

# City of South Daytona

## Office of the City Manager

1672 S. Ridgewood Avenue • South Daytona, FL 32121 • 386/322-3014



### MEMORANDUM

To: James L. Gillis Jr., City Manager  
From: Becky Witte, Deputy City Clerk  
Re: Consideration of approving an agreement with Bureau Veritas North America Inc for supplemental Building Official Services.  
Date: January 3, 2023

The city currently has an agreement for Continuing Services with Universal Engineering Sciences for Building Inspections, Plan Review and Building Official Services. Staff has supplemented the services of Universal Engineering Sciences with Bureau Veritas (John Boden) over the last year to save on costs. With the resignation of our Chief Building Official in December, staff requests the City Council enter into an agreement with Bureau Veritas North America Inc for supplemental Building Official Services.

The City of South Daytona Purchasing Policy allows the Council to waive the written quote and formal bidding requirements where solicitation of bids is deemed not to be in the best interest of the city taking into consideration cost, delivery time, prior dealings with the vendor or product, consistency of product use, compatibility of product with existing equipment and such other considerations as deemed appropriate by the city council.

John Boden with Bureau Veritas has performed inspections and permit reviews for the city over the past three months. His services were necessary to allow the Chief Building Official more time to perform office and data entry duties while our permit technician was out on maternity leave. Now that our Chief Building Official has resigned, a seamless choice would be to allow Mr. Boden to continue providing inspection and permit review services in the interim until a new building official is hired.

By having agreements with multiple firms who can provide services for Plan Review, Inspections and Building Official Services, staff can provide the highest quality of services to our residents. Staff's goal is to provide quality, timely and friendly services especially in Permitting and Development.

Staff recommends approval of the agreement with Bureau Veritas North America Inc for Building Official Services



**BUREAU  
VERITAS**

1422 S. Harcoossee Rd.  
St. Cloud, FL 34771  
P: 407.556.0027  
www.bvna.com

November 28, 2022

City of South Daytona  
1672 S. Ridgewood Avenue  
South Daytona, FL 32119

To Whom It May Concern:

It has come to our attention the City of South Daytona is currently seeking alternatives for augmenting the Building Department Staff via the provision of Building Official Services. Bureau Veritas North America, Inc. has licensed staff in your area, and we are available to provide these services as an added value to the Plan Review and Inspection Services our firm currently delivers to the City.

#### Fee Arrangement

Building Official                      \$140.00/hour\*

*\*Building Official Services will be on a part-time basis. The firm's designated personnel will be unable to be on-site with the City for 8 hours per day.*

#### Terms and Conditions

The Terms and Conditions currently established by the existing agreement between the City of South Daytona and Bureau Veritas North America, Inc. for the delivery of Plan Review and Inspection Services will govern the provision of Building Official Services. Please sign below where indicated and return a copy to the signatory (john.boden@bureauveritas.com). Your signature represents your acceptance of the Proposal, Agreement, and Conditions. Bureau Veritas North America, Inc.'s services will not commence or staff be dispatched to the project site without the receipt of your written acceptance.

Feel free to contact us at 407.556.0027 to discuss this opportunity or if you have further questions.

Sincerely,

John Boden  
Business Unit Manager  
P: 689.241.5655 | E: john.boden@bureauveritas.com

Agreed to and accepted on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By:

City of South Daytona	(Company Name)
	(Signature)
	(Printed Name)
	(P.O. Number to Bureau Veritas North America, Inc.)