

## Information for Town Council Meeting on September 14, 2021

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TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO, Town Purchasing Manager

RE: Resolution approving a Change Order to the Award of Bid No. 2019-30, Plans, Review, and Inspection Services in the amount of \$60,000 for FY21 for a new contract amount of \$300,000 and to approve a Change Order to the Remaining three years of the contract award from \$240,000 annually to \$325,000 annually Contingent upon Budget Approval; **Resolution No. 114-2021**

DATE: 31 August 2021

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### **STAFF RECOMMENDATION**

Town staff recommends approving a Change Order to the Award of Bid No. 2019-30, Plans, Review, and Inspection Services in the amount of \$60,000 for FY21 for a new contract amount of \$300,000 and to approve a Change Order to the Remaining three years of the contract award from \$240,000 annually to \$325,000 annually Contingent upon Budget Approval

### **SUMMARY EXPLANATION/BACKGROUND**

Town Purchasing took Resolution 83-2019 for approval of Plans, Review and Inspection Services to the Town Council September 10, 2019. The award was to a potential of six (6) qualified firms for a total awarded amount of \$240,000 for all services provided on an annual basis.

During the first year of the Contract, the annual spend was under the cap of \$240,000. In FY21, the spend has increased by \$60,000 due to increased use of the approved vendors to provide the Plans, Review and Inspection Services due to high demand of services. In review of upcoming FY22, the Director of Planning, Zoning and Building has established that there will be a continued demand for the services provided. These services compliment resident's expectations.

During FY21, the purchase orders were issued to the following four (4) firms, C.A.P. Governmental Inc., Diversified Building Department Management, GFA International Inc., and Hy-Byrd Inspection Services.

The scope for the Bid was sought to enter into an agreement(s) with a qualified experienced individual, firm, or corporation to provide as-needed Building Plan Review Services and Building Inspection Services. Services will be provided in accordance with the requirements of Florida Statutes 468, Part XIII and Florida Building Code, Chapter 18 and Chapter 134 and any other

applicable Chapters of the Town of Palm Beach's Municipal Code of Ordinances. These services shall be provided on a full-time or as-needed basis, as determined by the Town.

#### **FISCAL IMPACT/FUNDING SOURCE**

The fiscal impact for the FY21 Change Order is \$60,000 for a new total award of \$300,000 and will be from the Building Enterprise Fund.

The remaining three years of the contract, FY22, FY23 and FY24 will be increased by \$85,000 annually for Awarded Contract values of \$325, 000 for each of the remaining years. The requested Change Orders will be funded from the Building Enterprise Fund.

#### **USER DEPARTMENT CONCURRENCE**

The Planning and Zoning Department is in full concurrence with this recommendation.

#### **DUE DILIGENCE**

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues.

#### **TOWN ATTORNEY REVIEW**

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Wayne Bergman, Director, Planning, Zoning, and Building Department  
Kelly Churney, Administrative Specialist  
Duke Basha, Assistant Purchasing Manager