Docusign Envelope ID: AD5319B5-C044-8A26-8101-9EC3FD7F4053

City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Building Permit and Plan Review Services

Requested Action and Justification:

Recommend approval to exercise the first of two (2) one (1) year renewal options with C.A.P Government, Inc. for Building and Plan Review Services. The period of service will be from October 1, 2026 to September 30, 2027. There will be no change to the NTE amount of $180,000.00, and all other terms and conditions remain unchanged.

**This award is subject to appropriation by the City in the fiscal year beginning October 1, 2026. No funds have been appropriated to date. The City has no obligation for payment and works hereunder is not authorized unless funds are appropriated for the work herein. A written notification will be provided if funds are appropriated.

Supplier:	C.A.P. Government	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	1/20/2026

POA #:	72657-26	**PO #:**	NA	**Change Order #:**	NA
Solicitation #:	RFP-NONCON 17396 26	**Contract #:**	NA	**Contract ADM #:**	NA
Term:	1 year	**Options:**	2, 1 year	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	Yes	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	15104	**Center:**	142001	**Acct:**	53190	**Proj:**	0000000	**Activity:**	00000000	$ 0.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 180,000.00	**Contingent Amt:**	$ 0	**DMP/ODPO Amt:**	$ 0

Using Agency/BU:	PWBZ:BUILDING INSPECTION		
Concurrence:	Signed by: 27714C2BDDA5457...	**Title:**	CHIEF OF BUILDING INSPECTION 9/7/2026
Concurrence:	1EFA223D5D23487...	**Title:**	DIRECTOR OF PUBLIC WORKS 9/13/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Initial DT
Initial DT

Procurement Analyst/Buyer:	Signed by: Pierce, Melissa 6FF435104847484...	**Chief of Procurement:**	Signed by: 9/15/2026
Name:	Pierce, Melissa	**Name:**	Dustin L. Freeman B10F1D517352456...

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: AD5319B5-C044-8A26-8101-9EC3FD7F4053

August 26, 2026

City of Jacksonville

Lois Smokes
Operations Manager, Building Inspection Division
City of Jacksonville | Public Works
214 North Hogan Street, 2nd Floor
Jacksonville, FL 32202
www.Jacksonville.gov
904-255-8301

RE: Request to Renew Professional Service Agreement for Building Plan Review Services

Dear Ms. Smokes,

C.A.P. Government, Inc. respectfully requests that the terms of the Agreement with the City of Jacksonville be renewed in order to provide continued on-call plan review services for the professional rates and charges and under the same terms and conditions as established and set forth in the original agreement.

BV looks forward to continuing its successful relationship with the City of Jacksonville.

Sincerely,

Cynthia Jones
Regional Business Development Director
Bureau Veritas North America, Inc.
T. 407.973.0511
E. cynthia.jones@bureauveritas.com

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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Building Permit and Plan Review Services

Requested Action and Justification:

Request approval to enter a contract with the top-ranked firm, C.A.P Government, Inc. dba Bureau Veritas North America, Inc. for the Building and Plan Review Services in the amount of $180,000.00 (1500 hours @$120.00 per hour). Period of service will be from executed contract through September 30, 2026, with two (2), one (1) year renewal options.

Contract will be executed through the Office of General Counsel.

Supplier:	C.A.P. Gov't dba Bureau Veritas NA	**Basis of Award:**	Highest Evaluated	**BID Opening Date:**	1/16/2026

POA #:	TBD	**PO #:**	TBD	**Change Order #:**	NA
Solicitation #:	RFP-NONCON 17396 26	**Contract #:**	TBD	**Contract ADM #:**	NA
Term:	1 year	**Options:**	2, 1 year	**Options Used:**	0

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	Yes	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	15104	**Center:**	142001	**Acct:**	531090	**Proj:**	0000000	**Activity:**	00000000	$ 180,000.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 180,000.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	PWBZ:BUILDING INSPECTION		
Concurrence:	Gibson, Charles	**Title:**	CHIEF OF BUILDING INSPECTION 3/3/2026
Concurrence:	[illegible]	**Title:**	DIRECTOR OF PUBLIC WORKS 3/4/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Pierce, Melissa	**Chief of Procurement:**	Signed by: Robert Warnemburg, for Justin Freeman 3/10/2026
Name:	Pierce, Melissa	**Name:**	Justin C. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:	3	**Action:**	Approved
Members who disapprove:	0	**Signature:**	Signed by: Kelli O'Leary
Date:	3/12/2026	**Date:**	3/12/2026

Docusign Envelope ID: AD5319B5-C044-8A26-8101-9EC3FD7F4053

CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
C.A.P. GOVERNMENT, INC.
FOR
BUILDING PLAN AND REVIEW SERVICES

THIS CONTRACT for Building Plan and Review Services (this "Contract") is made and entered into this 28th day of APRIL, 2026 (the "Effective Date"), by and between the **CITY OF JACKSONVILLE**, a municipal corporation existing under the Constitution and the laws of the State of Florida (the "City"), and **C.A.P. GOVERNMENT, INC.**, a Florida corporation (the "Consultant").

WHEREAS, City issued Request for Proposal No. 17396-26, 2 (the "RFP"), which is incorporated herein by reference, for certain professional services described in the RFP, including technical and professional services for review of building permit documents for residential and non-residential construction projects for compliance with current adopted editions of the Florida Building Code and National Electric Code; and

WHEREAS, based on Consultant's response to the RFP (the "Response"), City has negotiated and awarded this Contract to Consultant; now therefore

IN CONSIDERATION of the premises and the mutual covenants contained below and for other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree as follows:

1. **Performance of Services.** Consultant shall perform the Services as described in and according to (i) the RFP and the Response, and (ii) the Scope of Services, attached hereto as **Exhibit A** and incorporated herein by this reference, (collectively, the "Services").

2. **Compensation.** Consultant shall be paid for the Services at the rate of $120.00 per hour pursuant to the terms of the Contract Documents, up to a total amount not to exceed $180,000.00.

3. **Maximum Indebtedness.** As required by Section 106.431, *Ordinance Code*, City's maximum indebtedness for the Services under this Contract for the period of service shall be a fixed monetary amount not to exceed ONE HUNDRED EIGHTY THOUSAND AND 00/100 DOLLARS ($180,000.00), provided that Consultant shall be paid at and for the prices and on the

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terms contained in the Contract Documents, and provided further that the above-stated maximum indebtedness amount will not be encumbered by this Contract. Instead, it will be encumbered in whole or in part by subsequently issued purchase orders for individual projects. Such purchase orders shall be binding upon the parties hereto and must incorporate the provisions of this Contract. All funds control checking shall be made and performed at the time such purchase orders are issued.

4. **Term.** The period of service of this Contract shall commence on the Effective Date and continue in full force and effect through September 30, 2026, with two (2) one-year renewal options which may be exercised at the discretion of the City, subject in all events to the City's right to terminate the Contract at any time and for any reason by giving written notice to Contractor.

5. **Contract Documents.** This Contract consists of the following documents, which are hereby incorporated as if fully set forth herein and which, in case of conflict, shall have priority in the order listed:

(i) This document, as modified by any subsequent signed amendments.

(ii) Requirements of the RFP (Section 2 of the RFP).

(iv) Contract Terms of the RFP (Section 4 of the RFP).

(v) Overview of the RFP (Section 1 of the RFP).

(vi) Lines of the RFP (Section 3 of the RFP).

(vii) The Response, provided that any terms in the Response that are inconsistent with or prohibited by the RFP shall not be included in this Contract.

6. **Notice.** All notices under this Agreement shall be in writing and shall be delivered by certified mail, return receipt requested, or by other delivery with receipt to the following:

As to City:

Charles Gibson
Chief, Building Inspection Division
214 North Hogan Street, 2nd Floor
Jacksonville, Florida 32202

As to Consultant:

C.A.P. Government, Inc.
343 Almeria Ave
Coral Gables, Florida 33134

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7. **Contract Managers.** Each party shall designate a Contract Manager during the Term of this Contract whose responsibility shall be to oversee the party's performance of its duties and obligations pursuant to this Contract. As of the Effective Date, City's Contract Manager is Charles Gibson (Phone: 904.255.8541; Cgibson@coj.net), and Consultant's Contract Manager is Cynthia Jones (Phone: 407.973.0511; cynthia.jones@bureauveritas.com). Each party shall provide prompt written notice to the other party of any changes to the party's Contract Manager or his or her contact information; provided that, such changes shall not be deemed Contract amendments and may be provided by email.

8. **Public Records.** In accordance with Section 119.0701, Florida Statutes, the Consultant shall:

(i) Keep and maintain public records required by City to perform the services; and

(ii) Upon request from City's custodian of public records, provide City with a copy of the requested records or allow records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for in Chapter 119, Florida Statutes, or as otherwise provided by law; and

(iii) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Contract term and following completion of this Contract if Consultant does not transfer the records to City; and

(iv) Upon completion of this Contract, transfer to City at no cost all public records in possession of Consultant or keep and maintain public records required by City to perform the Services. If Consultant transfers all public records to City upon completion of this Contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of this Contract, Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to City upon request from City's custodian of public records in a format that is compatible with City's information technology systems.

The above requirements apply to a "Contractor" as defined in Section 119.0701, Florida Statutes.

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IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT (904) 630-7678; PRR@COJ.NET; CITY OF JACKSONVILLE, PUBLIC RECORDS REQUEST, 214 N. HOGAN STREET, SUITE 1180, JACKSONVILLE, FLORIDA 32202.

9. **Entire Agreement.** This Contract constitutes the entire agreement between the parties hereto for the Services to be performed and furnished by Consultant. No statement, representation, writing, understanding, agreement, course of action, or course of conduct made by either party or any representative of either party which is not expressed herein shall be binding. Consultant may not unilaterally modify the terms of this Contract by affixing additional terms to materials delivered to City (e.g., "shrink wrap" terms accompanying or affixed to a deliverable) or by including such terms on a purchase order or payment document. Consultant acknowledges that it is entering into this Contract for its own purposes and not for the benefit of any third party.

10. **Amendments.** All changes to, additions to, modifications of, or amendments to this Contract or any of its terms, provisions, and conditions shall be binding only when in writing and signed by the authorized officer, agent, or representative of each of the parties hereto.

11. **Counterparts.** This Contract and all amendments hereto may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same instrument.

[Remainder of page left blank intentionally. Signature page follows immediately.]

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IN WITNESS WHEREOF, the parties have executed this Contract as of the Effective Date.

ATTEST:

By: _____
Daren Anderson
Corporation Secretary

CITY OF JACKSONVILLE

By: _____
Donna Deegan
Mayor

Kelli O'Leary
Deputy Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-04

WITNESS:

By _____
Signature

Monica De Castro
Type/Print Name

Marketing Manager
Title

C.A.P. GOVERNMENT, INC., a Florida corporation

By _____
Signature

Carlos A. Penin, PE
Type/Print Name

President
Title

Form Approved:

_____
Office of General Counsel

GC-#1745126-v1-CAP_Government_-_Building_Plan_and_Review_Services__72657-26.docx

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Encumbrance and funding information for internal City use:

Account or POA Number: _____

1Cloud Account for Certification of Funds	Amount

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase order(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the *Jacksonville Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the financial obligations in the foregoing Contract; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract and it is subject to future appropriations. Actual encumbrance[s] shall be made by subsequent purchase order[s], as specified in said Contract.

Anna Abrosdu

Director of Finance
City Contract Number: 72657-26

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EXHIBIT A
SCOPE OF SERVICES

Description of Services and Deliverables

- The selected professional services consultant/firm shall function as an extension of the City's resources by providing qualified technical and professional-level review of submitted Building Permit Documents for New Structures and Improvements to Existing Structures for completeness and accuracy.
- Reviewing Building Permit Documents for compliance with the Florida Building Code, including coordinating appropriate correction forms as needed with City staff.
- Participate with the team (City staff and selected professional services vendor) for any visits or conference calls with the Plan Review Section.
- Provide project management support for activities performed under this agreement, including those general functions required to maintain the project on schedule, within budget, and ensure that the quality of work products defined within this scope is consistent with City Standards and department expectations.
- Proven familiarity with the Florida Building Code.
- Submit invoices for payment within 5 (five) days following the end of each month.
- Any late permit reviews resulting in a fee reduction, as per Florida Statute, will be passed along to the contractor.
- The Building Inspection Division reserves the right to perform a quality control re-check of any plan review work the contractor performed, and the contractor would be penalized 10% of their billable fee for each code violation they failed to identify during their review of said plans.

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Contract Purchase Agreement POA-72657-26

Agreement	POA-72657-26
Agreement Date	13-MAR-2026
Revision	0
Agreement Amount	180,000.00 USD
Solicitation Number	17396-26

Sold To

City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier

C.A.P. Government, Inc.
343 Almeria Avenue
MIAMI, FLORIDA 33134

Notes

49343	**Net 30**	**Freight Prepa**	**FOB Destination**	**Best Way**
12-Mar-2026	**29-Sep-2026**		**Melissa Pierce** **mpierce@coj.net**Phone **904-2558835**	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division