



## THE CITY OF KEY WEST

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### **EXECUTIVE SUMMARY**

**Date:** April 20, 2022

**To:** Patti McLauchlin, City Manager

**From:** Eric Augst, Special Projects Designer

**CC:** Todd C. Stoughton, Assistant City Manager,  
Steve McAlearney, Engineering Director  
Christina Bervaldi, Interim Finance Director

**Subject:** Contract Extension to Charlie Toppino and Sons (CTS) for *ITB 20-007 Pavement Marking, Striping & Roadway Signage*

### **ACTION STATEMENT**

Award a one-year extension to CTS for pavement marking, striping and signage as permitted by current contract. Authorize City Manager to execute extension upon advice and consent of City Attorney.

### **BACKGROUND**

ITB 20-007 was issued to fill the need for roadway markings and signage when not a part of a larger roadway project. Common uses of this task order based contract are implementation of the Resident Parking Program, refreshing striping when resurfacing is not required, and other painting/signage projects that are too large for Community Services to perform.

The bid was advertised from March 25 to April 15, 2020 and attracted a single bidder. Following review of the bid's unit pricing, comparing with similar contracts held by other municipalities, staff recommends contract extension award to CTS per the terms of the contract.

### **PURPOSE AND JUSTIFICATION**

This contract enables implementation of Code of Ordinance Ch. 70 (IV) (5): *Residential Parking Permit Program* and supports the strategic plan, *Key West Forward* Priority 3: Roads and Sidewalks.

## **FINANCIAL**

ITB 20-007 is a task order based contract. Approved funding levels for appropriate fiscal year will not be exceeded.

## **RECOMMENDATION**

Staff recommends awarding a one-year extension to CTS for pavement marking, striping and signage as permitted by current contract. Authorize City Manager to execute extension upon advice and consent of City Attorney.