



COMMISSION MEMORANDUM

TO: Honorable Mayor and Members of the City Commission

FROM: Eric Carpenter, City Manager

DATE: February 3, 2025

TITLE: REQUEST FOR APPROVAL TO AWARD A CONTRACT, PURSUANT TO INVITATION TO BID (ITB) NO. 2024-211-JP FOR THE PURCHASE OF LIGHT POLES, FIXTURES, AND BASES. (FACILITIES AND FLEET MANAGEMENT/PUBLIC WORKS)

RECOMMENDATION

The Administration recommends that the Mayor and City Commission (City Commission) approve the award of a contract to Torres Electrical Supply Company, Inc., the lowest, responsive, responsible bidder pursuant to Invitation to Bid (ITB) 2024-211-JP, Purchase of light poles, fixtures, and bases and authorize the City Manager and City Clerk to execute a contract.

This solicitation is currently under the cone of silence.

BACKGROUND/HISTORY

For approximately five years, the City has had an agreement for the purchase of light poles, fixtures, and bases throughout various locations within the City for the Facilities and Fleet Management and Public Works Departments in accordance with the prescribed specifications and requirements. The contract has exhausted all renewal options, and this ITB is intended to replace the expiring contract. The City's current contract expires in January 2025.

The purpose of this solicitation is to establish a contract for the purchase of light poles, fixtures, and bases throughout various locations within the City for the Departments of Facilities and Fleet Management and Public Works.

Prospective bidders were invited to provide a percentage mark-up from the manufacturer's suggested retail price (MSRP). Bidders were not required to submit bids for all manufacturers.

To engage vendors to provide light poles, fixtures, and bases throughout various locations within the City as needed, ITB 2024-211-JP was released.

ANALYSIS

On August 26, 2024, the ITB was issued. The Procurement Department issued bid notices to approximately 15,430 companies utilizing the City's e-procurement system, with 61 prospective bidders accessing the solicitation. A non-mandatory pre-bid conference to provide information to proposers was held on September 10, 2024. Three (3) addenda were issued, and ITB responses were due and received on November 1, 2024. The City received two (2) bids from R & D Electric, Inc. and Torres Electrical Supply Company, Inc. (see Attachment A for tabulation of bid received).

R & D failed to provide proof that it complies with the minimum eligibility requirements of the ITB. Therefore, its response was deemed non-responsive and was not further considered.

The ITB stated that the lowest responsive and responsible Bidder meeting all ITB terms,

conditions, and specifications would be recommended for award. The Procurement Department and Public Works Department found that the bid submitted by Torres Electrical Supply Company, Inc. for a 35% discount on the Holophane brand meets the requirements of the ITB, including:

1. Experience of the bidder: The bidder or any principal of the bidder must provide three references consisting of customers currently receiving or have recently received the products from the proposed manufacturers.

Torres Electrical Supply Company, Inc. provided three (3) positive and satisfactory references documenting compliance with the minimum experience requirement.

2. Bidder (defined as the Firm) shall be the manufacturer or authorized by the manufacturer to sell the proposed brand of equipment.

Torres Electrical Supply Company, Inc. provided letter from the manufacturer documenting compliance with minimum requirement.

Accordingly, Torres Electrical Supply Company, Inc. has been deemed the lowest responsive and responsible Bidder, meeting all ITB terms, conditions, and specifications.

Torres Electrical Supply Company, Inc. is an electrical distributor that has been in business in Stuart, Florida, for over fifty-three years. The firm provides various electrical services to private and public entities such as the Greater Orlando Aviation Authority project and various lighting projects for FDOT. In addition, all references provided positive feedback. Further, Torres Electrical Supply Company, Inc., is the incumbent providing these goods to the City and the City has been satisfied with their services.

FISCAL IMPACT STATEMENT

Since 2022, the City has averaged an annual expenditure of \$185,281 for Holophane light poles and fixtures through open market procedures, utilizing a pool of contractors who provide face value pricing. For this new contract, Torres Electrical Supply Company, Inc. has offered a 35% discount on Holophane products. Over time, this discount would result in significant savings, especially considering the City's ongoing need for these light poles and fixtures.

The Public Works Department will use informal solicitations and piggybacking to procure all other brands of light poles, fixtures, and bases not awarded under this ITB.

The costs of the related services are subject to funds availability approved through the City's budgeting process. It is not anticipated that grant funding will be utilized for this project.

Does this Ordinance require a Business Impact Estimate?

(FOR ORDINANCES ONLY)

If applicable, the Business Impact Estimate (BIE) was published on:

See BIE at: <https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notices/>

FINANCIAL INFORMATION

011-0840-000342-29-403-521-00- 00-00-	\$350,000.00
---------------------------------------	--------------

CONCLUSION

Based on the foregoing, the Administration recommends that the Mayor and City Commission approve the award of a contract to Torres Electrical Supply Company, Inc, the lowest responsive

and responsible bidder to ITB No. 2024-211-JP for the Purchase of Light Poles, Fixtures, and Bases, and authorize the City Manager and City Clerk to execute a contract.

Applicable Area

Citywide

Is this a "Residents Right to Know" item, pursuant to City Code Section 2-17?

Yes

Is this item related to a G.O. Bond Project?

No

Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying? No

If so, specify the name of lobbyist(s) and principal(s): Not applicable

Department

Procurement

Condensed Title

Award ITB 2024-211-JP, Purchase Light Poles, Fixtures, and Bases. FF/PW/PR

Previous Action (For City Clerk Use Only)