

MEMORANDUM

TO: Jim Scholl, City Manager

FROM: Terrence Justice, Engineering

CC: E. David Fernandez, Assistant City Manager
Doug Bradshaw, Senior Project Manager

DATE: 5 June 2012

SUBJECT: **Approval to award ITB 12-010: Grounds Maintenance: Navy Mole to Orchidman Landscape Artisan Corp. and approval of a budget amendment.**

ACTION STATEMENT:

Invitation to Bid 12-010 was advertised on 2 February, 2012 and bids were opened on 7 March 2012. One bid was received from Orchidman Landscape Artisans Corp. in the per annum amount of \$32,200.00 dollars. A part of this approval is to move funds from Navy Reserves Account #602-1900-519-9800 to Navy Repairs and Maintenance Account #602-1900-519-4600.

BACKGROUND:

In lieu of rent payments to the Navy for the use of the Mole pier, the CITY has agreed to perform certain In-Kind Projects. ITB 12-010: Navy Mole Grounds Maintenance was requested by the Navy as indicated in Attachment 1. This ITB was advertised in The Key West Citizen, DemandStar, and the City of Key West web site. The sole bidder was initially considered non-responsive due to a missing Safety Plan and required photographs. However, the bidder remedied those omissions and is now judged in full compliance with all requirements of the contract. The bidder has been contacted regarding the possible expiration of the 90-day Award period and has asserted an intent to extend the bid as necessary in order to be awarded the contract.

PURPOSE & JUSTIFICATION:

Grounds Maintenance: It is in both the City of Key West's and the US Navy's interest to preserve current and future operations of the port. The maintenance is necessary to keep the grounds in good repair.

OPTIONS:

1. City Commission can approve this award of this contract to Orchidman Landscape Artisans Corp. in the per annum amount of \$32,200.00 dollars
2. City Commission could elect to reject all bids and cancel this project
3. City Commission can reject all bids and direct staff to re-bid the project.

FINANCIAL IMPACT:

Budget Amendment: Funds in the amount of the lowest bid will be moved from the Navy Reserves Account #602-1900-519-9800 to Navy Repairs and Maintenance Account #602-1900-519-4600 and used to fund this project.

RECOMMENDATION:

City Staff recommends that the City Commission approve option 1 and award this project to Orchidman Landscape Artisans Corp.