

MEETING DATE
October 9, 2017
Subject: Contract Award - Thompson Consulting Services, Inc.



AGENDA REPORT

AGENDA
Section: Consent Agenda
Item #: 6

Department/Office:
Administration

Requested Action or Motion: Move to approve the contract with Thompson Consulting Services, Inc. for debris monitoring services.

Summary Explanation & Background:

The City of Leesburg contracted with Thompson Consulting Services, Inc. of Lake Mary, Florida to provide Debris Monitoring Services. The General Terms and conditions of the contract contained a clause that allows other agencies to make purchases from the vendor for the same terms and conditions, with the exception of the change in agency name, delivery location and legal jurisdiction. This type of cooperative purchase agreement is an acceptable contracting method for the Federal Emergency Management Agency (FEMA). Section 18 of the City's purchasing policy allows the City to enter into a cooperative purchase agreement based on any federal, state, county, city or other governmental agency contract providing such contract was the result of a bona fide competitive process and is a current contract.

Debris Monitoring companies relieve the City staff of the responsibility of having field and site monitors to issue load tickets and make tower calls on truck capacity. They also fulfill the role of the project manager, certifying trucks, scheduling the monitors and providing all equipment (vehicles, phones, handheld ticket devices, etc.) and complete the administrative duties including providing a database of the load tickets and information required to submit for FEMA reimbursement. They will complete the required project worksheet information on behalf of the City.

Due to the onerous reporting and monitoring requirements of debris removal and the limited City staff available to monitor the removal in-house, the City Manager determined that it was in the best interest of the City to engage the firm under the cooperative purchasing agreement with the City of Leesburg. Because of the lead time required to have the monitors mobilized and ready to start, the City Manager executed the contract and has placed it on the next available agenda for approval consistent with emergency procurement procedures.

Fiscal Impact:

Currently estimated at \$100K, estimating FEMA reimbursement at 75% and City expense at 25% (included in the requested budget amendment on tonight's agenda).

Exhibits: Signed Contract (PDF)
Leesburg Agreement Exhibit A Item III (PDF)
Leesburg RFP General Terms and Conditions (PDF)

Contact Person: Sharon Anselmo, City Manager

Commission/Board:

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Reviewed by City Attorney

Yes N/A