



City of Smyrna

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Issue Sheet

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WARD: City-wide

COMMITTEE: Finance

\$ IMPACT:

Agenda Title:

Approval of a General Services Contract between the City of Smyrna and Croy Engineering for professional services for project management.

ISSUE: Approval of a General Services Contract with Croy Engineering

BACKGROUND: The Finance and Administration Committee discussed the need for a General Services Contract with Croy Engineering. The City currently has a contract with Croy Engineering for SPLOST projects, but there is not a contract in place for the other services that Croy provides to the City. The City's Purchasing Policy states,

Contract Purchases / Professional Services - Purchase transactions \$50,000 and greater for services performed on City of Smyrna property or on behalf of the City of Smyrna shall be purchased using a duly executed, formal contract. The contract shall contain, but not be limited to the following elements: specifications fully describing the goods, materials, and equipment including the construction and maintenance services and the effective dates; general conditions of the contract; special conditions, if applicable, and the contractor's proposal. Except for licensed Professional Services (Title 43 professions, which are exempt from State Purchasing regulations) this purchase method requires the Purchasing Department to solicit bids, obtain a technical evaluation by the operating department, prepare a commercial evaluation, and obtain a purchase approval prior to an award. For these purchases, the approved Bid Authority Form precedes the issuance of a bid solicitation.

It defines "Professional Services" as,

Those services which are defined by statute as a "profession" or "professional service" and require a license or accreditation, including, but not limited to, certified public accounts, actuarial services, architecture, landscape architecture, interior design, licensed or accredited appraisers or licensed or accredited financial analysts providing

opinions of value, chiropractic, dentistry, professional engineering, podiatry, pharmacy, veterinary medicine, registered nursing, harbor piloting, land surveying, law, psychology, medicine and surgery, optometry and osteopathy.

The Finance and Administration committee felt that due to the frequency we engage with Croy to perform services and the amount spent on these services, we should have a contract in place.

The contract was reviewed during the November 14, 2017 Finance and Administration Committee meeting and it was recommended by this committee that the contract come before the full Council for approval.

RECOMMENDATION/REQUESTED ACTION: The Finance and Administration Committee recommends approval of the contract.