

City Council Agenda Summary Sheet (Purchases)

Agenda No: Plan Review Services
Date: February 5, 2004
Prepared By: Angie Jones, Building Dept. 248-656-4615
City File No: n/a

Meeting Date: February 18, 2004

PURPOSE:

To provide plan review services along with the departments plan review staff to provide the most efficient building code plan review possible.

DISCUSSION:

Requests for proposals were taken from the internet and Code Source, P.C. was selected as the most efficient and cost effective bidder and will be utilized as the primary vendor. During peak times, it may be necessary to use the services of a secondary vendor to maintain efficient plan review. ICC was selected as the second most efficient and cost effective bidder and will be utilized as a secondary vendor. This blanket is for two years through December 31, 2005 with a one-year renewal option.

FISCAL INFORMATION:

\$35,000 is budgeted for 2004 and \$35,000 will also be budgeted for 2005. There will be no additional staffing required.

Fund Name	Fund Account #	Description	Budget Amount	Cost	Remaining Budget
Building	371801000	Plan review services	\$70,000.00	\$70,000	

Vendor Name and Address:

Code Source PC (PRIMARY VENDOR)
 2939 Wilson SW, Suite 100
 Grandville, MI 49418-1239

ICC (SECONDARY)
 4051 W. Flossmoor Rd.
 Country Club Hills, IL 60478-5795

Reason for Selection:

Both companies were selected based on their cost efficiency and effectiveness.

Method of Purchase:

Contract – blanket purchase order for 2004

RECOMMENDATION:

It is recommended that City Council authorize a blanket purchase order to Code Source P.C. as the primary vendor and ICC as the secondary vendor for plan review services in the amount not to exceed \$70,000.00

ATTACHMENTS:

[Click **here** and list attachments submitted]

Department Authorization: Scott Cope

Reviewed by:

Fiscal: *Jean Farris*

Clerks: *Susan Koliba-Galeczka*

Approved by: *Pat Somerville*