



**AGENDA ITEM REPORT**

**DATE:** February 7, 2023  
**DEPARTMENT:** Community Development  
**REQUESTER:** David Loveland  
**TITLE:** Award Contract for Building Inspection and Plan Review Services- Annual

**I. MOTION REQUESTED**

- A) Award Invitation to Bid No. B230024CMR, Building Inspection and Plan Review Services-Annual to Bureau Veritas North America, Inc., C.A.P. Government, Inc., and Joe Payne Inc for building inspections and plan review services on an as-needed basis, for an initial term of three (3) years, as approved in the departments' annual adopted budget. Singular purchases in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contracts, for up to (3) three additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.

**II. ITEM SUMMARY**

Approves the purchase of building inspection and plan review services on an as-needed basis through direct contracts rather than through a piggyback of contracts from another jurisdiction, as is currently in place. The contracts are being awarded to Bureau Veritas North America, Inc., C.A.P. Government, Inc. and Joe Payne, Inc.

Outside contractors are used to supplement Community Development staff when needed to reduce building permit review times and building inspection times associated with spikes in application volumes.

Community Development used two building inspectors from C.A.P. Government to supplement staff services last fiscal year (pre-hurricane) and is currently using two inspectors each from C.A.P. Government and Nova for building inspection services to address the post-hurricane surge in permit applications under the piggy-back contract.

The Department has spent \$70,584 for the inspection services so far, this fiscal year

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
 Procurement Management received a request from the Department of Community Development (DCD) to establish a new contract with multiple vendors to purchase building inspection and plan review services on an as-needed basis, after the prior contracts expired. A multiple-award contract allows the County to leverage the best pricing and staffing availability for services as needed. As an interim step while soliciting for new vendors, the County in February 2022 piggybacked on the City of Palm Bay contracts for those services, which was awarded to five vendors.  
  
 Procurement Management advertised an "Invitation to Bid No. B230024CMR, Building Inspection and Plan Review Services- Annual" and received three submittals: Bureau Veritas North America, Inc.; C.A.P. Government, Inc.; and Joe Payne Inc. It is recommended that all three be awarded for an initial term of three (3) years, as approved in the DCD's annual adopted budget. Singular purchases in excess of \$100,000.00 will be presented to the Board for approval. Permission is also being sought to grant the County Manager or designee the authority to renew the contracts, for up to (3) three additional years, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	\$200,000
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense

D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: 15501 Program: 209, 211 Project: Account Strings: LC5241015501 and LC5241215501	
G)	Fund Type?	Other: Building Funds
H)	Comments: Building Funds	

**V. RECOMMENDATION**

Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">B230024CMR C.A.P. Government</a>	1/13/2023	Contract
<a href="#">B230024CMR JPI Contract</a>	1/13/2023	Contract
<a href="#">Bureau Veritas Contract B230024CMR</a>	1/13/2023	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Community Development	Tucker, Mary	Approved	1/26/2023 - 12:56 PM
Community Development	Loveland, David	Approved	1/26/2023 - 2:21 PM
Budget Services	Henkel, Anne	Approved	1/27/2023 - 10:49 AM
Budget Services	Winton, Peter	Approved	1/27/2023 - 10:55 AM
County Attorney	Swindle, Amanda	Approved	1/27/2023 - 11:54 AM
County Manager	Mora, Marc	Approved	1/30/2023 - 9:35 AM