



# MEMORANDUM

**To:** Honorable Mayor and Town Council

**From:** Rafael G. Casals, Town Manager

**Date:** April 18, 2018

**Re:** Award of ITB No. 17-08: SW 100 Avenue Stormwater Retrofit Project to Acosta Tractors, Inc.

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING ACOSTA TRACTORS, INC. FOR CONSTRUCTION OF THE SW 100 AVENUE STORMWATER RETROFIT PROJECT; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

On September 27, 2017, Town Council authorized staff to issue an Invitation to Bid (ITB) No. 17-08: SW 100 Avenue Stormwater Retrofit Project (the "Project") via Resolution #17-65. The ITB was advertised in a newspaper of general circulation (*Attachment "A"*) which complies with the Town's Code Chapter 24, Article II. A "Mandatory" Pre-Bid Meeting was held on February 27, 2018 at 10:00 a.m., at which time eleven (11) potential bidders participated (*Attachment "B"*). The ITB had a due date and time of March 20, 2018 at 3:00 p.m. The Town received nine (9) sealed bid packages from potential contractors which were publicly opened at Town Hall.

A comprehensive bid submittal review was completed by the Town's Public Works Department (*Attachment "C"*) which resulted in the recommendation of Acosta Tractors, Inc. as the "lowest and responsive" bidder. A copy of first ranked bidder Acosta Tractors, Inc. bid submittal is attached hereto (*Attachment "D"*).

The Town has budgeted for this Project within the Town's Public Works 2017-2018 Fiscal Year Operating Budget. Funding for this Project will be provided by a \$374,000 Total Maximum Daily Load Water Quality Restoration Grant from the Florida Department of Environmental Protection and the remainder will be funded with the Town's portion of the People's Transportation Plan ("PTP") Funds.





## **RECOMMENDATION**

Based on Town staff's evaluation of the "lowest and responsive" bidder, Acosta Tractors, Inc., it is recommended that the Town Council approve the attached Resolution.

## **ATTACHMENTS**

- Attachment "A" – Advertisement – Daily Business Review (*January 29, 2018*)
- Attachment "B" – Mandatory Pre-Bid Meeting Sign-In Sheet (*February 27, 2018*)
- Attachment "C" – Bid Submittal Review
- Attachment "D" – Bidder Submittal Package

