

CITY OF CHIPLEY

STAFF REPORT

SUBJECT: Professional Grant Administration Services Continuing Contract Extensions – David H. Melvin, Inc.

MEETING DATE

Tuesday, June 9, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

City Council approved the Professional Grant Administration Services Continuing Contract with David H. Melvin, Inc. on June 14, 2022. The contract provided was for an initial term of three (3) years with the option to renew for two additional one-year terms. The City Council approved two extensions through June 14, 2027, however, the period of service was not identified in the agreement extensions. David H. Melvin, Inc. has prepared an updated extension to include the period of services dates.

RECOMMENDATION

City staff recommend approval of the Professional Grant Administration Services Continuing Contract Extensions with David H. Melvin, Inc.

ATTACHMENTS

1. Contract Extensions
2. Original Continuing Services Contract