

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: November 17, 2020

DEPARTMENT: Financial Services

TITLE:

Ratification of Agreement with Coast Professional, Inc.

SUMMARY:

Ratification of Agreement with Coast Professional, Inc. for code lien recovery services after re-evaluation and re-scoring required due to incorrectly posted public notice.

BACKGROUND AND JUSTIFICATION:

The Code Compliance Division of the Community Sustainability Department requested proposals from qualified firms to provide private collections of outstanding code compliance liens, fines and fees. The City advertised Request for Proposal 20-207 for Code Enforcement Lien Recovery Services on May 31, 2020, and the city received two responses. An evaluation committee met via a Webex meeting and reviewed and scored the responses on July 16, 2020. The response proposal from Coast Professional, Inc. was ranked highest, and a contract with the company was presented to and approved by the City Commission at the September 15, 2020 commission meeting.

Sometime after, the City discovered that the public meeting was incorrectly posted/advertised and in order to correct the error, staff organized a new public meeting to re-evaluate and re-score all proposals. An evaluation committee met for the second time via a Webex meeting and reviewed and re-scored the responses on November 5, 2020. The response proposal from Coast Professional, Inc. was again ranked with the highest score. At this time staff is requesting a ratification of the Agreement with Coast Professional.

MOTION:

Move to approve/disapprove the ratification of the Agreement with Coast Professional, Inc. for private code lien recovery services.

ATTACHMENT(S):

Fiscal Impact Analysis
Coast Professional Inc. Agreement

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures	0	0	0	0	0
Operating Expenditures	0	0	0	0	0
External Revenues	100,000	100,000	100,000	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
 Net Fiscal Impact	 0	 0	 0	 0	 0
 No. of Addn'l Full-Time Employee Positions	 0	 0	 0	 0	 0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	Project Number	FY20 Budget	Current Balance	Agenda Expenditure	Balance