



MEMORANDUM

Date: September 14, 2023

To: Community Redevelopment Agency

Via: Albert P. Childress *APC*
City Manager

From: Karen Olson
Deputy Director Port & Marine Services

Subject: Contract Award: ITB #23-011 Exterior Signage System

Introduction

Resolution approving contract award for Invitation to Bid (ITB) #23-011 Exterior Signage System – Key West Historic Seaport to Kenco Sign & Awning, LLC in the amount of \$299,860.00, authorizing the City Manager to execute the contract and authorize the necessary budget transfer.

Background

The Seaport has embarked on a multi-year plan to enhance pedestrian circulation through development of open spaces, plazas, and other public use areas along with design of a nautical themed wayfinding package to direct our guests to the many venues of the Key West Historic Seaport.

ITB #23-011 Exterior Signage System in May of 2023 seeking bids from qualified individuals or firms for the fabrication and installation of exterior signage systems. Three (3) responses were received on June 14, 2023, as follows:

ITB #23-011: EXTERIOR SIGNAGE SYSTEM			
Line Item	EXCLA SPECIALTY	KENCO SIGNS	i2 VISUAL
	Extended Cost	Extended Cost	Extended Cost
Mobilization/General & Supp Conditions/Demobilization	\$55,781.00	\$15,000.00	\$43,491.00
Payments/Performance Bonds	\$20,000.00	\$8,000.00	\$6,199.00
Permit Fees (at cost)	\$12,000.00	\$12,000.00	\$12,000.00
Sign Type A	\$32,587.00	\$82,784.00	\$80,000.00
Sign Type A Artwork	\$13,000.00	\$13,000.00	\$13,000.00
Sign Type A Installation	\$83,381.00	\$6,976.00	\$14,000.00
Sign Type B	\$9,088.00	\$28,188.00	\$54,900.00
Sign Type B Installation	\$50,793.00	\$3,132.00	\$14,000.00
Sign Type C	\$10,535.00	\$35,730.00	\$36,200.00
Sign Type C Installation	\$77,426.00	\$3,970.00	\$8,500.00
Sign Type D	\$45,512.00	\$75,222.00	\$35,815.00
Sign Type D Installation	\$117,188.00	\$8,358.00	\$3,000.00
Permit Shop Drawings	\$10,000.00	\$2,500.00	\$3,000.00
Allowance	\$25,000.00	\$25,000.00	\$25,000.00
TOTAL EXTENDED ITEMS	\$562,274.00	\$299,860.00	\$347,104.00

\$37,449.30 MAX ALLOWED

\$28,451.50 MAX ALLOWED

Staff has reviewed the submittals and found Kenco Signs & Awnings LLC, after a minor bid error was clarified and corrected, to be the lowest responsive bidder. The second lowest bidder, i2 Visual, Inc. made the same bid error. After clarification and correction, the bidder was deemed non-responsive due to line item 1 amount exceeding the maximum 10% as described in the Instruction to Bidders. The highest respondent, Excla Specialty Contractor Solutions LLC, was also deemed non-responsive for exceeding the allowable 10% maximum in line item 1.

The Key West Bight Management District Board approved this item at their July 12, 2022, meeting through Resolution KWB #23-13.

Procurement

The Seaport has budgeted \$250,000 for this project in account 405-7504-575-6300 (KB75042203). A budget transfer from reserves, in the amount of \$49,8600, is required.

Recommendation

The City Manager's Office and the Key West Bight Management District Board recommends the Community Redevelopment Agency approve contract award for ITB #23-011 Exterior Signage System – Key West Historic Seaport to Kenco Sign & Awning, LLC in the amount of \$299,860.00, authorizing the City Manager to execute the contract and authorize the necessary budget transfer.