



Cover Memorandum/Staff Report

File #: 24-1197

Agenda Date: 9/16/2024

Item #: 6.F.

TO: Mayor and Commissioners
FROM: Sammie L. Walthour, Neighborhood & Community Services Director
THROUGH: Terrence R. Moore, ICMA-CM, City Manager
DATE: September 16, 2024

RESOLUTION NO. 186-24: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, APPROVING THE ISSUANCE OF A PURCHASE ORDER TO CJ CONTRACTING, LLC., FOR HOME REHABILITATION SERVICES FOR THE CITY OF DELRAY BEACH, PURSUANT TO QUICK QUOTE NO. 2024-021; AUTHORIZING THE CITY MANAGER TO TAKE ANY AND ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Recommended Action:

Motion to approve Resolution No. 186-24 approving the issuance of a purchase order to CJ Contracting, LLC, for home rehabilitation construction services funded under the Curb Appeal Program for property located at 238 SW 5th Avenue (Williams), Delray Beach, FL.

Background:

The CRA has allocated \$600,000 of Curb Appeal funds (FY23-24) through the Delray Beach Community Redevelopment Agency to provide for the exterior improvement of existing substandard homes. The rehabilitation of these homes addresses cost of minor structural and cosmetic property improvements. Total rehabilitation cost is \$15,500.00 including an allowance of \$3,000.00 as described in the quote information sheet. Grant awards are based on the actual cost of the rehabilitation, as determined by the lowest responsible, responsive bidder(s).

Quote 2024-021 Housing Rehabilitation Quote was issued on March 29, 2024, for Curb Appeal work to be conducted at 107 NW 3rd Avenue. CJ Contracting, LLC., was the lowest responsive, responsible bidder. Approval is needed for acquisition of services by CJ Contracting, LLC., in accordance with Section 36.02 for acquisitions greater than sixty-five thousand dollars (\$65,000.00). Per the City's Purchasing Manual, all cumulative purchases of \$65,000 or greater must be approved by the City Commission. Currently, the vendor total of encumbrances is \$623,569.57 including this project.

Inspection of rehabilitation work will be done by the City's Building Inspection and Neighborhood Services divisions. The Neighborhood Services Division will monitor all work performed by the contractor, ensuring compliance according to specifications and program guidelines. The grant recipient has met all eligibility requirements as specified in the approved Policies and Procedures. The rehabilitation activities will bring the home to minimum code requirements by repairing the driveway/walkway. All unused funds will remain with the Curb Appeal Program.

This award is in accordance with the Code of Ordinances, Chapter 36, Section 36.02 Acquisition of

Goods and Services.

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source:

Curb Appeal Program	118-54-520-554-34.67	\$ 15,500.00
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Timing of Request:

Grant agreement(s) have a deadline of September 30, 2026.