reed:

This email is to acknowledge that the Village Clerk's office is in receipt of your request for:

- a copy of all-submitted bids and awarded bids for the Village of Palmetto Bay 16<sup>th</sup> Annual Picnic Celebration-Rides and Inflatables.

Your request has been logged as **Public Records Request 2018-052** and will be submitted to Village Administration. As soon as the information is received, the Village Clerk's office will contact you.

Florida law states that an agency must respond within a "limited reasonable time." This is the time it takes to review the request, search, retrieve and process records for release. Some requests may only take a few minutes while others may take weeks. The length of time it takes largely depends on activity, volume and scope, but the City is committed to providing requested records as quickly and efficiently as possible. Florida Statute 119.01, referred to as the Florida Sunshine Law, governs the public's right to inspect and obtain copies of public records. The Office of the Attorney General's Government-In-The-Sunshine Manual contains additional helpful information, including summaries of what exemptions apply to public records requests. Anyone can request a public record in person, verbally over the telephone, in an email, or in writing. You do not have to give your name or explain why you are making a request.

The Village of Palmetto Bay will provide all documents in the format in which we have them. We are not required to create documents in response to Public Records requests. There may be a fee associated with your request. If so, you will be notified in advance. To view a copy of the Village's existing Public Record Request Policy, please click [HERE](#).

Respectfully,

Missy Arocha, Village Clerk  
Village of Palmetto Bay  
(305) 259-1234



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**From:** Fanny Carmona  
**Sent:** Friday, February 09, 2018 9:33 AM  
**To:** Alex Reed; Amanda Wheeler  
**Cc:** Saylin Paez; Yvonne Picado; Missy Arocha  
**Subject:** RE: Village of Palmetto Bay 16th Annual Picnic Celebration-Rides and Inflatables

Good morning Alex,

I do agree that there is a better way. In my opinion it is by putting this out on an RFP and therefore we will be covered for the entire year or years depending on contract. With that being said, we strive to do the best we can to provide the best events for our residents.

Please note that your e-mail will be forwarded to the Manager's and Clerk's office for an official public records request. Once the Manager's office approves release the Clerk's office will contact you for you to pick it up.

You are correct that we have through the year's established a good working relationship with your company and I to would like to maintained and grow that relationship.

I will once again recommend we complete an RFP for all events and see if we can get it approved.

In the meantime Amanda will be sending out our request for rides and inflatables for our 4<sup>th</sup> of July event as it was just approved this past Monday via resolution.

The request will include very detailed and specific items in an effort to be able to compare apples to apples. IN addition it will have a hard deadline to submit quotes/proposals and I will also include a date on when we will make our decision. This way all vendors will not have to hold the items for more than a week after proposals are in.

Thank you,  
Fanny

*Fanny Carmona, CPRP*  
Parks & Recreation Director  
Village of Palmetto Bay  
9705 East Hibiscus Street  
Palmetto Bay, FL 33157  
305.259.1234



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**From:** Alex Reed [<mailto:alexreed@usa.com>]  
**Sent:** Friday, February 09, 2018 7:39 AM  
**To:** Amanda Wheeler  
**Cc:** Saylin Paez; Fanny Carmona  
**Subject:** Re: Village of Palmetto Bay 16th Annual Picnic Celebration-Rides and Inflatables

Good morning Amanda and Palmetto Bay team  
Can we request a copy of all-submitted bids and anything awarded bids for this event  
We will pay the allocated fees today when we come to pick up today.  
And also can I please ask why you awarded bid so late?  
We don't mind we lost bid, we do mind when we are caused lost of income because of your bid.  
This is one of the main issues We have with your city.  
We are less than 3 weeks from your event, in which we cannot rent our equipment and entertainers because it was on hold for you and we have turned away many proposals.  
Not to mention whoever you choose must run and do walk thru within next 2 weeks and rush to get it done.  
This bid process must change in order for us to continue doing business with your city, it's not fair that you give us a due date to turn in bid than we wait for you to determine apples vs apples and then we find out so late that we cannot rent our equipment or give work to our employees nor entertainers.  
It's a loss of business, and this is not first time this is done to us.  
In order for your city to get good prices, you need to change your ways of bidding, it's also not fair to your residents, as everything is being puzzled to meet deadline and we all know what could occur including safety inspections and last minute scheduling when needed.  
I'm bothered because we have a great relationship with you and want to build from it and not withdraw from it.  
But we deal with many cities that plan events months and sometimes for the year out.  
With your city, we feel we are down to the wire.  
I know You all work hard and seen and talk to you after hours while your late in the office but really this process needs to be easier and your due diligence needs to be done once a year, not every time you want to do event.  
This is my concern and hopefully there will be a solution.  
I will be coming by today to pick up bids.  
Thank you  
Alex Reed  
The Event Depot

On Feb 8, 2018, at 1:30 PM, Amanda Wheeler <[awheeler@palmettobay-fl.gov](mailto:awheeler@palmettobay-fl.gov)> wrote:

Good Afternoon,

I wish to thank you for the interest you've shown and the time spent in providing a quote for **rides and inflatables** for the Village of Palmetto Bay's 16<sup>th</sup> Annual Picnic Celebration. In keeping with our procurement process and after examining the obtained quotes, we regret to inform you that your company has not been selected to provide the requested service.

Thank you again for your time, patience, and customer service. I will keep you informed should any new opportunities corresponding to your field of expertise arise in the context of a future event. Your participation in this process has been greatly appreciated.

Sincerely,

*Amanda Wheeler*

**Special Events Coordinator (Interim)**  
**Parks and Recreation Department**  
**Village of Palmetto Bay**  
**9705 East Hibiscus Street**  
**Palmetto Bay, FL 33157**  
**305.259.1234 (Office)**  
**305.259.1290 (Fax)**