



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: May 5, 2020

To: Gregory W Veliz, City Manager

From: Eric Augst, Special Projects Designer

CC: Patti McLaughlin, Assistant City Manager
Steve McAlearney, Director of Engineering
Mark Finigan, Finance Director

Subject: ITB# 20-007 *Pavement Marking, Striping & Roadway Signage* to Charlie Toppino and Sons at the unit prices identified in bid.

ACTION STATEMENT

Award a contract on a task order basis to sole bidder Charlie Toppino and Sons, Inc. (CTS), for pavement marking, striping and signage. Authorize City Manager to execute agreement and any necessary budget transfers/amendments upon advice and consent of City Attorney.

BACKGROUND

ITB# 20-007, *Pavement Marking, Striping & Roadway Signage* was issued to fill the need for roadway markings and signage when not a part of a specific construction project. Common uses of this task order based contract are implementation of the Resident Parking Program, refreshing striping when resurfacing is not required, and other painting/signage projects that are too large for Community Services to perform.

The bid was advertised from March 25 to April 15, 2020, and attracted a single bidder, CTS. Following review of the bid's unit pricing, comparing with similar contracts held by other municipalities and acknowledgement that pricing is locked-in through 2023, staff recommends contract award to CTS and acceptance of the sole bid proposal.

PURPOSE AND JUSTIFICATION

This contract enables implementation of Code of Ordinance Ch. 70 (IV) (5): *Residential Parking Permit Program* and supports Strategic Plan, Infrastructure, Goal 4: *Long term sustainability of the City's hard assets.*

FINANCIAL

Funds will come from budget account 102 4102 541 4600, Project #II41022003 *Pavement Marking, Striping & Roadway Signage*. This contract will be executed via individual task order. Approved striping funding for appropriate fiscal year will not be exceeded.

RECOMMENDATION

Staff recommends awarding a contract to CTS, Inc. for pavement marking, striping and roadway signage and authorizing the City Manager to execute this agreement and any necessary budget transfers/amendments.