September 14, 2004

TO: Mayor and City Council

FROM: James E. Glaser, Director
Community Development Department

SUBJECT: RESOLUTION: AWARD CONTRACT AGREEMENT FOR BUILDING INSPECTION AND PLAN CHECK SERVICES

RECOMMENDATION

The City Council adopt a resolution approving findings and awarding a service contract through the City of Tracy's contract with 4Leaf, Inc., Pleasanton, California, for Building Inspection and Plan Check Services on an as needed basis for a period of two years.

DISCUSSION

Background

On June 5, 2003, 4Leaf, Inc., Pleasanton, California, submitted a proposal to the City of Tracy in response to a Request for Proposal for building inspection and/or plan checking services. On July 1, 2003, the Tracy City Council adopted Resolution No. 2003-244 approving a Professional Services Agreement with 4Leaf, Inc., to provide inspection and plan checking services to the City of Tracy for a two-year period. The City of Tracy is currently paying 4Leaf, Inc., $70 per hour for International Conference of Building Officials (ICBO) certified combination building inspection services and $85 per hour for non-structural plan review.

Present Situation

The Building Division is currently responding to approximately 1,200 inspection requests a day. In order to meet the needs of the community, the Building Division has utilized contract inspectors to accomplish the increased workload. The City of Stockton Building Division is currently recruiting for combination building inspectors and anticipates hiring additional full-time permanent inspectors in the near future. Until the full-time inspectors are secure, the City of Stockton Building Division must continue to utilize the contract inspectors to process the inspection requests in a timely manner.

4Leaf, Inc., Pleasanton, California, has agreed to extend to the City of Stockton the same services as they are currently providing to the City of Tracy, but at a rate of $65 per hour for ICBO combination building inspection services and a rate not to exceed $85 per hour for non-structural plan review (see Attachment A). The proposed contract will be utilized on an as needed basis and the City will pay only for services required.

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Therefore, staff recommends the City Council adopt and approve findings which support and justify authorizing an exception to the competitive bidding requirements as outlined in the Stockton Municipal Code, Section 3-105(d), cooperative purchasing agreements through other governmental jurisdictions or public agencies, based on the proposed findings as follows:

- The City of Tracy awarded a contract through the Request for Proposal process to 4Leaf, Inc., and has extended the use of this agreement in a cooperative effort pursuant to a request for proposal process (see Attachment B).

- The City of Stockton Building Division is currently responding to approximately 1,200 inspection requests a day and contract inspectors are necessary to meet the needs of the community and respond to inspection requests in a timely manner.

- Staff does not have time to go through the Request for Proposal process.

- The use of contract inspectors is temporary, as the City is currently recruiting for and anticipates the hiring of permanent full-time inspectors.

- The request for proposal scope of work used by the City of Tracy has been reviewed and considered compatible with City of Stockton standards.

FINANCIAL SUMMARY

Sufficient funds are available in Account No. 048-1830-530.20-65, Professional and Special Services, for the proposed contract. It is estimated expenses will not exceed $250,000 per year.

JAMES E. GLASER, DIRECTOR
COMMUNITY DEVELOPMENT DEPARTMENT

APPROVED BY CITY MANAGER

Attachments

cc: City Attorney w/attachments
    City Clerk w/attachments
    City Manager w/attachments
    Administrative Services/Purchasing Division w/attachments
August 3, 2004

City of Stockton
Building Department
345 N. El Dorado Street
Stockton, CA 95202

Attn: Georgia Polk

RE: Recent Proposal Submittal

Dear Georgia,

I recently sent a copy of 4LEAF response to RFP from the City of Tracy, CA (Proposal) to your attention. The purpose of this submittal was to show an example of a recent and local, competitively proposed scope of work similar to those that the City is seeking 4LEAF to provide services. 4LEAF has been awarded a contract based on this proposal. 4LEAF is interested in supplying these services to the City of Stockton for the reduced rate of $65 per hour.

Please note that the rates that 4LEAF will be supplying staff to the City of Stockton are competitive, and in some cases less expensive, than those that have undergone a competitive process in the immediate geographic area.

Please contact me if I can provide any further assistance.

Respectfully Submitted,

4LEAF, Inc.

Kevin Duggan
Principal
August 27, 2004

City of Stockton
Administration Services, Purchasing Division
425 N. El Dorado
Stockton, California 95202

To Whom It May Concern:

The City Of Tracy is aware that the City of Stockton is entering into a contractual agreement with 4LEAF, Inc. in order to procure inspection services. The City of Tracy does not object to the competition for such available resources. The 4LEAF offices are located at 2142 Rheem Drive, Suite A, Pleasanton, California, 94588.

If you have any questions, please feel free to contact me at 209-831-4616 or you can send an email to Kevin.Jorgensen@ci.tracy.ca.us.

Best regards,

Kevin Jorgensen
Chief Building Official