



## ITEM SUMMARY

**MEETING DATE:** December 13, 2021

**FROM:** Monica Powery, Director, Purchasing

**SUBJECT:** Award of RFP No. 22-002 Inspections and Building Services

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### BACKGROUND

The City of Greenacres desires to hire experienced and qualified companies to provide building inspections, construction plan review, code enforcement inspections and Building Official services on an as needed basis. The bid was advertised by the City's Purchasing Department on August 31, 2021.

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### ANALYSIS

The proposals were opened on September 29, 2021 with four (4) proposers responding. Sunshine Building Inspections LLC was deemed non-responsive as they did not meet the minimum requirements stated in the RFP. The attached tabulation sheet summarized the responses received. The Selection Committee was comprised of the following City personnel: Building Official, Zoning Administrator, Permitting Services Supervisor, and the Purchasing Director as the Chair.

The Selection Committee meeting was held on October 29, 2021 to discuss evaluations, determine if further discussions/presentations are desired, rank and award proposers. The committee determined that further discussions and presentations were not necessary. The committee also determined they would like to award a primary and secondary firm. The attached tabulation sheets summarize the committee's final ranking.

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### FINANCIAL INFORMATION

Funds will be expensed as needed throughout the Fiscal Year. Sufficient funds are budgeted in the Development and Neighborhood Services Department.

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### LEGAL

The recommendation for award is in accordance with the requirements of City policies and procedures.

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### STAFF RECOMMENDATION

Approval of Resolution No. 2021-63 authorizing execution of contract and award of RFP NO. 22-002 Inspection and Building Services to C.A.P. Government, Inc. as the primary and GFA International, Inc. d/b/a Universal Engineering Services as the secondary.