



MEMORANDUM

Date: April 1, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Doug Bradshaw
Director, Engineering

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID: 26-5200 Approving the award of Invitation to Bid (ITB) No. 26-004 to Charley Toppino & Sons, Inc. for Right-of-Way Improvement work to be performed under individual Task Orders; and authorizing the City Manager, or designee, to negotiate and execute a contract in accordance with ITB No. 26-004, and to execute any necessary related documents and associated budget transfers or adjustments, subject to review and approval by the City Attorney.**

Introduction

Staff recommends that the Mayor and City Commission approve a resolution authorizing the City Manager, or designee, to negotiate and execute an agreement with Charley Toppino & Sons, Inc. for the provision of right-of-way services in accordance with the terms and conditions established under Invitation to Bid (ITB) 26-004.

Following the completion of the City's competitive procurement process, staff reviewed the bid submissions and determined that Charley Toppino & Sons, Inc. is a responsive and responsible bidder capable of providing the required services in a manner consistent with the City's operational and project needs. Approval of this resolution will authorize the City Manager, or designee, to finalize contract negotiations, execute the agreement, and administer the contract in accordance with the bid documents and applicable City procurement requirements.

The contract will allow the City to obtain necessary right-of-way services to support ongoing and future infrastructure, maintenance, and improvement projects throughout the City, ensuring work within public rights-of-way is performed efficiently, safely, and in compliance with all applicable regulations and City standards. Authorization of this agreement will also allow staff to issue work orders as needed under the contract to address project-specific requirements.

Background

On January 29, 2026, at 8:00 a.m. (Eastern Standard Time), Invitation to Bid (ITB) 26-004 was publicly advertised in The Citizen newspaper and posted on DemandStar. In response, one sealed bid was received and formally opened on February 26, 2026, in the Office of the City Clerk. The following firm submitted proposals:

- Charley Toppino & Sons, Inc

Procurement

There are no immediate financial impacts associated with this resolution. Any future task orders will be issued by staff and will remain subject to the applicable approval authority of the City Manager and/or the City Commission. Funding for this multi-year project will be provided from Account No. 102-4102-541-6300, and all work authorized under this contract will be limited to available and budgeted funding.

All work will be issued as individual work orders by Engineering Services and performed on a unit-price basis in accordance with the Unit Price Schedule of Values included in the bid proposal. For each proposed project, the Contractor will be required to submit a Work Order Proposal based on quantity estimates and a schedule established by City staff.

The cumulative value of all work orders issued under this contract shall not exceed the approved project funding unless additional authorization is granted by the City Commission.

Recommendation

Staff recommend that the Mayor and City Commission approve a resolution authorizing the City Manager, or designee, to negotiate and execute an agreement with Charley Toppino & Sons, Inc. for the provision of right-of-way services in accordance with the terms and conditions established under Invitation to Bid (ITB) 26-004.