

**INDIAN RIVER COUNTY, FLORIDA**

**M E M O R A N D U M**

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**TO:** Jason E. Brown; County Administrator

**THROUGH:** Stan Boling, AICP; Community Development Director

**FROM:** Scott McAdam, Building Official

**DATE:** August 6, 2018

**SUBJECT:** Request to Waive Bid Process for Supplemental Building Inspection Services for Fiscal Year 2018/2019

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It is requested that the data herein presented be given formal consideration by the Board of County Commissioners at its regular meeting of August 14, 2018.

**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 \$50,000 per company unless the Board waives the bid process. In November, 2016, the Board waived the bid process for the fiscal year 2016/2017, and in September 2017, the Board waived the bid process for the fiscal year 2017/2018. Because authorizations per company will exceed the \$50,000 limit during the 2018/2019 fiscal year, staff is seeking Board approval to waive the bid process for qualified supplemental building inspection service providers for fiscal year 2018/2019.

**ANALYSIS**

The Building Department 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 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 \$769,400 for such services for fiscal year 2018/2019.

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 March 13, 2014. The agreement was extended by the County (ratified by the Board) through September 30, 2018. A new agreement for 2018/2019 is attached and needs to be approved by the Board.

Staff is requesting Board permission to waive the formal bidding process for fiscal year 2018/2019 for MT Causley, GFA International, Calvin, Giordano & Associates, 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 bid process requirement for supplemental building inspection services for the 2018/2019 fiscal year; approve the 2018/2019 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 2018/2019 Agreement and Amendments