



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name and Title:** Bernard Cox, Development Director
2. **Department:** Development Services
3. **Meeting Date:** Tuesday, August 25, 2026
4. **Requested Action:**
Approve a noncompetitive procurement to Passero Associates for \$60,000 for a Development Services Fee Study.
5. **Cost & Funding Source:**
Cost: Passero \$60,000.00 and maintains the statutory deadline of January 1, 2027.

Funding Source: 134-0125-524-31010- Professional Services.

6. **Justification of Request:**
This is a specialized service. Only two companies that provide this service were located, and only one provided a timeline to meet the statutory deadline.

The quotes from Passero (\$60,000) meet the statutory deadline and Baxter & Woodman (\$60,000) needed 6 months to complete the task which put the department behind the statutory deadline.

This request is for approval of a noncompetitive procurement in accordance with:

Sec. 2-204. – Noncompetitive procurements.

Noncompetitive procurements in the amount of \$5,000.00 or more may be made through solicitation of a proposal from only one source and may be used when one or more of the following circumstances apply:

- (3) After solicitation of a number of sources, competition is determined inadequate.