



## MEMORANDUM

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Date: March 4, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

CC: Christina Bervaldi  
Director of Finance

From: Lucas Torres-Bull  
Procurement Manager

Subject: **File ID 25-3439 - Recommendation to Award for ITB 25-001 Pump Station “F”  
Grinder Pump to Charley Toppino & Sons, Inc**

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### **Introduction**

Staff recommends that the Mayor and Commission approve a resolution authorizing the City Manager to execute an agreement with Charley Toppino & Sons, Inc. for the installation of the Pump Station “F” Grinder Pump, as outlined in ITB 25-001, and to approve any necessary budget amendments.

### **Background**

On December 19, 2024, at 8:30 a.m. (Eastern Standard Time), an Invitation to Bid (ITB) was published in the Citizen newspaper and on Demandstar. Sealed bids were opened on February 19, 2025, at the City Clerk’s Office. The following firms submitted bids: Charley Toppino & Sons, Inc. and Reynolds Construction, LLC.

The bid totals were as follows:

Charley Toppino & Sons, Inc.: \$958,107.00

Reynolds Construction, LLC: \$916,500.00

After reviewing the bids, Charley Toppino & Sons, Inc. invoked the Local Vendor Preference as outlined in City of Key West Ordinance Sec. 2-798. This ordinance allows a local vendor to match the lowest bid if their bid is within 5% of the lowest price. Since Charley Toppino & Sons, Inc.'s bid was within this 5% threshold, they exercised the option to match the lowest bid.

As a result, Charley Toppino & Sons, Inc. is recommended for award.

## **Procurement**

The financial impact of this decision will result in a total cost of \$916,500.00. Funding for the Pump Station “F” Grinder Pump Installation is allocated in the FY2024-2025 budget under the Sewer Fund, Renewal and Replacement account (number 401-3503-535-6500), with a budgeted amount of \$916,500.00.

## **Recommendation**

Staff recommends that the Mayor and Commission approve a resolution authorizing the City Manager to execute an agreement with Charley Toppino & Sons, Inc. for the Pump Station “F” Grinder Pump Installation, as outlined in ITB 25-001, and to approve any necessary budget amendments.

## **Attachments:**

Resolution

Cover Memorandum

ITB 25-001 – Pump Station “F” Grinder Installation

Bid Memo – Total Cost and Ranking

Proposal – Charley Toppino & Sons, Inc

Proposal – Reynolds Construction, LLC