



Office of the Town Manager

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

MEMORANDUM

To: Honorable Mayor and Town Council

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

Date: July 17, 2019

Re: Award of ITB No. 19-06: Cutler Ridge Park Lighting Project

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, SELECTING ELECTRICAL CONTRACTING SERVICES, INC. FOR THE CUTLER RIDGE PARK LIGHTING IMPROVEMENTS PROJECT CONTINGENT UPON RECEIPT OF ADDITIONAL GRANT FUNDING; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

On May 1, 2019, the Town issued Invitation to Bid No. 19-06 ("ITB"): Cutler Ridge Park Lighting Improvements Project (the "Project") to identify the best available contractor to provide the requested goods and services, in accordance with the Town's purchasing ordinance. The ITB had a due date and time of June 12, 2019 at 2:00 PM. The Town received two (2) sealed bid packages from potential bidders, which were publicly opened at Town Hall (*Attachment "A"*).

A comprehensive Bid Submittal Review was completed by the Town's Parks and Recreation Department and Town Clerk, which verified Electrical Contracting Services, Inc. as the "lowest and responsive" bidder. A copy of first ranked bidder, Electrical Contracting Services' submittal is attached (*Attachment "B"*).

The Town received a grant award in the amount \$86,000.00 from the Florida Department of Agriculture and Consumer Services (FDACS) to fund the Project. The total estimated cost of the Project was \$96,000.00 to replace 28 outdated 1,500 watt light bulbs with 24 energy efficient 1,150 watt LED bulbs on the athletic field of Cutler Ridge Park. The lowest and responsive bid received was \$171,730.00. This would bring the Town's cash match from an estimated \$10,000.00 to \$85,760.00.





On July 2, 2019, the Town submitted a request for additional funding to the FDACS, in a final attempt to complete this Project (*Attachment "C"*). If additional funding is awarded, the Town may be able to enter into a contract with Electrical Contracting Services to complete this Project. If additional funding is not awarded or the Town is not able to identify a second source of funding, then the Town will not be able to complete the Project.

RECOMMENDATION

Based on Town Staff's evaluation of the "lowest & responsive" bidder, it is recommended that the Town Council approve the attached Resolution selecting Electrical Contracting Services, Inc. to perform the Project, contingent upon the receipt of additional grant funding.

ATTACHMENTS

- Attachment "A" – ITB No. 19-06 Town Advertisement and Bid Opening Form
- Attachment "B" – Bid Package for Electrical Contracting Services
- Attachment "C" – Letter to FDACS Requesting Additional Funding

