



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Scott Morgan, Interim City Manager

THRU: Valentino Perez, Public Works Director; George Barber, Chief Procurement Officer

DATE: December 19, 2024

RE: Award of Bid: Culvert replacement, Weldon Street at C-42R – IFB 21-0-2024 – Public Works Department (Universal Contracting and Construction, Inc. - \$464,178); and approve transfer of funds from Undesignated Fund Balance Stormwater (\$65,000).

SUMMARY:

At the request of the Public Works Department, the Procurement Department solicited bids on behalf of the City for the Weldon Street @ C-42R Culvert Replacement. The intent of this solicitation was to seek bids from qualified contractors to furnish all labor, materials, and equipment for the construction of the Weldon Street @ C-42R Culvert Replacement.

The bid was advertised to approximately 2768 vendors, of which 39 downloaded the plans. Four (4) bids were received, and the Procurement Department staff have reviewed the bids for responsiveness. The Public Works Department staff have reviewed the low bid for responsibility and ability to perform the scope of work and found the low bid to also be responsible and able to perform the work.

Staff recommends Universal Contracting and Construction, Inc. of Melbourne, FL for award of IFB # 21-0-2024, Weldon Street @ C-42R Culvert Replacement.

Staff is requesting an additional \$65,000 be added to the project which includes the difference between the remaining budget and the bid amount as well as a small contingency fund to cover any unforeseen change orders which is typical for construction projects. A budget amendment will be requested moving funds from the Undesignated Fund Balance to the project. The City's Procurement Policy allows the Chief Procurement Officer to approve change orders up to 10%; any change order in excess of 10% will be brought before Council for approval. Any funds remaining once the project has been closed will be transferred back to the Stormwater Utility fund balance.

REQUESTING DEPARTMENTS:

Public Works

Procurement

FISCAL IMPACT:

The estimated budget for this project originally was \$449,000. Total project award will be \$464,178.20. Additional funds in the amount of \$65,000 are available in 461-0000-392-3006 Undesignated Fund Balance Stormwater and will be transferred to Stormwater Utility Fund 461-7084-541-4648/18SU05.

STAFF RECOMMENDATION:

Motion to 1) approve award of IFB # 21-0-2024, Weldon Street @ C-42R Culvert Replacement to Universal Contracting and Construction, Inc. of Melbourne, FL; and 2) approve transferring funds from Fund Balance to the project budget.

ATTACHMENT:

1. Tabulation Sheet