




## MEMORANDUM

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Date: June 6, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress   
City Manager

From: Matt Willman  
Interim Utilities Director

Subject: **24-5904. Approving a two-year renewal of the General Utilities and Infrastructure Services Contract to Charlie Toppino & Sons, Inc. that was awarded by Resolution 21-125.**

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### Introduction

Staff recommends the Mayor and City Commission approve the request to renew the General Utilities and Infrastructure Services contract to Charlie Toppino & Sons, Inc. for a two-year term, in accordance with the Agreement, Article 4, with Amendment provisions to negotiate contract pricing to be presented for approval at the August 8th City Commission meeting.

### Background

The City of Key West issued ITB 21-007 General Utilities and Infrastructure Services Contract, on April 17, 2021, and received one responsive proposal from Charley Toppino and Sons, Inc., on May 12, 2021. Resolution 21-125 awarded the bid to Charlie Toppino & Sons, Inc.

The agreement between The City of Key West and Charlie Toppino & Sons, Inc. was executed on June 30, 2021. The term of the agreement is for a period of three years from the effective date of the agreement, plus one (1) two (2) year renewal at the discretion of the city. The three-year period of the agreement will expire on June 29, 2024.

The General Utilities and Infrastructure Services objective is to provide an indefinite quantities contract for construction and repairs of storm and sanitary sewer systems, paving, sidewalk, and

general municipal work, including material, labor, tools, machinery, and equipment that is necessary to perform and complete a work order.

The cost basis of General Utilities and Infrastructure Services is to procure the contractor on a pre-negotiated unit price schedule that includes materials, labor, tools, machinery, and equipment. The pre-negotiated schedule of values allows staff to expedite necessary repairs to critical utilities, facilities, and right-of-way infrastructure.

### **Procurement**

There is no financial impact to approving a renewal of the General Utilities and Infrastructure Services agreement between The City of Key West and Charlie Toppino & Sons, Inc. Construction and repair projects are approved on a work order basis that are issued pursuant to The City of Key West procurement ordinances.

### **Recommendation**

The City Manager's Office recommends the Mayor and City Commission approve the two-year renewal of the General Utilities and Infrastructure Services agreement between The City of Key West and Charlie Toppino & Sons, Inc, with Amendment provisions to negotiate contract pricing to be presented for approval at the August 8th City Commission meeting.