



## Cover Memorandum/Staff Report

File #: 25-680

Agenda Date: 6/3/2025

Item #: 6.N.4.

**TO:** Mayor and Commissioners  
**FROM:** Missie Barletto, Director of Public Works  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** June 3, 2025

APPROVAL OF RESOLUTIONS NO. 97-25, 98-25, AND 99-25 TO AWARD AGREEMENTS TO CJ CONTRACTING, LLC, I.Q. CONSTRUCTION, INC., AND WAYPOINT CONTRACTING, INC. FOR GENERAL CONTRACTOR SERVICES FOR MINOR CONSTRUCTION PROJECTS PURSUANT TO INVITATION TO BID (ITB) 2025-028 IN THE AMOUNT OF \$1,000,000.00

### **Recommended Action:**

Motion to Approve Resolution No. 97-25, 98-25, and 99-25 to award Agreements to CJ Contracting, LLC, I.Q. Construction, Inc., and Waypoint Contracting, Inc. for General Contractor Services for Minor Construction Projects pursuant to ITB 2025-028 in the amount of \$1,000,000.00.

### **Background:**

The Building Maintenance Division of the Public Works Department is responsible for the routine and preventive maintenance of approximately 110 City owned facilities, ensuring these facilities are maintained in safe, structurally sound, and aesthetically pleasing conditions for employees and the public. Special jobs are also performed as requested by departments that include plumbing, carpentry, electrical, painting, and small to medium renovations. To meet the increasing demand of these services, Public Works Building Maintenance Division and the Purchasing and Contracts Administration Division (Purchasing) worked collectively to advertise an ITB for General Contractor Services for Minor Construction Projects.

On March 5, 2025, the City advertised ITB No. 2025-028. The intent of the ITB was to select a pool of vendors to facilitate multiple projects throughout the City on an as-needed basis, often at the same time.

On March 21, 2025, the City received eight (8) responsive, responsible submittals pursuant to ITB 2025-028. CJ Contracting, LLC, I.Q. Construction, Inc., and Waypoint Contracting, Inc. were deemed the three (3) lowest responsive and responsible bidders per the solicitation requirements.

Based on past and current project requests, the estimated annual allocation of these services is \$200,000. The initial term of the agreement is three (3) years, with the option to renew for two (2) one-year periods. The agreement value is as follows:

Agreement Value
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Initial Term	Upon execution - June 3, 2028	\$600,000.00
Renewal Term 1	June 4, 2028 - June 3, 2029	\$200,000.00
Final Renewal Term	June 4, 2029 - June 3, 2030	\$200,000.00
TOTAL		\$1,000,000.00

The City, at its sole discretion, reserves the right to terminate this agreement with or without cause immediately upon providing written notice to the contractor. Upon receipt of such notice, the contractor shall not incur any additional costs under the agreement. The City shall be liable only for reasonable costs incurred by the contractor prior to the date of the notice of termination. The City shall be the sole judge of "reasonable costs."

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

**Attachments:**

1. Resolutions No. 97-25, 98-25, and 99-25
2. Agreements with CJ Contracting, LLC, I.Q. Construction, Inc., and Waypoint Contracting, Inc
3. Legal Review Checklist
4. Bid Submittals ITB 2025-028
5. Final Solicitation ITB 2025-028

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source:**

Building Maintenance will be the primary user of these services however other departments may also utilize these services at times. Based upon current projects pending the execution of this agreement, funding is currently available from the following sources:

Public Works Department	001-41-350-519.46-20
Utilities Department	441-36-283-536.34-90

**Timing of Request:**

Timely approval is requested to initiate projects.