



## Office of the Town Manager

Rafael G. Casals  
Town Manager

# MEMORANDUM

**To:** Honorable Mayor and Town Council

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

**Date:** September 27, 2017

**Re:** Award of ITB #17-04: Townwide Bus Shelters Phase I

## REQUEST

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING STONE CONCEPT MIAMI, INC. PURSUANT TO INVITATION TO BID NO. 17-04 FOR CONSTRUCTION OF TOWNWIDE BUS SHELTERS PHASE I; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

## BACKGROUND AND ANALYSIS

The Town Council on April 19, 2017 via Resolution #17-24 authorized staff to issue an Invitation to Bid (ITB) # 17-04: Townwide Bus Shelters Phase I. 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 May 30, 2017 at 10:00 a.m., at which time eight (8) potential bidders participated (*Attachment "B"*). The ITB had a due date and time of June 20, 2017 at 3:00 p.m. The Town received three (3) 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 Stone Concept Miami, Inc. as the "lowest and responsive" bidder.

A copy of first ranked bidder: Stone Concept Miami, Inc. bid submittal is attached as (*Attachment "D"*).

The project includes the installation of seven (7) new bus shelters, and the replacement of four (4) old bus shelters. The bus shelters will be funded by the Town's PTP Transit Funds (\$524,110 for eleven bus shelters for Phase I and unit prices totaling \$106,620 for Future Phases and/or Optional Work Orders).

## RECOMMENDATION

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





## **ATTACHMENTS**

- Attachment “A” – ITB # 17-04 Bid Advertisement
- Attachment “B” – Mandatory Pre-Bid Meeting Sign-In Sheet
- Attachment “C” – Town’s Selection Committee Bid Review
- Attachment “D” – Stone Concept Miami, Inc. Bid Submittal

