



## THE CITY OF KEY WEST

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

MEMORANDUM

**TO:** Jim Scholl, City Manager

**CC:** David Fernandez, Assistant City Manager- Operations  
Mark Finigan, Assistant City Manager- Administration

**FROM:** Greg Veliz, Community Services Director

**DATE:** September 29, 2011

**SUBJECT: Ratification of Change Order for Moving Services from Sunset Moving and Storage in an amount of \$1,500**

### **ACTION STATEMENT:**

Pursuant to City of Key West, Code of Ordinances, Section 2-797 (2), this resolution ratifies the \$1,500 change order authorized by the City Manager for moving services for City Hall from the three buildings downtown to Habana Plaza. The total amount for all three phases after recognition of the \$1,500 change order is \$20,357. Purchases over \$20,000 require the approval of the City Commission and thus the presentation of the subject resolution.

### **BACKGROUND:**

On May 12, 2010 the City of Key West opened bids for moving services in response to Invitation to Bid # 10-009. Bidders were required to price each building (604 Simonton St., 525 Angela St., & 626 Josephine Rd.) separately to accommodate the phased City Hall moving schedule. The period identified for the required services in the bid specifications was from May 1, 2010 through September 30, 2010. Sunset Moving & Storage provided the most responsive and responsible bid at a total of \$18,857. The following reflects the phased bid offered by Sunset Moving & Storage.

Phase 1 Move	604 Simonton Street	\$5,509
Phase 2 Move	525 Angela Street	\$9,361
Phase 3 Move	626 Josephine Road	\$3,987
	TOTAL	\$18,857

The first move was Phase 1, conducted on June 26-27, 2010. The second move was for Phase 3 and conducted on August 13-14, 2010. Upon receiving the date of the last phase of moving, Staff contacted Sunset Moving and Storage to confirm that the Phase 2 moving price was still valid. Sunset Moving & Storage indicated that the bid was made 15 months prior and requested an increase of \$1,500 to offset administrative and materials

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

increases from the delay. After consideration, Staff recommended the additional \$1,500 increase based on delays and circumstances out of the control of the mover. Phase 2 was always intended to be executed within several months of the 604 Simonton Street move.

This increase of \$1,500 made the total price for the moving services, \$20,357. Although the competitive bidding process was followed for the determining the most competitive vendor for the required moving services, no City Commission award was originally sought because the most competitive bid did not exceed \$20,000.

**PURPOSE & JUSTIFICATION:**

Rebidding for moving services was determined to expend more resources which would not meet moving timetables.

**FINANCIAL IMPACT:**

The increase of \$1,500 was absorbed in the Public Works operating budget under 001-1905-519-52.

**RECOMMENDATION:**

Ratify the City Manager directed \$1,500 change order.