



AGENDA ITEM REPORT

DATE: April 17, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Extend Annual Contracts for Countywide Materials Testing Services

I. MOTION REQUESTED

A) Approve extensions of annual contracts with six firms under Competitive Negotiation No. CN160111, Materials Testing Services, for an additional six-month period, through December 19, 2018, for use on an as needed basis for miscellaneous professional testing services, as approved in the departments' annual adopted budgets: American Management Resources Corporation; Ardaman & Associates, Inc.; GFA International, Inc.; Nova Engineering and Environmental, LLC; Universal Engineering Sciences, Inc. and Velocity Engineering Services, LLC.
 B) Authorize the Director of Procurement Management or designee to approve the extension documents on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves extensions of contracts with six firms for an additional six-month period, through December 19, 2018, for use on an as needed basis for miscellaneous professional testing services as approved in the departments' annual adopted budgets. This will allow services to continue uninterrupted until new contracts are solicited. Total expenditures for these services during the 2016 - 2017 Fiscal Year were approximately \$30,289.75. The services provided under these contracts include lead-based paint testing, soil testing, and testing for asbestos.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 On May 3, 2016, the Board of County Commissioners awarded Competitive Negotiation No. CN160111, Materials Testing Services. The original term of the contracts was for two years with no renewal options. Board approval will allow for a six-month extension, through December 19, 2018, so that services will continue uninterrupted until new contracts are solicited.

 Expenditures for these services during the 2016 - 2017 Fiscal Year total approximately \$30,289.75.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
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.	Yes
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	General Fund
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Proposed CO1 - AMRC	3/27/2018	Change Order
Proposed CO1 - Ardaman	3/27/2018	Change Order
Proposed CO1 - GFA	3/27/2018	Change Order
Proposed CO1 - NOVA	3/27/2018	Change Order
Proposed CO1 - Universal	3/27/2018	Change Order
Proposed CO1 - Velocity	3/27/2018	Change Order

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	3/28/2018 - 3:24 PM
Budget Services	Henkel, Anne	Approved	3/29/2018 - 8:17 AM
Budget Services	Winton, Peter	Approved	3/29/2018 - 2:51 PM
County Attorney	Lira, Louis C.	Approved	3/29/2018 - 3:20 PM
County Manager	Brady, Christine	Approved	4/6/2018 - 2:20 PM