

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA HEREBY AWARDING ITB #26-004 *RIGHT-OF-WAY IMPROVEMENT SERVICES* TO CHARLEY TOPPINO & SONS, INC.; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO NEGOTIATE AND EXECUTE AN AGREEMENT AND OTHER NECESSARY RELATED DOCUMENTS AND ASSOCIATED BUDGET TRANSFERS/ADJUSTMENTS IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN ITB #26-004 AND IN COMPLIANCE WITH ALL APPLICABLE REGULATIONS AND CITY STANDARDS, UPON THE ADVICE AND CONSENT OF THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on January 29, 2026 Invitation to Bid (ITB) No. 26-004 was publicly advertised in The Citizen newspaper and posted on DemandStar to solicit responses to provide necessary right-of-way services to support ongoing and future infrastructure, maintenance and improvement projects throughout the City and ensure work within City public rights-of-way are performed efficiently, safely and in compliance with all applicable regulations and City standards; and

WHEREAS, only one (1) sealed bid was received and formally opened on February 26, 2026 from Charley Toppino & Sons, Inc. which staff reviewed and found to be a responsive and responsible bidder capable of providing the required services in a manner consistent with the City's operational and project needs; and

WHEREAS, pursuant to ITB #26-004, this contract entered into under ITB #26-004 will allow staff to issue work orders under the contract, as needed, to address project-specific requirements

and administer the contract in accordance with the bid documents and applicable City procurement requirements; and

WHEREAS, all work orders will be issued as individual work orders by Engineering Services and performed on a unit-price basis in accordance with the Unit Price Schedule of Values included in ITB #26-004. For each proposed project, the Contractor will be required to submit a Work Order Proposal based on quantity estimates and a schedule established by City staff; and

WHEREAS, approval of this resolution will authorize the City Manager, or designee, to finalize contract negotiations, execute the agreement and other necessary related documents and associated budget transfers/adjustments and administer the contract in accordance with the bid documents and applicable City procurement requirements and standards; and

WHEREAS, there are no immediate financial impacts associated with this resolution. Task orders will be issued by staff and remain subject to the applicable approval authority of the City Manager and/or the City Commission. This multi-year project will be funded from Account No. 102-4102-541-6300 with all work authorized under this contract limited to available and budgeted funding. The cumulative value of all work orders issued under this contract shall not exceed the approved project funding unless additional authorization is granted by the City Commission;

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

Section 1: The City Commission hereby approves the award of ITB #26-004 Right of Way Improvement Work to Charley Toppino & Sons, Inc. and authorizes the City Manager, or designee, to negotiate a contract with Charley Toppino & Sons, Inc. for the provision of right-of-way services in accordance with the terms and conditions established under Invitation to Bid (ITB) 26-004 to be funded from Account No. 102-4102-541-6300 and all work orders authorized under this contract limited to available and budgeted funding, unless additional authorization is granted by the City Commission.

Section 2: That the City Commission hereby authorizes the City Manager, or designee, to execute the contract and any necessary documents and/or associated budget transfers/adjustments, upon the advice and consent of the City Attorney.

Section 3: That this resolution shall go into effect immediately upon its passage and adoption and the authentication by the signature of the Presiding Officer and the Clerk of the Commission.

* REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK *

Passed and adopted by the City Commission at a meeting held
this _____ day of _____, 2026.

Authenticated by the Presiding Officer and Clerk of the
Commission on the _____ day of _____, 2026.

Filed with the Clerk on _____, 2026.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lissette Carey	_____
Commissioner Aaron Castillo	_____
Commissioner Monica Haskell	_____
Commissioner Sam Kaufman	_____
Commissioner Greg Veliz	_____

DANISE HENRIQUEZ, MAYOR

ATTEST:

KERI O'BRIEN, CITY CLERK