

RESOLUTION NO. 15-292

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AWARDING CONTRACTS ON A WORK ORDER BASIS TO TWO BIDDERS IN RESPONSE TO INVITATION TO BID (ITB) NO. 15-021 FOR GENERAL UTILITIES SERVICES; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE CONTRACTS UPON ADVICE OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued an Invitation to Bid for firms capable of providing general utilities construction-related services; and

WHEREAS, two firms submitted responses on September 2, 2015, and city staff reviewed the responses, and determined both firms to be qualified, and recommended that the City engage each one on a Work 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 contract, based upon the responses to ITB #15-021 for general utilities services submitted by DN Higgins, Inc. and Charley Toppino & Sons, Inc. is each hereby approved.

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts with each of the companies 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.

Section 3: Specific work orders issued pursuant to the contracts 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 7th day of October, 2015.

Authenticated by the Presiding Officer and Clerk of the
Commission on 8th day of October, 2015.

Filed with the Clerk on October 8, 2015.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Absent</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

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

MEMORANDUM

EXECUTIVE SUMMARY

Date: September 10, 2015
To: Jim Scholl, City Manager
From: Janet Muccino, Project Manager
Subject: **Approving the award of the General Utilities Services Contract (ITB # 15-021) to DN Higgins, Inc. and Charley Toppino & Sons, Inc.**

Action Statement

This Resolution would approve awarding two 3- year contracts to DN Higgins, Inc. and Charley Toppino & Sons, Inc. to provide general utilities construction-related services to the City of Key West on a unit cost, as requested basis.

Background

General Utilities Services Contracts (GUSC) has been utilized by the City of Key West since 1992 for the purpose of general installation, repair and replacement of storm and sanitary sewer systems, sidewalks and other miscellaneous municipal work. As the City establishes locations and scopes of work where repairs are necessary, project specific purchase orders are issued. The current GUSC expires December 1, 2015.

The GUSC is a competitively bid, 3-year unit cost contract. Bid prices remain in effect for a period of twelve months from contract execution. The contract provides for yearly unit price increases based on the most current Consumer Price Index (CPI-U US chart).

In response to Invitation to Bid (ITB) # 15-021 issued by the City in July 2015,

Key to the Caribbean – Average yearly temperature 77° F.

two bids were received on September 2, 2015. Bids from both DN Higgins, Inc. (DNH) and Charley Toppino & Sons, Inc. (CTS) were reviewed by staff and deemed responsive. The bid tabulation and comparison matrix are attached.

Purpose and Justification

The current GUSC held by DNH expires on December 1, 2015. A new agreement is required to facilitate timely response to emergency repairs, American's with Disability Act (ADA) compliance requirements (e.g., sidewalks) and other time-sensitive projects as identified by staff.

The improvement and maintenance of City infrastructure is critical to meeting the current and future needs of the citizens of Key West. The City's goal is to maintain the City's hard assets. (Strategic Plan "Infrastructure" Goal #4).

Financial Issues

Award of the General Utilities Services Contract (ITB #15-021) has no financial impact to the City until a project-specific Work Order is issued.

Recommendation

To provide adequate resources and response capabilities, Staff recommends awarding the General Utilities Services Contracts to both DN Higgins, Inc. and Charley Toppino & Sons. Individual project assignments will authorized by via Work Orders.