

RESOLUTION NO. 21-125

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AWARDED THE BID OF CHARLEY TOPPINO & SONS, INC. IN RESPONSE TO INVITATION TO BID (ITB) NO. 21-007 FOR GENERAL UTILITIES & INFRASTRUCTURE SERVICES; AUTHORIZING THE (INTERIM) CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT UPON ADVICE OF THE CITY ATTORNEY; PROVIDING THAT WORK ORDERS SHALL COMPLY WITH PROCUREMENT GUIDELINES; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the City issued an Invitation to Bid for firms capable of providing general utilities and infrastructure construction-related services on a unit price indefinite delivery/indefinite quantity (IDIQ) basis for engineering, utilities and port and marine departments; and

WHEREAS, one firm submitted a response on May 12, 2021, and city staff reviewed the response, and determined it to be responsive and responsible, and recommends that the City approve the bid on a Task Order basis.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That an award of bid, based upon the response to ITB #21-007 for general utilities and infrastructure services submitted by Charley Toppino & Sons, Inc. is hereby approved.

Section 2: That the (Interim) City Manager is hereby authorized to negotiate and execute a contract in substantial conformance with the bid documents, upon advice and consent of the City Attorney, for a term of three (3) years, with an extension of up to two years, inclusive of a yearly CPI adjustment.

Section 3: Specific work orders issued pursuant to the contract shall comply with the City's procurement guidelines.

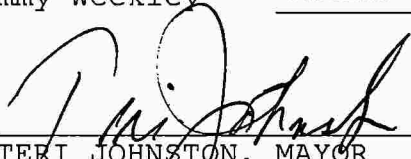
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held  
this 15th day of June, 2021.

Authenticated by the Presiding Officer and Clerk of the  
Commission on 16th day of June, 2021.

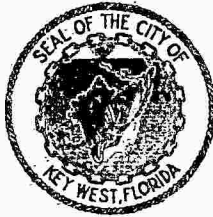
Filed with the Clerk on June 16, 2021.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Absent</u>

  
\_\_\_\_\_  
TERI JOHNSTON, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

**TO:** Patti McLaughlin, Interim City Manager  
**Cc:** Todd Stoughton, Interim Asst. City Manager  
**FROM:** John Paul Castro, Utilities Director  
**DATE:** June 1, 2021

**SUBJECT: Awarding the General Utilities & Infrastructure Services Contract to Charley Toppino & Son's, Inc.**

**Action statement:**

Staff is requesting the City Commission award the general utilities and infrastructure services contract to Charley Toppino and Sons, Inc. (CTS) in response to ITB 21-007. The initial term is 3 years and is a unit price indefinite quantities contract.

**Background:**

The City has maintained general utility contracts for nearly 15 years. The indefinite delivery indefinite quantity (IDIQ) contracts are imperative to timely project implementation for the engineering, utilities, and port & marine departments.

Having an IDIQ contract in place allows the departments to task the contractor for specific efforts while knowing the unit price of each labor category and piece of equipment. This process eliminates timely and costly bid document package and advertising efforts.

**Purpose and Justification:**

The general utilities services contract was changed to add infrastructure unit prices in areas city staff has needed quick task orders in the past but has not been able to utilize the contract due to its specific nature. The infrastructure unit will allow staff to use the contract for task orders that fall outside of general utility work.

Staff also included FEMA and State of Florida contract guidelines into ITB 21-007. The inclusion of those of particular contract sections will allow staff to utilize the contract for both FEMA declared emergencies and FEMA and State funded grant projects.

The initial contract is for 3 years with an additional 2-year extension. A yearly CPI adjustment is available to the contractor.

*Key to the Caribbean - Average yearly temperature 77° F.*

Charley Toppino & Sons, Inc. was the only respondent to ITB 21-007. The unit pricing submitted is fair and reasonable with respect to the individual categories with the ITB. CTS is the largest civil contractor in the Florida Keys with decades of satisfactory projects completed for the City of Key West. The bid package was completely responsive.

**Financial Impact:**

There is no financial impact from awarding this ongoing contract.

**Options:**

1. The City Commission can award the contract to Charley Toppino & Son's, Inc. for 3 years.
2. The City Commission can decline to award the contract to Charley Toppino & Son's, Inc. This would create additional bid packages and advertising of bids for all utility and infrastructure jobs. This option would cause more staff time and money with no guarantee of better pricing or quality of work.

**Recommendation:**

Staff recommends that the City Commission select option 1, awarding the general utilities and infrastructure services contract to Charley Toppino & Son's, Inc.