



THE CITY OF KEY WEST

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MEMORANDUM

**TO:** Jim Scholl, City Manager  
**FROM:** Greg Veliz, Community Services Director  
**VIA:** David Fernandez, Assistant City Manager- Operations  
**DATE:** December 13, 2010  
**SUBJECT:** Right of Way Maintenance Service Contract Award

**ACTION STATEMENT:** Exercising the two-year option to extend the Right of Way Maintenance and Sidewalk Cleaning Service contract to Charley Toppino & Sons Inc. as per original contract option, based on Resolution 08-041.

**BACKGROUND:**

The right of way crews are responsible for the proper light pruning, trimming, weeding, mowing, litter removal and sweeping of City right of ways, sidewalks, curbs and gutters. The City has maintained a combination of contract and City Public Works staff right of way maintenance crews since 2000. This arrangement works well and helps assure that City right of ways are being maintained daily irrespective of available manpower in Public Works. Often, the Public Works department is required to suspend right of way maintenance to support other operations such as special events. The contract right of way staff also works with the Public Works staff, clearing storm drains when rain events prevent regular street and sidewalk maintenance.

As the demands for Public Works services and cleaner sidewalks increases each year, staff requested contract maintenance of a two person crew to perform high pressure washing and gum removal services in the right of way RFP. This has allowed for both a contracted and Public Works crew to clean sidewalks at the same time doubling the amount of sidewalk that has been cleaned each day.

Regular right of way maintenance is critical to the long-term care and maintenance of the City storm water system and is required by the EPA to maintain the City's National Pollution Discharge Elimination System (NPDES) permit.

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

**PURPOSE AND JUSTIFICATION:** Charley Toppino and Sons, Inc. has provided the City of Key West a level of service that has made a significant positive impact on the cleanliness of the city.

Staff compared the cost of the service contract versus implementing a new four-person right of way maintenance crew and two-person sidewalk cleaning crew. It is determined that costs are initially similar, however; the financial and operational flexibility that contracted services allow would be deficient. Increasing staff levels and procurement of new equipment is not conducive with departmental budgetary goals.

**OPTIONS:**

1. Exercise the two-year option to extend the Right of Way Maintenance and Sidewalk Cleaning Service contract to Charley Toppino & Sons Inc. as per original contract option. This option would replace the need to hire six new full time employees to perform the same work. Charley Toppino & Sons Inc. has consistently performed well maintaining the City right of way since 2000. This option ensures that right of way maintenance and sidewalk cleaning will continue five days a week. The provisions of the contract allow the City to terminate said contract without cause with thirty days notice to the contractor.
2. Do not exercise the two-year option to extend the Right of Way Maintenance and Sidewalk Cleaning Service contract to Charley Toppino & Sons Inc. as per original contract option. This option would increase service requirements without an increase in staffing. A potential degradation in right of way maintenance and sidewalk cleanliness could ensue.

**FINANCIAL IMPACT:**

The Right of Way and Sidewalk Cleaning Contract is funded under the Internal Improvements, Streets Account No. 102-4102-34. The original cost of the contract was \$317,466.76 with annual Consumer Price Index (CPI) adjustments. Currently the budgeted amount for this contract is \$329,400. This amount shows a 3.8% increase over the last three years and is consistent with national CPI increase.

**RECOMMENDATION:**

Staff recommends approval Option 1; exercise the option to extend the Right of Way Maintenance and Sidewalk Cleaning Service contract.