



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Valentino Perez, Public Works Director

**DATE:** July 18, 2024

**RE:** Consideration of utilizing General Fund Undesignated Fund Balance and authorization of a special procurement waiver to lease/purchase portable traffic signals from Horizon Signal Southeast (\$291,950). (AGENDA REVISION)

### SUMMARY:

As an interim measure to improve the safety of our residents using the intersection of SJHP and Malabar Road while we wait for the design, funding, and construction of the widening, Procurement issued an invitation for bid (#33-0-2024; St. Johns Heritage Parkway at Malabar Road Signalization) for intersection improvements and span wire signalization. The project was solicited for forty-six (46) calendar days and broadcast to 1376 Vendors. Procurement received no responses to the invitation for bid. Staff has determined that the lack of interest was related to the availability of Contractors to provide both the signalization and the construction. As a secondary solution to providing a signal at the intersection, staff is separating the signalization from the road construction. A new invitation for bid will be advertised in August for construction of a westbound right turn lane extension on Malabar, concrete sidewalks and ADA ramps, crosswalks, lighting and other intersection improvements. Staff has requested quotes from traffic signal vendors who currently have contracts with other government agencies with whom we will enter into a piggyback contract upon Council Approval at a future meeting.

### Next Steps

Due to the time required to complete the signalization and road construction process the Public Works Department is requesting the acquisition of portable signals in a two-phase approach. The first phase will be to lease three portable signals for three (3) months at the cost of \$10,950 per month. The leased signals have a shorter lead time and will allow us to have the signals in place prior to the start of the school year.

The second phase will be to purchase 6 portable signals at the cost of \$42,850 each plus \$2,000 freight for a total of \$259,100. The lead time on the purchase is approximately 6 weeks. The

benefit to the purchase of these signals is that staff would be able to utilize the portable signals for other uses such as flagging operations, as a temporary replacement of a mast arm due to a knock down, controlling traffic after a public event, and as needed due to a natural disaster.

The vendor, Horizon Signals Southeast, was chosen due to the fact that they offered a lease of the temporary signals as well as the purchase of these exact signals. This will give us the leased period as a training period and will eliminate potential issues in changing from one vendor to another.

#### Request for Special Procurement Waiver

Based on the aforementioned items, staff is requesting a special procurement waiver pursuant to Section 38.07.C (Special procurements and waiver of the procurement process) of the City Code of Ordinances where it states: Notwithstanding any other provision of this Ordinance, the City Council, with recommendation of the City Manager and Chief Procurement Officer, may initiate a procurement above \$25,000 where the City Manager and Chief Procurement Officer determine that an unusual or unique situation exists that makes the application of all requirements of competitive bidding or competitive proposals contrary to the public interest. A written determination of the basis for the procurement and for the selection of the vendor shall be included in the Legislative Memorandum describing all such determinations prior to Council action

#### **REQUESTING DEPARTMENTS:**

Public Works

#### **FISCAL IMPACT:**

Funding for the lease and purchase of the temporary traffic signals will come from General Fund Undesignated Fund Balance 001-0000-392-1001. A BA will be provided to the Finance Department transferring funds to 001-7026-541-4402 in the amount of \$32,850 and 001-7026-541-6316 \$259,100.

#### **STAFF RECOMMENDATION:**

Motion to approve 1) to use General Fund Undesignated Fund Balance for the lease and purchase of the temporary signals; and 2) Authorization of a Special Procurement Waiver to lease/purchase portable traffic signals from Horizon Signal Southeast.

#### **ATTACHMENTS:**

1. SQ3 rental quote
2. SQ3 purchase quote- extended mast arm.