




**CITY OF HOLLYWOOD, FLORIDA  
BUILDING DEPARTMENT**

**INTER-OFFICE MEMORANDUM**

**Date:** October 19, 2016 **File:** BD-16-027

**To:** Paul Bassar  
Contract Compliance Officer

**From:** Philip Sauer  
Chief Building Official 

**Subject:** Calvin Giordano & Associates. Blanket Purchase Order Expenditures

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**ISSUE:**

On February 17, 2016 the City Commission via resolution number R-2016-027 authorized the approval and issuance of Blanket Purchase Order B002464 to Calvin Giordano & Associates of Florida for Building plan review and inspection consultant services in an amount not to exceed \$200,000.00 annually .

The current contract period (3/11/16 – 3/10/18) expenditures for identified blanket purchases order have and will continue to exceed the initial award not to exceed dollar amount of \$200,000.00.

**EXPLANATION:**

The Building Division utilizes the services of the contract employees to assist with operating at normal capacity and to achieve the public's expectations. The Building Division has experienced added special project work load, additional permitting and licensing requirements the operational requirements to maintain current levels of staff due to attrition and unplanned or planned absences. With the construction volume on the rise and the expectation of a higher volume of permit applications these contractual service personnel are essential to be able to continue functioning at expected levels. Currently the reason for this increase is the ability of one of the contract service providers (Calvin Giordano & Associates) to be able to provide requested services, whereas the other contract service provider (CAP Government) is unable to supply qualified help as requested. The Building Division has only utilized \$85,000 of the contracted amount of \$200,000 with CAP Government.

Therefore the Building Division is requesting the required authorized approval be sought for the increased current term expenditures in the amount of \$200,000.00 to Calvin Giordano & Associates (B002464) through March 10, 2016.

**RECOMMENDATION:**

Please assist the Building Division in requesting the required authorized approval to of increase the annual expenditure in amount of \$200,000.00 to \$400,000.00 for Calvin Giordano & Associates

For your information and appropriate action.

c: Development Services Director  
Assistant City Manager /Sustainable Development  
Assistant City Manager/Finance & Administration