



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

EXECUTIVE SUMMARY

TO: Community Redevelopment Agency

FROM: Karen Olson, Deputy Port & Marine Services Director

DATE: November 30, 2015

RE: **Approving a Work Order to Charley Toppino & Sons, Inc. in the amount of \$38,374**

ACTION STATEMENT

Approving Work Order #KWHS-1 to Charley Toppino & Sons, Inc. under the General Utilities Services Contract for the installation of concrete pads for scooter and bicycle parking in the amount of \$38,374.

BACKGROUND

The Key West Historic Seaport has a great need for scooter and bicycle parking. Over the past year there have been improvements to the Seaport that have improved this parking but the need for both tenants and guests has not been met.

The City advertised an Invitation to Bid (ITB #15-021) for the General Utilities Services (GU) Contract. Charley Toppino & Sons, Inc. was one of two contractors awarded a three year contract by Resolution 15-292.

The Key West Bight Board approved this item at their December 9th meeting.

PURPOSE AND JUSTIFICATION

The Key West Historic Seaport is continually looking for areas to provide additional parking for both scooters and bicycles. With all parking in high demand at the Seaport, staff has been looking for ways to increase scooter/bicycle parking without dramatically reducing vehicular parking.

The placement of these concrete pads, as shown with the attached work order, will utilize the substandard parking spaces in front of the Waterfront Brewery to create parking for 29 scooters and room for 24 bicycles. Also, the recently

Key to the Caribbean – Average yearly temperature 77° F.

provide scooter parking along the access road will be relocated to provide room for an additional 28 bicycles.

OPTIONS

Option #1 Approve the Work Order #KWHS-1 to Charley Toppino & Sons, Inc. under the GU Contract for the installation of concrete pads for scooter and bicycle parking in the amount of \$38,374.

Option #2 Do not approve the Work Order to Charley Toppino & Sons, Inc. under the GU Contract for the installation of concrete pads for scooter and bicycle parking.

Financial Issues

Funds will be used from the Key West Bight Infrastructure Fund account #405-7504-575-6300 (KB1103 – Common Area Enhancement). Upon approval, a purchase order will be issued to Charley Toppino & Sons, Inc. in the amount of \$38,374.

Recommendation

Staff recommends option #1, Approve Work Order #KWHS-1 to Charley Toppino & Sons, Inc. under the GU Contract for the installation of concrete pads for scooter and bicycle parking in the amount of \$38,374.