

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Honorable Mayor, Vice-Mayor,
and members of the City Commission

DATE: February 12, 2025

FROM: Alberto N. Parjus
City Manager

SUBJECT: Award Recommendation
IFB 2024-049 Automotive Body
Repair Services

At the next available City Commission Meeting, an award recommendation for IFB 2024-049 Automotive Body Repair Services will be included on the agenda. This memorandum serves to notify you that in accordance with Section 2-763 of the City Code entitled "Contract Award", my recommendation for award of the subject IFB is as follows:

- 1) Accept the Chief Procurement Officer's recommendation to award: Molina Garage, Inc. (*Primary*) and Espana Body Repair, Inc. (*Secondary*), the most responsive and responsible bidders.
- 2) Execute a contract with Molina Garage, Inc., in an estimated annual value of \$48,000.00 and Espana Body Repair, Inc., in an estimated annual value of \$50,400.00 for an initial period of three (3) years with options to renew for two (2) additional one (1) year periods.
- 3) Reaffirm the city's right to pursue alternative courses of action.

On November 15, 2024, the Procurement Division of Finance formally advertised, issued and distributed IFB 2024-049, Automotive Body Repair Services. Eighty-two (82) prospective bidders were notified through INFOR, the City's web-based e-Procurement system.

Two (2) bids were received on January 6, 2025, in response to the IFB: Espana Body Shop, Inc. and Molina Garage, Inc.

The responses were reviewed by the Procurement Division to determine responsiveness to the requirements of the IFB. Once this step was completed, Public Works conducted an evaluation of the submittals identified by Procurement and found the bids to be in conformance with the City's bid requirements.

The Procurement Division finalized its' due diligence process and confirmed Molina Garage, Inc. and Espana Body Repair, Inc., were responsive to the requirements of the IFB and are responsible firms. See attached Tabulation of Bids received.

A more detailed description of the IFB, response, and evaluation results will be provided to you as part of the Agenda package.

Please contact me should you have any questions.

Copy:
Cristina M. Suarez, City Attorney
Billy Y. Urquia, City Clerk
José Gómez, Assistant City Manager
Hermes Diaz, Public Works Director

Baudilio Anthony Cusco, Assistant Public Works Director for Fleet Services
Diana M. Gomez, Finance Director
Celeste S. Walker-Harmon, Assistant Finance Director for Procurement