



## THE CITY OF KEY WEST

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

MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager

**FROM:** Karen Olson, Deputy Director Port & Marine Services

**DATE:** August 22, 2018

**SUBJECT:** Task Order approval, Charley Toppino & Sons, Inc.

#### **ACTION STATEMENT**

Resolution approving a Task Order to Charley Toppino & Sons, Inc., under the General Utilities Services Contract, for a new Driveway Cut at City Marina at Garrison Bight in the amount of \$67,014.18. And approving the necessary budget transfer.

#### **BACKGROUND**

The City Marina charter boat tenants have long requested a change in traffic pattern at Charter Boat Row. Currently their guests must enter the marina on the opposite side of Palm Avenue which has long created confusion and is detrimental to our tenants. Many guests and tenants choose to ignore the existing traffic pattern which has created close calls and vehicular accidents.

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.

#### **PURPOSE AND JUSTIFICATION**

The proposed task order will provide a 30' wide driveway cut on the east side of Palm Avenue creating exits for both Charter Boat Row and our liveaboard tenants. The change in traffic pattern will alleviate the confusion of guests in finding their fishing charter and benefit our liveaboard tenants as many have driven against the current flow of traffic for ease in existing the marina.

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

**Financial Issues**

Funds in the amount of \$67,014.18 are available in the Garrison Bight Fund/ Revenue/ Capital Improvements account 413-0000-223-1300. Upon approval a budget transfers will be made to account Garrison Bight Fund/ Marina Operations/ Repairs and Maintenance account 413-7551-575-4600.

**Recommendation**

Staff recommends approving a Task Order to Charley Toppino & Sons, Inc., under the General Utilities Services Contract, for a new Driveway Cut at City Marina at Garrison Bight in the amount of \$67,014.18. And approving the necessary budget transfer.