



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager
FROM: Doug Bradshaw, Senior Project Manager
DATE: October 18, 2010
SUBJECT: Award of Bid ITB # 10-015: General Services Contract

ACTION STATEMENT:

Award of ITB # 10-015: General Services Contract to Douglas N. Higgins and authorize City Manager to enter into a contract.

BACKGROUND:

The General Services Contract has been an on going contract, under various names since 1992. The City of Key West maintains a General Services Contract which is competitively bid for the purpose of general installation, repair and replacement of storm and sanitary sewer systems, installation of storm water injection wells, paving, sidewalks and other miscellaneous municipal work for a contract time of three years with an option to extend for two years at the unit prices stated in the Bid plus annual CPI-U US increases. The City of Key West will establish the locations and scope of work, as repair work becomes necessary. Work Orders will be issued which will identify the scope for each specific project.

On October 6, 2010, the City received two (2) bids for ITB # 10-015: Charley Toppino and Sons and Douglas N. Higgins. Douglas N. Higgins bid was considered responsive to the requirements of the bid. Staff has had to get clarification from Charley Toppino and Sons on their bid form for Items 14e – no bid amount, 27f – no bid amount , 39d – no bid amount, 47a-h – lump sums were given when bid asked for linear feet. Staff will seek City Commission approval to waive these deficiencies in the bid and accept the bid. The ITB allows for the option to award to more then one bidder. As a Work Order is developed, unit prices from both bids will be reviewed and the Work Order will be issued to the contractor with the overall lowest cost (Award to additional contractor is covered in separate Resolution).

PURPOSE & JUSTIFICATION:

The General Services Contract allows for timely completion of projects, emergency repairs, and is typically more cost-effective to the City then having to bid out each

project.

OPTIONS:

There are two options (Award to additional contractor is covered in separate Resolution):

1. Award of ITB # 10-015: General Services Contract to Douglas N. Higgins.
2. Do not award ITB # 10-015: General Services Contract to Douglas N. Higgins.

ADVANTAGES/DISADVANTAGES

Option 1: Douglas N. Higgins has worked with the City on numerous projects for many years. They have been responsive under their contract.

Additional if the City chooses to award to both contractors (Award to additional contractor is covered in separate Resolution), the City will be able to compare cost for a Work Order and issue to the lowest bidder. Work Order may be issued to different Contractors depending on unit prices that were submitted for the work contemplated in the Work Order

Option 2: The City will only be able to issue Work Orders to one contractor. Total cost for that Work Order may be higher then expected based on the unit prices appropriate for that Work Order.

FINANCIAL IMPACT:

Award of ITB # 10-015: General Services Contract has no financial impact to the City until a Work Order is issued.

RECOMMENDATION:

City Staff recommends Option 1: Award of ITB # 10-015: General Services Contract to Douglas N. Higgins for the unit prices submitted in the bid and authorize City Manager to enter into a contract.