



THE CITY OF KEY WEST

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

MEMORANDUM

EXECUTIVE SUMMARY

Date: September 10, 2015

To: Jim Scholl, City Manager

From: Janet Muccino, Project Manager

Subject: **Approving the award of the General Utilities Services Contract (ITB # 15-021) to DN Higgins, Inc. and Charley Toppino & Sons, Inc.**

Action Statement

This Resolution would approve awarding two 3- year contracts to DN Higgins, Inc. and Charley Toppino & Sons, Inc. to provide general utilities construction-related services to the City of Key West on a unit cost, as requested basis.

Background

General Utilities Services Contracts (GUSC) has been utilized by the City of Key West since 1992 for the purpose of general installation, repair and replacement of storm and sanitary sewer systems, sidewalks and other miscellaneous municipal work. As the City establishes locations and scopes of work where repairs are necessary, project specific purchase orders are issued. The current GUSC expires December 1, 2015.

The GUSC is a competitively bid, 3-year unit cost contract. Bid prices remain in effect for a period of twelve months from contract execution. The contract provides for yearly unit price increases based on the most current Consumer Price Index (CPI-U US chart).

In response to Invitation to Bid (ITB) # 15-021 issued by the City in July 2015,

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

two bids were received on September 2, 2015. Bids from both DN Higgins, Inc. (DNH) and Charley Toppino & Sons, Inc. (CTS) were reviewed by staff and deemed responsive. The bid tabulation and comparison matrix are attached.

Purpose and Justification

The current GUSC held by DNH expires on December 1, 2015. A new agreement is required to facilitate timely response to emergency repairs, American's with Disability Act (ADA) compliance requirements (e.g., sidewalks) and other time-sensitive projects as identified by staff.

The improvement and maintenance of City infrastructure is critical to meeting the current and future needs of the citizens of Key West. The City's goal is to maintain the City's hard assets. (Strategic Plan "Infrastructure" Goal #4).

Financial Issues

Award of the General Utilities Services Contract (ITB #15-021) has no financial impact to the City until a project-specific Work Order is issued.

Recommendation

To provide adequate resources and response capabilities, Staff recommends awarding the General Utilities Services Contracts to both DN Higgins, Inc. and Charley Toppino & Sons. Individual project assignments will authorized by via Work Orders.