



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041 (305) 809-3883

Executive Summary

TO: Jim Scholl, City Manager
FROM: Kreed Howell, Senior Construction Manager
CC: Greg Veliz, Mark Finigan
DATE: August 27, 2018
RE: Procurement of Bicycle Racks from Grabar Manufacturing, Inc.

ACTION STATEMENT:

To expedite the procurement of bike racks and avoid significant cost increases as forecasted by suppliers due to applicable tariffs, exceptional circumstances exist to approve the competitive bidding exemption, Key West Code of Ordinances Section 2-797 (4) Exempt Contractual Services, in the Best Interest of the City, and award procurement of 65 bicycle racks and 50 bike bollards to Grabar Manufacturing, Inc. in the amount of \$29,971.90.

BACKGROUND:

Pursuant to Section 108-643 of the City of Key West Code of Ordinances, *Bicycle Parking Design, Lighting and Security Criteria*, there are two types of stationary racks approved for use within the City, an inverted “U” or a “ribbon” design. Each design accommodates both U-shaped locks and cables and can be securely anchored to the concrete.

To facilitate timely procurement for additional bicycle racks as requested by Community Services and the interim Pedestrian-Bicycle Coordinator, an exemption to competitive bidding in the best interest of the City was recommended in lieu of Invitation to Bid (ITB). Three supplier/distributor quotes were solicited based on the specifications required by the Code of Ordinances. Requested procurement consists of:

- (15) 10-bike capacity racks;
- (40) 6-bike capacity racks;
- (10) 4- bike capacity racks;
- (50) 2-bike capacity bollards; and,
- mounting hardware,

The following quotes were obtained (see attached):

Lump Sum

Key to the Caribbean – Average yearly temperature 77°

MEMORANDUM

1.	Graber Manufacturing, Inc.	\$29,971.90
2.	GSA Advantage (ebuy)*	\$28,388.85
3.	RJ Thomas MFG. Co., Inc.*	\$33,444.25

*Cost did not include furnishing approved mounting hardware to link and secure racks (\$1,332).

Based on review of the received quotes including lump sum price and furnishings to be provided, , City staff recommends Graber Manufacturing, Inc.. City Community Services staff will install the racks following procurement.

PURPOSE AND JUSTIFICATION:

New bicycle racks and bollards are required to facilitate development of new bicycle parking spaces and replace deteriorated inventory as requested by Community Services and recommended by the Parking and Alternative Transportation Group. Rack manufacturers expect significant (i.e. 32%) increase in costs due to newly enacted tariffs on steel. As such, exceptional circumstances exist to approve the competitive bidding exemption, Key West Code of Ordinances Section 2-797 (4) Exempt Contractual Services, in the Best Interest of the City.

Approval of this award and procurement of the bicycle racks aligns with elements of several stated goals of the City’s Strategic Plan including Infrastructure Goal #4 – *Long term sustainability of the City’s hard assets.*

FINANCIAL ISSUES

Dedicated funds for this procurement in the amount of \$29,971.90 are available under Account #001-1501-515-4600.

RECOMMENDATION

Staff recommends approving the competitive bidding exemption, Key West Code of Ordinances Section 2-797 (4) Exempt Contractual Services, in the Best Interest of the City, and award procurement of bicycle racks and bollards to Graber Manufacturing, Inc., in the amount of \$29,971.90.