



Legislation Text

File #: 2021-0682, **Version:** 0

Title/Name/Summary

Safebuilt Contract Amendment One, Office Support Supervisor

History

The Village previously entered into a contract with Safebuilt Illinois, LLC on May 14, 2021 for professional plan review services on an as needed basis. Since that time, the Office Support Supervisor for the Development Services Department resigned. At the Village's request, Safebuilt submitted a proposal to provide a 40-hour per week on-site employee to undertake the responsibilities of the Development Services Office Support Supervisor

The proposal includes a full time permit technician who will perform service forty (40) hours per week (excluding Village holidays) at a rate of \$60.00 per hour as well as the option of a Senior permit technician on an as-requested basis for a cost of \$65.00 per hour.

The total cost for outsourcing for the remainder of the year will be \$36,000. Outsourcing allows the position to be filled faster and Safebuilt will be able to provide a staff member that already has senior level experience as a permit technician. The full breakdown is provided in the attached FY 2021 Amendment #5.

Financial Impact

The requested funds were approved at the September 7, 2021 Village Board meeting as a part of budget amendment number 5. The detailed spreadsheet reflecting the budget adjustment is attached for reference.

Recommended Action/Motion

I move to approve a contract amendment one, entitled, "Amendment One Agreement Between Village of Orland Park, Illinois and Safebuilt Illinois, LLC.";

And,

Authorize the Village Manager to execute all related contracts, subject to Village Attorney review.