



City of Largo Agenda Item 17

Meeting Date
10/16/18

Presenter: Robert Hatton, Acting Building Official

Department: CD – Community Development

TITLE:

RENEWAL OF RFP NO. 17-P-591, CONTRACTUAL BUILDING SERVICES, TO MT CAUSLEY, LLC AND NOVA ENGINEERING AND ENVIRONMENTAL, LLC IN THE ESTIMATED AMOUNT OF \$80,000

The purpose of this memo is to obtain City Commission approval for the optional renewal of RFP No. 17-P-591, Contractual Building Services. The Building Division utilizes contractual building services personnel to supplement staff during times of high demand, vacancies, or staff leave time through the use of annual purchase agreements (APA) with multiple vendors. This allows the Building Division to maintain a consistent level of service on plan reviews and building inspections throughout the year.

On November 1, 2016, the City Commission approved award of RFP No. 17-P-591 for contractual building services to the firms listed below. The agreement had a one year term, with the option of additional one-year renewal periods upon mutual agreement between the City and the vendor. Both vendors have indicated in writing that they wish to renew the agreement with the understanding that the extension will be subject to the same terms and conditions, including pricing, as the original RFP. The two vendors are:

- MT Causley, Inc.
- Nova Engineering and Environmental, LLC

The Building Division has a budget of \$80,000 for FY 2019 for contractual building services. Funds under these agreements are not spent unless services are requested by the Building Division and provided by the vendor.

Budgeted Amount: \$80,000.00 **Budget Page No(s):** NA **Available Amount:** \$80,000.00 **Expenditure Amount:** \$80,000.00

Additional Budgetary Information: Not applicable

Funding Source(s): Construction Services **Sufficient Funds Available:** Yes No **Budget Amendment Required:** Yes No **Source:** N/A

City Attorney Reviewed: Yes No N/A **Advisory Board Recommendation:** For Against N/A **Consistent With:** Yes No N/A Strategic Plan

Potential Motion/Direction Requested: I MOVE TO APPROVE/DISAPPROVE RENEWAL OF RFP NO. 17-P-591 FOR CONTRACTUAL BUILDING SERVICES TO MT CAUSLEY,LLC AND NOVA ENGINEERING AND ENVIRONMENTAL, LLC IN THE ESTIMATED AMOUNT OF \$80,000.

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Attachments: None.