



**AGENDA ITEM REPORT**

**DATE:** November 5, 2019  
**DEPARTMENT:** County Manager  
**REQUESTER:** Peter Winton  
**TITLE:** Approve Contract Extension for Financial Advisor - Countywide

**I. MOTION REQUESTED**

A) Approve Change Order No. 3, to Contract No. 6981, under Competitive Negotiation No. CN 140196, Financial Advisor, with Dunlap & Associates, Inc., extending the contract term for an additional one-year period, through November 23, 2020, for use on an as needed basis to provide the County with advisory services and fiscally responsible processes for conducting the sale of bonds.

B) Authorize the County Manager or designee to approve the change order on behalf of the Board of County Commissioners.

**II. ITEM SUMMARY**

Approves a contract extension with Dunlap & Associates, Inc. for an additional one-year period, through November 23, 2020, for use on an as needed basis to provide the County with advisory services and fiscally responsible processes for conducting the sale of bonds. The total term of the contract, with the extension, does not exceed the renewal term limits established in Florida Statute 287.057(13), utilized as a guideline for competitive procurement. These services are budgeted within the Other Professional Services line item (\$507,000) and expenses are on an as-needed basis. The most spent annually in the last five years was \$129,169, the least \$3,127.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

On October 21, 2014, the Board awarded Competitive Negotiation No. CN140196 to Dunlap & Associates, Inc. for advising the County on the most fiscally responsible process of conducting the sale of bonds. The original term of the contract was for three years with an option to renew for two additional one-year periods.

On November 17, 2017, the Board approved the first renewal of the contract through December 20, 2018, and authorized the County Manager or designee the authority to negotiate the second renewal option if it was in the best interest of the County.

On August 1, 2018, a change order was administratively approved executing the second renewal option with Dunlap & Associates, Inc. through December 20, 2019.

The initial term of the contract was November 24, 2014 through November 23, 2017. A clerical error on the renewal change order resulted in a contract expiration date of December 20, 2019. The proposed change order corrects the expiration date for the second renewal to November 23, 2019, and provides an extension of the contract for one additional year through November 23, 2020. The total term of the contract, with the extension, does not exceed the renewal term limits established in Florida Statute 287.057 (13), utilized as a guideline for competitive procurement.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	As needed (\$507,000 budgeted for other professional services)
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No

F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	General Fund
H)	Comments:	

V. **RECOMMENDATION**  
Approve

VI. **TIMING/IMPLEMENTATION**

VII. **FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<u>Original Contract</u>	10/29/2019	Contract
<u>Change Order No. 1</u>	10/29/2019	Change Order
<u>Change Order No. 2</u>	10/29/2019	Change Order
<u>Proposed Change Order No. 3</u>	10/29/2019	Change Order

**REVIEWERS:**

Department	Reviewer	Action	Date
County Manager	Turner, Nicole	Approved	10/29/2019 - 8:08 AM
County Manager	Winton, Peter	Approved	10/29/2019 - 11:02 AM
Budget Services	Henkel, Anne	Approved	10/29/2019 - 11:07 AM
Budget Services	Winton, Peter	Approved	10/29/2019 - 12:06 PM
County Attorney	Swindle, Amanda	Approved	10/29/2019 - 1:20 PM
County Manager	Winton, Peter	Approved	10/29/2019 - 1:23 PM