



## MEMORANDUM

---

Date: April 1, 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 25-3557– Recommendation to approve a one-year extension of the Right of Way Improvements agreement deriving from ITB 22-010 to Charley Toppino & Sons, Inc.**

---

### **Introduction**

Staff respectfully recommends that the Mayor and City Commission approve the request to extend the Right-of-Way Contract with Charley Toppino & Sons, Inc. for an additional one-year term, extending through January 8, 2026. In accordance with the terms of the contract, City staff further recommends approval of the one-year extension at the upcoming City Commission meeting on April 1.

### **Background**

On October 12, 2022, at 8:30 AM (Eastern Daylight Time), the City of Key West issued ITB 22-010 for Right-of-Way Improvements. Following the bid submission deadline, the City received a single responsive and responsible bid from Charley Toppino & Sons, Inc. on November 16, 2022. Resolution 22-289 subsequently awarded the bid to Charley Toppino & Sons, Inc.

The agreement resulting from Resolution 22-289 between the City of Key West and Charley Toppino & Sons, Inc. was executed on January 9, 2023. The initial term of the agreement was set for two years, with an option for the City to grant a one-year extension under the same terms and conditions outlined in ITB 22-010 and any subsequent executed contracts. This extension is set to expire on January 8, 2026.

### **Cost**

There is no financial impact associated with approving the extension of the Right-of-Way Improvements agreement between the City of Key West and Charley Toppino & Sons, Inc. Projects arising from this agreement are approved on a task order basis, which are issued in accordance with the City of Key West Procurement Ordinance.

### **Recommendation**

City staff recommends that the Mayor and Commission approve the one-year contract extension of the Right-of-Way Improvements agreement between the City of Key West and Charley Toppino & Sons, Inc., maintaining the same terms and conditions as outlined in the original agreement and subsequent bid documents.

### **Attachments:**

Resolution

Cover Memorandum

Resolution 22-289

Charley Toppino & Sons, Inc. Bid Document

ITB 22-010 Contract

ITB 22-010