



LEGISLATIVE MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Suzanne Sherman, City Manager

THRU: Greg Minor, Parks and Facilities Department Director

DATE: April 18, 2024

RE: Award of Bid: General Contractor services, IFB 11-0-2024 – Parks and Facilities Department (multiple awarded vendors - \$250,000 annually).

SUMMARY:

On November 17, 2023, the Procurement Department issued a solicitation on behalf of the Parks and Facilities Department for "General Contractor Services- Federal Requirements." The intent of this solicitation is to outsource minor renovation and construction projects funded via a federal grant or other grants having similar procurement requirements to supplement City Staff. The services shall include small to medium renovation and construction projects which may utilize several trades. The City anticipates spending about \$250,000 annually for these services. The City intends to award to a pool of contractors.

For projects less than \$25,000, City staff will choose any one of the awarded contractors to perform the work. The chosen contractor will be provided the Scope of Work and a deadline to return the quote. Site visits will be scheduled as necessary. Contractor will provide a quote and a schedule via return email to perform the work using hourly rates, material markup and other costs as agreed to on the contractor's contract price schedule. No invoices will be paid unless material, labor and appropriate markups are broken out separately on the invoice.

For projects over \$25,000 and less than \$99,999.00, City staff will provide the Scope of Work and a deadline for all quotes to be received to all awarded contractors. The low quote submitted will be awarded that project. Pricing received after the quote deadline will not be considered.

On January 9, 2024, seven bids were received. The Procurement Department staff reviewed the bids for responsiveness. One bidder was deemed non-responsive for failing to provide the correct bid form. Parks & Facilities Department evaluated the bids for responsibility and ability to perform the scope of services/provide the services specified. The intent of the solicitation was to award to a minimum of three (3) Contractors. The Parks and Facilities Department selected three (3) of the (6) responsive Contractors after reviewing the submittals.

Staff recommends award of IFB #06-0-2024/SZ to the following three (3) contractors: Dane Contracting, Inc. of Palm Bay, FL; De La Hoz Builders, Inc. of Sebastian, FL; and Martinez Services East, Inc., DBA Martinez Construction Services of Merritt Island, FL.

REQUESTING DEPARTMENTS:

Facilities & Parks

FISCAL IMPACT:

The estimated annual expenditure is \$250,000. Charges for these expenditures will be posted to department accounts in which the work takes place, utilizing federal/grant funds.

STAFF RECOMMENDATION:

Motion to 1) approve award of IFB #11-0-2024/SZ, General Contractor Services to the following three (3) contractors: Dane Contracting, Inc. of Palm Bay, FL; De La Hoz Builders, Inc. of Sebastian, FL; and Martinez Services East, Inc., DBA Martinez Construction Services of Merritt Island, FL; and 2) approval to establish a one-year term contract, renewable by the Procurement Department for four (4) additional 1-year terms.

ATTACHMENTS:

1. Tabulation Sheet