



THE CITY OF KEY WEST

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MEMORANDUM

TO: Bob Vitas, City Manager

FROM: Greg Veliz, Community Services Director

VIA: David Fernandez, Assistant City Manager- Operations
Mark Finigan, Assistant City Manager- Administration

DATE: April 16, 2013

SUBJECT: Rejecting the bid in response to Invitation to Bid# 13-010 Right of Way Maintenance Services

ACTION STATEMENT: Resolution rejecting the bid in response to Invitation to Bid# 13-010 Right of Way Maintenance Services due to budgetary reasons as per the provisions of the bid documents.

BACKGROUND: The right of way crews are responsible for the proper light pruning, trimming, weeding, mowing, litter removal, and sweeping of City right of ways, sidewalks, curbs and gutters. The City has maintained a combination of contract and City Public Works staff right of way maintenance crews since 2000. Previously contractor maintenance comprised 66% of the right of way maintenance effort. In October of 2012 the City Commission approved the addition of 9 right of way maintenance personnel, thus reducing the contractor maintenance effort to 26%.

Regular right of way maintenance is critical to the long-term care and maintenance of the City storm water system and is required by the EPA to maintain the City's National Pollution Discharge Elimination System (NPDES) permit and is consistent with the City of Key West Strategic Plan (2011) Goal 4.1 Protect and enhance public and private environmental features that contribute to the overall quality of the Key West environment.

PURPOSE & JUSTIFICATION: Two vendors, Valley Crest Landscape Maintenance, Inc. and DN Higgigns, participated in the mandatory pre-bid meeting on March 20, 2013. On April 3, 2013 the City received two (2) bids in response to Invitation to Bid# 13-010 Right of Way Maintenance Services. The bid provided by Valley Crest was the only responsible responsive bid at of \$479,848.72. This amount exceeds the budgeted amount by \$150,448.72. The other bid was from Charley Toppino and Sons, Inc. Since Charley Toppino and Sons, Inc. did not attend the mandatory pre-bid meeting, their bid was considered ineligible for this solicitation. DN Higgigns did not submit a bid.

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

OPTIONS:

1. Reject the bid for Invitation to Bid# 13-010 Right of Way Maintenance Services due to budgetary reasons. Aside from expending more resources in repeating the formal bid process, staff is exploring an in-house right of way maintenance/ pressure washing solution. This action would allow the allocation for additional city staff and equipment to replace the contracted right of way crew.
2. Accept the bid Invitation to Bid# 13-010 Right of Way Maintenance Services and direct appropriate budget amendments.

FINANCIAL IMPACT: This item is listed in the Internal Improvements Fund under Streets Account 102-4102-541-34. The budgeted amount in FY 13-14 for this line item is \$329,400. Given the one responsive bid of \$479,848.72 a shortfall of \$150,448.72 exists.

RECOMMENDATION: Staff recommends approval of Option #1.