



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 7/15/2025

SUBMITTED BY: Skender Coma, Senior Management Analyst

SUBJECT: EXECUTE AGREEMENT – BID NO. 25-002: BUILDING
DEPARTMENT RENOVATION

SUMMARY:

The Town issued Bid No. 25-002 on 5/16/25 to find a contractor to renovate the existing Building Department storage room. On 6/18/25, Town staff received and unsealed 3 bids, with CSU Florida submitting the low bid of \$96,300. After reviewing their references and all submitted bid forms, they have been determined to be responsible and responsive.

FISCAL IMPACT:

\$96,300 (Budgeted)

106-524.000-562.000

ATTACHMENTS:

Agreement

CSU Florida Bid

Bid No. 25-002 Tabulation Sheet and Compliance Checklist

RECOMMENDATION:

Execute agreement with CSU Florida for Building Department Renovation based on Bid No. 25-002.