



THE CITY OF KEY WEST  
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### EXECUTIVE SUMMARY

**TO:** Bob Vitas, City Manager  
E. David Fernandez, Asst. City Manager  
Mark Finigan, Asst. City Manager

**FROM:** Janet Muccino, Project Manger

**DATE:** February 15, 2013

**SUBJECT:** Awarding the bid for the construction of the Key West Cemetery Mausoleums to Ingram Construction Company, Inc. in the amount of \$225,200 and approve the transfer of \$36,488 from the Bayview Park Tennis Pro Shop project

#### ACTION STATEMENT:

This resolution will approve awarding the construction of the KW Cemetery Mausoleums to Ingram Construction Company, Inc. in the amount of \$225,200 and approve a budget transfer of \$36,488 from the Tennis Pro Shop project; both projects are funded by the Infrastructure Surtax Fund.

#### BACKGROUND:

Three bids were submitted for this project on January 9, 2013. Ingram was the low bidder with a base bid of \$225,200; DN Higgins (DNH) submitted a base bid of \$369,100 and JMW submitted a base bid of \$485,000. There was an Additive / Alternate for a pre-fabricated structure of which DNH submitted a bid of \$321,700. The new 100 crypt mausoleum will abut the back of the existing mausoleum at 819 Olivia St.

#### FINANCIAL IMPACT:

The cemetery mausoleums were budgeted in FY 12/13 from the infrastructure fund at \$190,000; there is \$188,712 remaining in acct 101-1905. The low bid by Ingram is \$36,488 over the remaining budgeted amount. The Bayview park tennis pro shop project is currently on hold pending a park redesign. The redesign may relocate the tennis courts as well as the pro shop within the park. The Pro Shop was budgeted at \$150,000 from the infrastructure surtax fund in acct 101-7201. Since that project is not moving forward at this time a budget transfer from the Pro Shop project to the mausoleums in the amount of \$36,488 would fully fund the mausoleums. The remaining \$113,512 will remain in acct 101-7201 and will be applied to the Bayview Park master plan.

#### OPTIONS:

Approve the award for the construction of the mausoleums to Ingram and approve budget transfer from tennis pro shop budget. Ingram has built mausoleums for the city in the past, the bid is balanced and the pricing is appropriate for this type of construction.

Rebid the project or do not build the mausoleums at this time

#### RECOMMENDATION:

Staff recommends the City Commission award the mausoleum project to Ingram and approve the budget transfer from account # 101 -7201 to account 101-1905 in the amount of \$36,488

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