



Legislation Text

File #: 20-0189, Version: 1

MOTION TO AWARD IFB # RE-20-01 "TENNIS COURT MAINTENANCE" TO THE SOLE BIDDER, PAPICO CONSTRUCTION, INC., IN THE ANNUAL AMOUNT NOT TO EXCEED \$42,600, WHICH INCLUDES \$4,200 FOR HURRICANE PREPAREDNESS THAT CAN BE USED ON AN AS-NEEDED BASIS, FOR AN INITIAL TWO YEAR PERIOD.

PROCUREMENT PROCESS TAKEN:

- Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."

- Section 35.15 defines an Invitation for Bid as "A written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the city is capable of specifically defining the scope of work for which a service is required or when the city is capable of establishing 15 precise specifications defining the actual commodities required. The invitation for bid shall include instructions to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid."

- Section 35.19(A) states "All sealed competitive solicitations as defined in § 35.18 shall be presented to the City Commission for their consideration prior to advertisement."

- Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."

SUMMARY EXPLANATION AND BACKGROUND:

1. On December 4, 2019, the City Commission authorized the advertisement of IFB # RE-20-01 for Tennis Facility Maintenance, which was advertised on December 10, 2019.
2. The purpose of this solicitation was to hire a contractor to provide daily maintenance, utilizing their own equipment, of five (5) Har-Tru clay tennis courts and nine (9) hard tennis courts.
3. On February 18, 2020, the City opened one (1) proposal from the Papico Construction, Inc. for an initial two year period:

Service	Price	Total
Tennis Court Maintenance Services	\$3,200 / Monthly	\$76,800

Hurricane Prep Roll Up / Roll Down	\$300 / Each	
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4. The annual cost for the Tennis Court Maintenance would be \$38,400 (\$3,200 x 12 months), and the estimated annual cost for the hurricane prep of rolling up and down windscreens would be \$4,200 (\$300 x 14 courts x 1 hurricane), for an annual amount not to exceed \$42,600.

5. The Recreation & Cultural Arts Department has reviewed the bid and has deemed Papico Construction, Inc. to be a responsive/responsible bidder.

6. In addition, Papico Construction, Inc. has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

7. The Recreation & Cultural Arts Department would like to enter into an agreement for an initial (2) two year period with the option to renew for (2) two additional (2) year renewals.

8. Request Commission to award IFB # RE-20-01 "Tennis Court Maintenance" to the sole bidder, Papico Construction, Inc. in the annual amount not to exceed \$42,600, which includes \$4,200 for hurricane preparedness that can be used on an as-needed basis, for an initial two year period.

FINANCIAL IMPACT DETAIL:

a) Initial Cost: \$42,600 annually (\$3,200 x 12 months for tennis maintenance and \$300 x 14 courts x 1 hurricane for hurricane prep)

b) Amount budgeted for this item in Account No: \$22,400 (\$3,200 x 7 remaining months in the current fiscal year) is available in account # 1-572-7001-34990 (Contractual Services - Other). Funds for the hurricane preparedness portion of the services are not budgeted and will only be utilized on an as-needed basis in the event of a hurricane or similar event.

c) Source of funding for difference, if not fully budgeted: Not Applicable.

d) 5 year projection of the operational cost of the project: The agreement is for an initial (2) two year period with the option to renew for (2) two additional (2) year renewals.

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenues	N/A	N/A	N/A	N/A	N/A
Expenditures	\$42,600	\$42,600	N/A	N/A	N/A
Net Cost	\$42,600	\$42,600	N/A	N/A	N/A

e) Detail of additional staff requirements: Not Applicable.