

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** January 7, 2025

**DEPARTMENT:** Community Sustainability

**TITLE:**

Agreement with L.M.C.C. Specialty Contractors, Inc. d/b/a Mims Construction Company to provide board and secure services

**SUMMARY:**

This Professional Services Agreement will provide the City with the ability to provide board and secure services which shall include furnishing all labor, material and equipment to board and secure properties located within the City limits on an as needed basis, as requested by the designated City's Code Compliance Division.

**BACKGROUND AND JUSTIFICATION:**

Pursuant to section 2-75.2.2 of the City's Code of Ordinances, it is unlawful for a vacant and unoccupied building of which doors, windows, or other openings are broken or missing, so as to allow access to the interior, or any boarded building which allows access to the interior.

In September 2024, the City of West Palm Beach, Florida, through a competitive section process (City of West Palm Beach (WPB) (ITB No. 23-24-118), awarded a Master Services Agreement for board and secure services to L.M.C.C. Specialty Contractors, Inc. d/b/a Mims Construction Company. The agreement to perform board and secure services will be valid until September 9, 2027, with the option to renew for two (2) additional one (1) year terms for not to exceed \$75,000 each fiscal year dependent on the available budgeted funds. For Fiscal Year 2025, \$20,000 has been budgeted. A new appropriation will be requested and budgeted for each subsequent year according to needs and up to \$75,000. If additional funds are needed, a budget transfer/ amendment will be completed to cover the additional funds. The City desires to piggy-back the WPB agreement including all pricing, terms and conditions. City's Procurement Policy and Code authorizes the purchases of goods and services through "piggybacking" other governmental competitively procured contracts.

**MOTION:**

Move to approve/disapprove the professional services agreement with L.M.C.C. Specialty Contractors, Inc. d/b/a Mims Construction Company and authorization to spend up to \$75,000 each fiscal year.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Agreement for Board and Secure Services

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>   | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2029</b> |
|---|-------------|-------------|-------------|-------------|-------------|
| <b>Inflows/Revenues</b>                                     |             |             |             |             |             |
| Appropriated (Budgeted)                                     | 0           | 0           | 0           | 0           | 0           |
| Program Income  | 0           | 0           | 0           | 0           | 0           |
| Grants  | 0           | 0           | 0           | 0           | 0           |
| In Kind   | 0           | 0           | 0           | 0           | 0           |
| <b>Outflows/Expenditures</b>                                |             |             |             |             |             |
| Appropriated (Budgeted)                                     | \$20,000    | 0           | 0           | 0           | 0           |
| Operating   | \$0         | \$75,000    | \$75,000    | \$75,000    | \$75,000    |
| Capital   | 0           | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact</b><br><i>(If not budgeted)</i>        | <b>\$0</b>  | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    |
| <b>No. of Addn'l Full-Time</b><br><b>Employee Positions</b> | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    |

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| <b>Contract Award - Existing Appropriation (Budgeted)</b>                              |  |
|  | <b>Expenditure</b>                     |
| <b>Department</b>  | <b>Community Sustainability</b>        |
| <b>Division</b>  | <b>Code Enforcement</b>                |
| <b>GL Description</b>  | <b>Professional Services/Board Ups</b> |
| <b>GL Account Number</b>   | <b>160-2040.515.31-86</b>              |
| <b>Project Number</b>  | <b>N/A</b>                             |
| <b>Requested Funds</b>   | <b>\$20,000</b>                        |
| <b>Remaining Balance</b>   | <b>0</b>                               |
| <b>Source of Revenue</b> (i.e. Paygo.<br>Current Revenue, Bond Money,<br>Grants, etc.) | <b>Current Revenues</b>                |