



**Office of the Town Manager**

Rafael G. Casals, ICMA-CM, CFM  
Town Manager

July 2, 2019

Mr. Alexander Mack  
Grant Program Administrator  
Florida Department of Agriculture and Consumer Services  
Office of Energy  
600 South Calhoun Street  
Tallahassee, Florida 32399-0001

RE: Florida Small Community Energy Efficient Lighting Grant Program  
Cutler Ridge Park Lighting Enhancement Grant Number #25585

Dear Mr. Mack,

The Town of Cutler Bay appreciates the Florida Department of Agriculture and Consumer Service's support of our Cutler Ridge Park Lighting project (Grant #25585).

I am writing to request the Department's consideration in granting additional funding to support the completion of this project. The Town was awarded \$86,000 to replace 28 outdated 1,500-watt bulbs with 24 energy efficient 1,150-watt LED bulbs on the athletic field of Cutler Ridge Park located at 10100 SW 200 Street Cutler Bay, FL 33157. The Town committed to match the grant with \$10,000 cash. The budget was developed based on a verbal cost estimate from the manufacturing company that originally installed the Town's athletic field lighting.

During the implementation of the project, the Town competitively bid the contract to ensure compliance with the grant contract and federal procurement regulations. The Town released Invitation to Bid #19-06 and a subsequent public bid opening was held on June 12, 2019. Two proposals were submitted from reputable companies. The lowest bid was \$171,730. Accepting this bid would require the Town to provide a \$85,730 match to complete this project. This is in addition to the cost incurred by the Town of developing the conducting the procurement process and hiring an engineering consultant to develop schematic plans for the lighting project. The Town does not have funding available to pay \$85,730 as a cash match.

For this reason, in a final attempt to complete this project, we humbly request any additional funding that may be available through this grant program. The maximum cash match that the Town can provide at this moment is \$15,000. An increase of the grant award from \$86,000 to

\$156,730 will allow the Town to remain on track with completing this project by the end of the year.

If approved by the Florida Department of Agriculture and Consumer Services, Office of Energy, staff plans are to take the vendor agreement to our Town Council on July 17, 2019 for approval. Thank you for your consideration, and feel free to contact me directly if you need additional information or clarification to this letter.

Sincerely

A handwritten signature in blue ink, reading "Rafael Casals". The signature is fluid and cursive, with the first name "Rafael" and last name "Casals" clearly distinguishable.

Rafael G. Casals  
Town Manager

Attachments:

- 1 Town Advertisement for ITB#19-06 and Bid Opening Form
- 2 Bid package from lowest responsible and responsive bidder
- 3 Cost proposal from lowest responsible and responsive bidder

