Exhibit E

PURCHASE ORDER CHANGE ORDER REQUEST FORM
Attach a copy of the purchase order and any supporting documentation.

<table>
<thead>
<tr>
<th>Purchase order number</th>
<th>9117696</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor (include vendor's number from ADG)</td>
<td>PDCS, LLC #5021</td>
</tr>
</tbody>
</table>

| Current purchase order amount (including any previously approved change orders) | $2,304,480.00 |
| Requested change order amount | $424,454.00 |
| New purchase order total | $2,728,934.00 |

**PLEASE CHANGE THE FOLLOWING ITEMS (FILL IN ALL THAT APPLY)**

<table>
<thead>
<tr>
<th>Item Number</th>
<th>From Quantity</th>
<th>To Quantity</th>
<th>From Unit Price</th>
<th>To Unit Price</th>
<th>From Account Code</th>
<th>To Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>$2,304,480.00</td>
<td>$2,728,934.00</td>
<td></td>
<td>124-142-524-3100</td>
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</tbody>
</table>

**PLEASE ADD THE FOLLOWING ITEMS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Account</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Reason/Justification/Special Instructions:** Additional funds needed for FY 19/20.

**Signature/Approvals**

<table>
<thead>
<tr>
<th>Steve Wilcox</th>
<th>Karl Holley</th>
<th>Becky Segrest</th>
<th>Bradley Arnold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Head</td>
<td>Department Director</td>
<td>Assistant Purchasing Agent</td>
<td>County Administrator</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

Submit to Purchasing
**VENDOR**

PAGE DIXON CHANDLER SMITH, LLC
3361 ROUSE RD SUITE 210
ORLANDO FL 32817

**DELRIVER TO**

SUMTER BOARD OF COMMISSIONERS
7375 POWELL RD STE 200
WILDWOOD FL 34785

**PURCHASE ORDER:** 9117696

<table>
<thead>
<tr>
<th>Ordered</th>
<th>Due By</th>
<th>Ship Via</th>
<th>FOB</th>
<th>Terms</th>
<th>Customer No</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/10/19</td>
<td>11/09/19</td>
<td></td>
<td></td>
<td>NET</td>
<td>MALDERMAN</td>
<td></td>
</tr>
</tbody>
</table>

**Requisition No:** 00018730
**Vendor No:** 5021-1
**Vendor Phone:** (407)277-9795
**Vendor Fax:** (407)277-6863

<table>
<thead>
<tr>
<th>No</th>
<th>Quantity</th>
<th>U/M</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended</th>
<th>G/L Account</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td></td>
<td>Planning Services Contracted Fire Plans, Inspections and Community Risk Reduction Visits</td>
<td>324,480.0000</td>
<td>324,480.00</td>
<td>014-522-3100</td>
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<tr>
<td>2</td>
<td>1.00</td>
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<td>Building Services Department Contracted Inspection and Plan Review Fees</td>
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<td>1,980,000.00</td>
<td>124-524-3100</td>
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</table>

**TOTAL** 2,304,480.00

**VENDOR INSTRUCTIONS:**
1. MAIL INVOICES TO:
   SUMTER CO BOARD OF COMMISSIONERS
   7375 POWELL RD SUITE 206
   WILDWOOD, FL 34785-4203
2. EMAIL INVOICES TO:
   ADMINISTRATIVE.SERVICES@SUMTERCOUNTYFL.GOV
3. PURCHASES MAY NOT EXCEED THE TOTAL AMOUNT OF THIS ORDER WITHOUT PRIOR APPROVAL BY THE PURCHASING DEPT.
4. ACCEPTANCE OF THIS ORDER INCLUDES ACCEPTANCE OF ALL TERMS, PRICES, DELIVERY INSTRUCTIONS, SPECIFICATIONS AND CONDITIONS.
5. STATE TAX EXEMPT#: 65-8012622366C-3
6. IF YOU HAVE QUESTIONS, PLEASE CALL (352)689-4400.
SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Amendment and Extension to the Agreement with PDCS, LLC for Fire Safety Inspections, Plan Review, Community Risk Reduction Services, and Building Inspections (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting
DATE OF MEETING: 6/23/2020

CONTRACT: □ N/A
Vendor/Entity: PDCS, LLC
Effective Date: 6/28/2016
Termination Date: 9/30/2021
Managing Division / Dept: Building & Code / Development Services

BUDGET IMPACT: FY 19/20 $324,480 – Development Services $1,980,000 – Building Services
FUNDING SOURCE: General Fund and Building Services Fund
Type: Annual
EXPENDITURE ACCOUNT: 001-140-522-3100 and 124-142-524-3100

HISTORY/FACTS/ISSUES:

On June 28, 2016, the Board of County Commissioners entered into an agreement with PDCS, LLC for Sumter County Building Inspection and Plan Review Services. On September 12, 2017, the Board of County Commissioners approved Addendum #1 to the agreement to include Fire Safety Inspections, Plan Reviews, and Community Risk Reduction Services.

At this time, staff wishes to extend the current agreement for a one-year term and extend the agreement through September 30, 2021 to coincide with the County’s fiscal year. In addition, the County wishes to amend the agreement to reflect the need for two separate monthly invoices which should be breakdown between the Building Services Fund and General Fund service charges.

There are no renewals left on this agreement.

Attached for BOCC review and approval are the original PDCS, LLC Agreement, Addendum #1, and the Amendment/Extension Agreement.

Prepared by: Becky Segrest

Grammarly Check ☒

APPROVED

June 23, 2020
June 29, 2020

PDCS, LLC
3361 Rouse Rd, Suite 210
Orlando, FL 32817

To Whom It May Concern:

Enclosed for signature are two (2) originals of Amendment #1 and Extension Agreement #2 for Building Inspection and Plan Review Services between PDCS, LLC and Sumter County approved by the Board of Sumter County Commissioners on June 23, 2020. Please have both originals signed and return one to the Clerk of Courts using the enclosed envelope.

Thank you for your assistance in this matter. If there are any questions, please do not hesitate to contact our office at (352) 569-6629.

Very truly yours,

BOARD OF SUMTER COUNTY COMMISSIONERS

GLORIA R. HAYWARD
CLERK & AUDITOR

By
Caroline Al Restimawi
Deputy Clerk

Enclosures
Amendment #1 and Extension Agreement #2
Building Inspection and Plan Review Services between Sumter County Board of
County Commissioners and PDCS, LLC

This agreement extension is made and entered into this 23rd day of June 2020, between the Board of
County Commissioners of Sumter County Florida, 7375 Powell Road, Wildwood, Florida 34785 (County) and
PDCS, LLC, 3361 Rouse Road, Suite 210, Orlando, Florida 32817 (Vendor).

WHEREAS, the parties executed an original agreement dated June 28, 2016 for RFQ 019-0-2016/RS
Sumter County Building Inspection and Plan Review Service;

WHEREAS, the County amended the agreement to include additional services including Fire and Safety
Inspections and Plan Review and to revise the term of the agreement from September 13, 2017 and terminate on

WHEREAS, the County wishes to extend the agreement for one year through September 30, 2021.

NOW, THEREFORE, the parties agree as follows:

1. That the certain agreement between the parties originally dated July 23, 2016, is hereby extended to
   September 30, 2021.

2. Firm shall provide the County with two separate invoices each month.
   a. Invoice 1 – Shall contain all charges eligible for payment for building and fire plan review and
   b. Invoice 2 – Shall contain all charges eligible for payment for Community Risk Reduction
      activities and all annual Fire Code inspections of existing commercial structures.

3. Firm shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all
   other applicable laws, rules and regulations of the State of Florida.

4. IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF
   CHAPTER 119, FLORIDA STATUTES, TO THE FIRMS’ DUTY TO PROVIDE
   PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE
   CUSTODIAN OF PUBLIC RECORDS AT 352-689-4400, Sumter County Board
   of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785 or via
   email at Records@sumtercountyfl.gov.

5. Except as expressly modified by this Extension Agreement, all other terms and conditions of the
   original Agreement remain in full force and effect for the term of the Agreement.

THIS AGREEMENT is executed the day and year first written above.

Attest: Deputy Clerk

Date Signed: 6/23/2020

Witness:

Date Signed: 7/5/2020

BOARD OF COUNTY COMMISSIONERS,
SUMTER COUNTY, FLORIDA

By: ___________________________

Date Signed: 6/23/2020

Chairman

PDCS, LLC

By: ___________________________

Date Signed: 7/5/2020
SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Extension to the Agreement with PDCS, LLC for Fire Safety Inspections, Plan Review, Community Risk Reduction Services and Building Inspections (Staff Recommends Approval)

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting DATE OF MEETING: 7/23/2019

CONTRACT: □ N/A Vendor/Entity: PDCS, LLC
Effective Date: 6/28/2016 Termination Date: 7/28/2020
Managing Division / Dept: Fire & EMS

BUDGET IMPACT: FY 18/19 $324,480 – Fire $1,980,000 – Building Services
FUNDING SOURCE: General Fund and Building Services Fund
Type: Annual EXPENDITURE ACCOUNT: 001-182-3100 and 124-142-3400

HISTORY/FACTS/ISSUES:

On June 28, 2016, the Board of County Commissioners entered into an agreement with PDCS, LLC for Sumter County Building Inspection and Plan Review Services. On September 12, 2017, the Board of County Commissioners approved Addendum #1 to the agreement to include Fire Safety Inspections, Plan Reviews, and Community Risk Reduction Services.

At this time, staff wishes to extend the current agreement for a one-year term.

Attached for BOCC review and approval are the original PDCS, LLC Agreement, Addendum #1 and the Extension Agreement.

Prepared by: Becky Segrest Grammarly Check ☑

APPROVED July 23, 2019

Page 1 of 1
July 30, 2019

PDCS, LLC
3361 Rouse Rd., Suite 210
Orlando, FL 32817

To Whom It May Concern:

Enclosed for signature are two (2) originals of the Extension Agreement for Building Inspection and Plan Review Services between PDCS, LLC and Sumter County approved by the Board of Sumter County Commissioners on July 23, 2019. Please have both copies signed and return one to the Clerk of Courts in the enclosed envelope.

Thank you for your assistance in this matter. If there are any questions, please do not hesitate to contact our office at (352) 569-6629.

Very truly yours,

BOARD OF SUMTER COUNTY COMMISSIONERS

GLORIA R. HAYWARD
CLERK & AUDITOR

By Carolme Al Restimawi
Deputy Clerk

Enclosures
Extension Agreement
Building Inspection and Plan Review Services between Sumter County Board of County Commissioners and PDCS, LLC

This agreement extension is made and entered into this 23rd day of July 2019, between the Board of County Commissioners of Sumter County Florida, 7375 Powell Road, Wildwood, Florida 34785 (County) and PDCS, LLC, 3361 Rouse Road, Suite 210, Orlando, Florida 32817 (Vendor).

WHEREAS, the parties executed an original agreement dated June 28, 2016 for RFQ 019-0-2016/RS Sumter County Building Inspection and Plan Review Service;

WHEREAS, the County amended the agreement to include additional services including Fire and Safety Inspections and Plan Review and to revise the term of the agreement from September 13, 2017 and terminate on July 28, 2019.

WHEREAS, the County wishes to extend the agreement for one year through July 28, 2020 under the same terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. That the certain agreement between the parties originally dated July 23, 2016, is hereby extended to July 28, 2020.
2. Firm shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
3. IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRMS’ DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-689-4400, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785 or via email at Administrative.Services@sumtercountyfl.gov.

THIS AGREEMENT is executed the day and year first written above.

Date Signed: JUL 23 2019

Date Signed: JUL 23 2019

Date Signed: 8/5/19

Date Signed: 8/5/19
SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Approval of Contract for Building Inspection and Plan Review Services with PDCS, LLC (Staff Recommends Approval)

REQUESTED ACTION: Staff Recommends Approval

☒ Regular Meeting ☐ Special Meeting

Contract: ☐ N/A Vendor/Entity: PDCS, LLC
Effective Date: 7/29/2016 Termination Date: 7/28/2019
Managing Division / Dept: Building Services Department

BUDGET IMPACT: The anticipated annual cost for the proposed contract with 3 plan reviewers, 8 building inspectors and 1 fire inspector will be $1,726,000. The current PDCS contract provides 3 plan reviewers and 3 inspectors at a cost of $870,000 annually. The current contract with SBCCI Inc. is estimated to cost $1,416,000 this year, for a combined annual total of $2,286,000. The proposed contract with PDCS will save approximately $560,000 annually, based upon present workload. Funds for this contract are included in the current FY 2015/16 operating budget and the proposed FY 2016/17 budget for the Development Services Division. Expenditures will vary contingent upon the volume of inspections and reviews.

☒ Annual FUNDING SOURCE: 124 Building Services Fund
☐ Capital EXPENDITURE ACCOUNT: 124-142-524-3400
☐ N/A

HISTORY/FACTS/ISSUES:

On 6/14/2016 the Board of County Commissioners approved to award and enter into contract negotiations with PDCS, LLC for RFQ 019-0-2016/RS Sumter County Building Inspection and Plan Review Services.
PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this 28th day of June, 2016, by and between Board of Sumter County Commissioners (hereafter referred to as "Board"), whose address is 7375 Powell Road, Wildwood, Florida 34785, and PDCS, LLC (hereafter referred to as "Contractor"), whose address is 3361 Rouse Rd., Suite 210, Orlando, Florida 32817.

RECITALS

WHEREAS, the Board has need of professional services for Building Inspection and Plan Review Services; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties, responsibilities and compensation of Contractor, based on the Contractor's response to RFQ 019-0-2016/RS;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is hereby agreed as follows:

1. The relationship of the Contractor to the Board will be that of a professional Contractor and the Contractor will provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to Contractor's profession, and Contractor will endeavor to provide to the Board prompt and efficient consulting services to the best of its ability.

2. Contractor is hereby retained and employed as a Building Inspection and Plan Review Services Contractor, and will work with the Board to provide said services in accordance with the scope of work outlined in the attached Exhibit B Scope of Services.

3. Contractor agrees to prepare and complete a report to the Board, detailing the status of services provided pursuant to this Agreement at the request of the Board. Contractor may be asked to present the deliverables in person for review by staff or for discussion at a scheduled Board meeting.

4. The term of this Agreement shall commence on July 29, 2016 and continue in full force through July 28, 2019, unless otherwise terminated as provided in paragraph five (5) of this Agreement. This Agreement may be renewed on an annual basis for two additional consecutive one-year periods, if agreed to in writing by both parties, at least sixty (60) days prior to the expiration of this Agreement, including any periods of renewal. The term of this Agreement does not relieve the Contractor of any future responsibility as described in paragraph eight (7) of this Agreement. This agreement supersedes any and all existing agreements or contracts between the Board and Contractor as of the effective date.

5. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party at the address designated in this Agreement for receiving such notice. If this agreement is terminated, Contractor shall be authorized to receive payment for all work performed up to the date of termination.

6. With regard to compensation paid to Contractor, Contractor shall furnish to the Board on a monthly basis an itemized invoice detailing all of Contractor's hours, services, expenses, and
any other services utilized by the Board during the preceding month. Invoice shall be itemized pursuant to and in accordance with the attached Fee Schedule. Contractor shall compute the total amount due for the preceding month and all amounts due Contractor shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Contractor acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties. If the Contractor wishes to have their invoices made via wire transfer, they will be responsible for paying the bank's wire transfer fee. The Contractor should notify the Board if they elect this payment method.

7. General Considerations.
   a. All reports, drawings, designs, specifications, notebooks, computations, details, and calculation documents prepared by Contractor and presented to the Board pursuant to this Agreement are and remain the property of the Board as instruments of service.
   b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Contractor shall be made available to the Board upon request and shall be considered public records.
   c. Contractor shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect, and copy all such Records as often as it deems necessary during any such period-of-time. The right to audit, inspect, and copy records shall include all of the records of sub-Contractors (if any).
   d. Contractor shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
   e. If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractors' duty to provide public records relating to this agreement, contact the custodian of public records at 352-689-4400, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785 or via email at Administrative.Services@sumtercountyfl.gov.
   f. Contractor shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFQ 019-0-2016/RS, naming Board as an additional insured in each such policy.
   g. Upon Contractor's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Contractor and Board mutually deem necessary, and Contractor may rely upon same in performing the services required under this agreement.
   h. The Board and Contractor each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the Board nor Contractor shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the Board, which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be
agreed upon in advance by the parties hereto. The Contractor may be required to provide additional services to the Board on challenges, public protests, administrative hearings, or similar matters. The Contractor shall be available to represent the Board, serve as an expert witness, and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between Board and Contractor and which are further incorporated herein by reference, consist of the following:
   a. Request for Qualifications (RFQ)
   b. Vendor’s RFQ Documents
   c. Permits / Licenses
   d. All RFQ Addenda Issued Prior to RFQ Opening Date
   e. All Modifications and Change Orders Issued

10. Contractor does hereby specifically promise and agree to "hold harmless", defend and indemnify the Board and the agents, servants, employees, officers, and officials thereof from and against any and all liability or responsibility for damage to property or person that may arise in connection with the services to be provided hereunder, including payment of all reasonable attorney's fees, costs and expenses associated with the same.

11. Contractor, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the Board and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the Board, except as provided in the scope of services called for herein. Contractor is hereby designated as an independent contractor to the Board and none of the employees, agents or servants of the Contractor shall have, or be entitled to, any of the fringe benefits applicable to employees of the Board.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.

13. Contractor does hereby waive any and all "venue privilege" and or "diversity of citizenship privileges" and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Sumter County, Florida, and Contractor hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the Board in any other State Court, Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Contractor shall comply with all federal, state, and local laws and regulations. Contractor shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Contractor shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Contractor to provide the type of services required hereunder.
17. Contractor shall notify Board in writing of any commitments during the term of this Agreement, which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the Board.

18. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.

19. Any notices required by this Agreement shall be mailed to the following individual(s), by Certified Mail, Return Receipt requested:

FOR THE BOARD
Name: Bradley S. Arnold
Address: 7375 Powell Road, Wildwood, FL 34785
Title: County Administrator

FOR THE CONTRACTOR
Name: Paul C. Smith
Address: 3361 Rouse Rd., Orlando, Fl 32817
Title: Managing Partner

IN WITNESS WHEREOF, the parties have signed this agreement as follows:

ATTEST: SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
By: ____________________________
By: Garry Breeden, Chairman
Date Signed: ______________________

ATTEST: Contractor
By: ____________________________
By: ____________________________
Date Signed: ______________________
EXHIBIT A

CONTRACTOR FEE SCHEDULE
JUNE 28, 2016 THROUGH JUNE 27, 2019

PDCS, LLC

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Licensed Plans Examiner, Residential and/or Commercial</td>
<td>$75.00/hour</td>
</tr>
<tr>
<td>Inspection Services Residential and/or Commercial</td>
<td>$70.00/hour</td>
</tr>
<tr>
<td>Supplemental Inspection Services (at request of county)</td>
<td>$70.00/hour</td>
</tr>
<tr>
<td>Fire Inspection Services</td>
<td>$78.00/hour</td>
</tr>
<tr>
<td>Damage Assessment and/or storm related assistance under the condition that the county is eligible for full or partial reimbursement for the service from the State of Florida or the Federal Government in a declared disaster is $95.00/hour plus expenses, based on a 40 hour week.</td>
<td></td>
</tr>
</tbody>
</table>

The above rates are based on actual hours worked providing Inspection and plan review services under this contract.

Overtime (over 8 working hours in a day) and/or weekend rates are 1.5 times the listed rates.

Holiday (County) rates are 2.0 times the listed rates with a two hour minimum.

All travel and expenses are included in the listed rates above. No additional charges for travel or expenses. The hourly rate shall not apply until the CONTRACTOR arrives at the COUNTY offices or the first inspection. The hourly rate shall not be paid by the COUNTY after the CONTRACTOR leaves the last inspection or the COUNTY office.
EXHIBIT B

SCOPE OF SERVICES

The Contractor shall provide residential and commercial inspections for compliance with the Florida Building Code, State Statutes, and local codes and ordinances. The inspection services shall include new and existing (non-new) residential and commercial construction throughout the entire service area of the County, including The Villages DRI. The County shall assign all residential and commercial inspections, under the conditions set forth herein, to the Contractor and other work or inspections as determined by the Building Official or his/her designee.

The Contractor shall provide residential and commercial plan review for compliance with the Florida Building Code, State Statutes, and local codes and ordinances. Plan review services shall be provided for any construction throughout the entire service area of the County, including The Villages DRI. Any additional services will be assigned to the Contractor on an as needed basis as determined by the Building Official or his/her designee.

All work shall be performed in accordance with generally accepted professional standards in the construction industry.

In addition to normal inspection requirements, in the event of a disaster or large emergency that damages residential homes and businesses, the Contractor shall provide the County additional qualified inspectors to assist in immediate post disaster activities, including building damage assessments and building inspections.

Other services the Contractor will provide on an as needed basis are inspection and plan review services for Florida Fire Prevention Code compliance.
SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Addendum #1 to the Agreement with PDCS, LLC for additional professional services to include Fire Safety Inspections and Plan review, and Community Risk Reduction Services

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting DATE OF MEETING: 9/12/2017

CONTRACT:
- N/A Vendor/Entity: PDCS, LLC
- Effective Date: 9/13/17 Termination Date: 7/28/2019
- Managing Division / Dept: Fire & EMS

BUDGET IMPACT: $162,240 for FY 17/18
FUNDING SOURCE: General Fund
Type: Annual EXPENDITURE ACCOUNT: 001-182-522-3100

HISTORY/FACTS/ISSUES:
On 6/28/2016 the Board of County Commissioners entered into contract with PDCS, LLC for Sumter County Building Inspection and Plan Review Services.

The Board has determined there is a need for additional professional services to include Fire Plans Review, Fire Inspection and Community Risk Reduction activities.

Duties and Compensation are detailed in Exhibit A

Attachments: Agreement Addendum #1
Exhibit A
Agreement with PDCS, LLC

Prepared by: Debra Edwards Grammarly Check

APPROVED

September 12, 2017
September 19, 2017

Paul Smith, Managing Partner
PDCS, LLC
3361 Rouse Rd., Suite 210
Orlando, FL 32817

Dear Mr. Smith:

Enclosed for your records is a copy of Agreement Addendum #1 between Sumter County and PDCS, LLC approved by the Board of Sumter County Commissioners on September 12, 2017.

If there are any questions, please do not hesitate to contact our office at (352) 569-6629.

Very truly yours,

BOARD OF SUMTER COUNTY COMMISSIONERS

GLORIA R. HAYWARD
CLERK & AUDITOR

By Caroline Al Restimawi
Deputy Clerk

Enclosures
Extension Agreement
Sumter County Agreement for Services

This agreement extension is made and entered into this 23rd day of July 2019, between the Board of County Commissioners of Sumter County Florida, 7375 Powell Road, Wildwood, Florida 34785 (County) and PDCS, LLC, 3361 Rouse Road, Suite 210, Orlando, Florida 32817 (Vendor).

WHEREAS, the parties executed an original agreement dated June 28, 2016 for RFQ 019-0-2016/RS Sumter County Building Inspection and Plan Review Service;

WHEREAS, the County amended the agreement to include additional services including Fire and Safety Inspections and Plan Review and to revise the term of the agreement from September 13, 2017 and terminate on July 28, 2019.

WHEREAS, the County wishes to extend the agreement for one year through July 28, 2020 under the same terms and conditions.

NOW, THEREFORE, the parties agree as follows:

1. That the certain agreement between the parties originally dated July 23, 2016, amended to reflect July 28, 2019 is hereby extended to July 28, 2020.

2. Firm shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.

3. IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRMS’ DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-689-4400, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785 or via email at Administrative.Services@sumtercountyfl.gov.

THIS AGREEMENT is executed the day and year first written above.

Attest: Deputy Clerk

BOARD OF COUNTY COMMISSIONERS,
SUMTER COUNTY, FLORIDA
By:_________________________
Chairman

Date Signed:_________________
Date Signed:_________________

PDCS, LLC
By:_________________________

Witness:

Date Signed:_________________
Date Signed:_________________
AGREEMENT ADDENDUM #1
BETWEEN SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS AND PDCS, LLC

THIS AGREEMENT is made this 12th day of September, 2017, by and between Board of Sumter County Commissioners (hereafter referred to as "Board"), whose address is 7375 Powell Road, Wildwood, Florida 34785, and PDCS, LLC (hereafter referred to as "Contractor"), whose address is 3361 Rouse Rd., Suite 210, Orlando, Florida 32817.

WITNESSETH

WHEREAS, the parties executed an agreement on June 28, 2016, for Building Inspection and Plan Review Services; and

WHEREAS, the Board has a need for the additional professional services including Fire Safety Inspections and Plan Review, and Community Risk Reduction Services that required this addendum to the June 28, 2016 contract; and

WHEREAS, the parties desire to enter into a written agreement outlining the additional duties, responsibilities and compensation of Contractor based on Contractor's response to RFQ 021-0-2017/RS Sumter County Fire and Life Safety Inspection Services and detailed further in Exhibit A;

NOW, THEREFORE, the parties agree as follows:

1. That certain agreement dated June 28, 2016, is hereby revised to include Fire Plans Review, Fire Inspection and Community Risk Reduction activities as identified in Exhibit A and compensation for these additional services as detailed in Exhibit A.

2. To comply with the changes in State Statutes regarding open records, this Addendum requires the Contractor to, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules
and regulations of the State of Florida. If the Contractor has questions regarding
the application of Chapter 119, Florida Statutes, to the firms' duty to provide
public records relating to this agreement, contact the custodian of public records
at 352-689-4400, Sumter County Board of County Commissioners, 7375 Powell
Road, Wildwood, Florida 34785 or via email at
Administrative.Services@sumtercountyfl.gov.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed
the day and year first aforesaid.

SUMTER COUNTY
BOARD OF COUNTY COMMISSIONERS

By: __________________________
Doug Gilpin, Chairman

Date Signed: SEP 1 2 2017

ATTEST:

By: __________________________
Paul C. Smith

Date Signed: 9/5/17
EXHIBIT A

SCOPE OF SERVICES

- **Fire Inspection**
  - Conducting initial, annual, and required follow-up, fire and life safety inspections for all new and existing places of assembly, multiple-family housing, commercial, industrial, institutional, local government occupancies, and temporary structures, as required of the Authority Having Jurisdiction (AHJ).
  - The review of fire protection equipment required by code and serviced by fire equipment dealers, automatic or manual, including kitchen suppression systems, sprinkler systems, engineered systems, and fire alarms.
  - Scheduling initial and follow-up inspections, preparing and maintaining a variety of reports, records, and files related to assigned activities, the completion of required reporting in the agency’s records management software program (currently, Firehouse Software®), and education of business owners and residents in fire and life safety shall occur during inspections.
  - Investigation of complaints related to fire and life safety issues.
  - Developing documentation regarding conformity to laws, ordinances, and regulations pertaining to the prevention and control of fire, the protection of life and property from fire, explosion or panic, the installation and maintenance of fire control and fire and life safety appliances, and the storage and handling of materials that create fire hazards.
  - Application of the Sumter County Code of ordinances, the Florida Fire Prevention Code, along with applicable NFPA consensus standards, guides the performance of these duties.
  - In the event of a disaster or large emergency the Contractor shall provide the County additional qualified inspectors to assist in immediate post disaster activities, which may include building damage assessments and building inspections.

- **Fire Plan Review**
  - Plans will be reviewed for conformity and consistency to the Florida Fire Prevention Code, the Florida Building Code, Sumter County Code of Ordinances, and all other applicable codes, standards and regulations pertaining to the plans under review.
  - The review of plans for new construction, demolition, and modification of existing structures for assembly, multiple-family housing, commercial, industrial, institutional, local government occupancies, and temporary structures, as required of the Authority Having Jurisdiction (AHJ).
  - Work closely with the Fire Chief for AHJ related interpretations and concerns.
  - Review of plans will occur as expeditiously, with an initial turnaround goal of one week or less, based upon project scope and plan complexity.
  - Provide weekly, at minimum, updates regarding plan review projects and their status. Additional details and updates will be provided for any projects expected to experience delays in processing.
- Any customer complaints will be immediately brought to the attention of the Fire Chief.

- Community Risk Reduction (CRR)
  - Work closely with the Fire & EMS Chief or designee in the identification and prioritization of community risks.
  - Work with the Fire & EMS Chief or designee in developing strategies and tactics to mitigate risks.
  - Assist the Fire & EMS department in the development of specific CRR related activities and programs through an integrated community risk assessment process.
  - Delivers programs and activities to the adult community in areas identified as relevant to reduce risk in the communities served.
  - Provides reports and evaluations of activities with recommendations for needed modification.

- Additional Duties as Required

The above noted activities will be provided at the rates indicated in the original contract dated June 28, 2016 with the understanding that Fire Inspection Services includes Community Risk Reduction Services.

Any additional materials that may be required beyond our initial contract will be provided at an additional cost.