

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

TO: Board of County Commissioners

THROUGH: John A. Titkanich, Jr., County Administrator
Nancy A. Bunt, Assistant County Administrator
Kirstin Leiendecker, P.E., Acting Public Works Director
Rob Skok, Infrastructure Project Manager

FROM: Jill Williams, Contract Support Specialist

SUBJECT: **Award of Bid No. 2024057**
Indian River County Tax Collector Floor Replacement (IRC-2411)

DATE: July 19, 2024

DESCRIPTION AND CONDITIONS

The floors at the Tax Collector's office show significant wearing and need replacement. The Public Works Department has been tasked to replace/ upgrade the floor at the Tax Collectors office from a residential grade to a commercial grade material. The project consists of replacement of the existing vinyl flooring (approximate 3,400 SF) and the vinyl wall base which will include the temporary relocation of portable cubicle workstations, demolition of the existing floor, cleaning and leveling the concrete floor prior to installation and reinstallation of all workstations.

A bid opening for the project was held on July 17, 2024. As summarized below, there was one (1) responsive bid received and opened during a public meeting. A detailed bid tabulation is on file and available for viewing in the Public Works Engineering Division. Bid total is as follows:

| COMPANY | | BID AMOUNT |
|----------------------------------|-----------------|-------------|
| Jim's Complete Construction, LLC | Saint Cloud, FL | \$78,016.53 |

Jim's Complete Construction, LLC is considered to be the lowest, responsive, responsible bidder for the project with a bid totaling \$78,016.53, which is \$1,983.47 or 2.48% below the cost estimate of \$80,000.00. Jim's Complete Construction, LLC has completed a similar project for the County in a satisfactory manner.

FUNDING

Funding, in the amount of \$78,016.53, will be made available in the General Fund/Facilities/Maintenance – Tax Collector account, number 00122019-034610-24021.

| Account Description | Account Number | Amount |
|--|-----------------------|---------------|
| General Fund/Facilities/Maintenance – Tax Collector | 00122019-034610-24021 | \$78,016.53 |

RECOMMENDATION

Staff recommends the project be awarded to Jim’s Complete Construction, LLC in the amount of \$78,016.53. Staff further recommends the Board approve the sample agreement and authorize the Chairman to execute said agreement after review and approval of both the agreement and required Public Construction Bond by the County Attorney as to form and legal sufficiency, and the receipt and approval of required insurance by the Risk Manager.

ATTACHMENTS

Sample Agreement

AGENDA ITEM FOR AUGUST 20, 2024