

INDIAN RIVER COUNTY, FLORIDA

M E M O R A N D U M

TO: Jason E. Brown; County Administrator

THROUGH: Phil Matson, AICP; Community Development Director

FROM: Scott McAdam, Building Official

DATE: September 10, 2021

SUBJECT: Request to Waive Bid Process for Supplemental Building Inspection Services for Fiscal Year 2021/2022

It is requested that the data herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of September 21, 2021.

DESCRIPTION & CONDITIONS

For the past number of years, the County has relied on supplemental building inspection services to handle increased inspection loads even as the County continues to seek hiring additional inspectors. The County does not have existing bid awards with any such companies, and therefore is limited to authorizations of \$75,000 per company unless the Board waives the bid process. As a result, for the past six fiscal years the Board has approved waiving the bid process for qualified supplemental building inspection service providers. Because authorizations per company will exceed the \$75,000 limit during the 2021/2022 fiscal year, staff is again seeking Board approval to waive the bid process for this fiscal year.

ANALYSIS

The Building Division continues to experience a steady increase in permit and inspection activity. This increased demand and the desired level of customer service have created the need for increased inspections which are unable to be met by current staffing. The County has advertised and diligently searched for additional inspectors, with some success, although a full team of inspectors has not yet been filled. Staff has confirmed that many Florida counties are still in the same difficult hiring situation and some jurisdictions have significant unfilled position vacancies. In fact, supplemental providers are also having difficulty fulfilling demand and it is in the County's interest to have a pool of supplemental providers to use. Staff is currently working on increasing the pool of supplemental providers.

It is anticipated that the County will need to continue relying on supplemental inspection services during the newly started fiscal year. Accordingly, the County has budgeted \$850,000 for such services for fiscal year 2021/2022.

Currently, the County uses the services of GFA International by piggy-backing off of a contract for inspection services with the Town of Jupiter and uses the services of Calvin, Giordano & Associates by piggy-backing off of a contract for inspection services with the City of Cape Coral. The County also uses the services of MT Causley via a purchase order based on an agreement executed by the Building Division dated August 18, 2018. Staff is requesting the Board to approve the two year renewal set forth in Amendment One to extend the agreement through September 2023, subject to a cost of living increase.

Staff is requesting Board permission to waive the formal bidding process for fiscal year 2021/2022 for MT Causley, GFA International, Calvin, Giordano & Associates, and other qualified supplemental providers as needed. In addition, staff requests that the Board authorize the Purchasing Manager, after approval by the Budget Office, to approve purchase orders and change orders for authorized firms up to the available budgeted amount.

FUNDING

The County has budgeted \$850,000 for such services for fiscal year 2021/2022 in account 44123324-033470 Building Division/Contracted Labor Services.

RECOMMENDATION

Staff recommends that the Board waive the bid process requirement for supplemental building inspection services for the 2021/2022 fiscal year, the Board to approve the two year renewal set forth in Amendment One to extend the agreement through September 2023, subject to a cost of living increase, and authorize the Purchasing Manager, after approval by the Budget Office, to approve purchase orders and change orders for authorized firms up to the available budgeted amount.