

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: July 16, 2020

SUBJECT: Request to Waive Bid Process for Supplemental Building Inspection Services for Fiscal Year 2020/2021

It is requested that the data herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of August 18, 2020.

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. Since November 2016, the Board waived the bid process for each fiscal year 2016/2017, 2017/2018, 2018/2019, and 2019/2020. Because authorizations per company will exceed the \$75,000 limit of the County Administrator's approval authority during the 2020/2021 fiscal year, staff is seeking Board approval to waive the bid process for qualified supplemental building inspection service providers for fiscal year 2020/2021.

ANALYSIS

The Building Division continues to experience high levels of permit and inspection activity. This increased demand and the desired level of customer service have created increased inspections which are unable to be met by current staffing. The County has advertised and diligently searched for additional inspectors for the past 36 months, 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 upcoming fiscal year. Accordingly, the County is proposing to budget \$850,000 for such services for fiscal year 2020/2021. Attached is a list of supplemental inspection services expenditures over the last 3 fiscal years (2017/2018 – 2019/2020).

Per the Board's prior authorization, the County uses the services of GFA International, Calvin, Giordano & Associates, Joe Payne, Inc. The County also uses the services of MT Causley via a purchase order based on an agreement executed by the Building Division dated March 13, 2014. The agreement was extended by the County (ratified by the Board) through September 30, 2020. A new agreement, with no price increase, for 2020-2021 is attached and needs to be approved by the Board.

Staff is requesting the Board waive the requirement for bids for fiscal year 2020/2021 for MT Causley, GFA International, Calvin, Giordano & Associates, Joe Payne, Inc and other qualified supplemental providers as needed. In addition, staff needs the Board to 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.

RECOMMENDATION

Staff recommends that the Board waive the requirement for bids for supplemental building inspection services for the 2020/2021 fiscal year with existing and additional qualified providers; approve the 2020-2021 agreement and amendments with MT Causley; 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.

ATTACHMENT

1. MT Causley 2020-2021 Agreement
2. Supplemental Inspection Services Summary