

**From:** [Daphne Robinson](#)  
**To:** [Jeff Shrum](#); [Holly Lang](#)  
**Subject:** FW: Your policy exception has been approved.  
**Date:** Tuesday, March 10, 2026 3:55:46 PM

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**From:** City of Ocala - Contracting Officer <noreply@jotform.com>

**Sent:** Monday, January 12, 2026 8:31 AM

**To:** Matthew Leibfried <mleibfried@ocalafl.gov>; Shayatta J. Roberts <SJRoberts@Ocalafl.org>; Daphne Robinson <drobenson@Ocalafl.org>; Megan Dugan <mdugan@ocalafl.gov>; Contracts <Contracts@ocalafl.gov>; Eileen M. Marquez <emarquez@ocalafl.gov>; Louis Joseph <ljoseph@ocalafl.gov>; Ashley Presley <apresley@ocalafl.gov>; David C. Williams <dwilliams@ocalafl.gov>; Patricia Lewis <plewis@ocalafl.org>

**Subject:** Your policy exception has been approved.

Your policy exception has been **approved**.

**Approval Comments:** [drobenson@ocalafl.org](mailto:drobenson@ocalafl.org)

The department is approved to piggyback the contract awarded to MT Causley, LLC, a wholly owned subsidiary of SAFEbuilt, LLC, by the City of Dunnellon for the provision of building inspection services for residential and commercial properties. These services were competitively solicited by Dunnellon via a request for proposals and MT Causley was found to be the most responsive and responsible proposer. The initial contract was for a term of two years from November 2, 202 through November 1, 2022. The Agreement allows for automatically renewing twenty-four-month terms unless terminated and for pricing increases of up to 4% per year based on the CPI-U. The City of Dunnellon has consented to the piggyback and MT Causley has agreed to extend services to the City of Ocala based upon the same pricing, terms and conditions as Dunnellon. The Contracting Officer has reviewed this emergency request with the City Manager who states that there is an emergency need for inspectors due to a staffing shortage and failure to secure these services could lead to construction delays and code compliance issues. PLEASE ESTABLISH A MUNIS CONTRACT NUMBER AND ISSUE A REQUEST TO CONTRACTING SO THAT A FORMAL PIGGYBACK AGREEMENT CAN BE PREPARED. IF THE DEPARTMENT ANTICIPATES SPENDING MORE THAN \$50,000 WITH THE VENDOR BEFORE THE EXPIRATION OF THE CURRENT CONTRACT TERM (November 1, 2026), THEN THE CONTRACT NEEDS TO BE PLACED ON A COUNCIL AGENDA AS AN INFORMATIONAL ITEM BECAUSE THE CITY MANAGER WILL BE EXECUTING THE AGREEMENT ON AN EMERGENCY BASIS. PLEASE ENSURE THAT THIS EXCEPTION APPROVAL IS ATTACHED TO THE MUNIS CONTRACT, CONTRACT REQUEST, AND AGENDA ITEM (IF ANY)



**Select exception type:**

Procurement

**Reason for procurement exception:**

Piggyback Request in Lieu of Bid

**Enter a brief description of your exception request:**

Some time ago, we decided not to continue or renew the piggyback contract with Dunnellon for M.T. Causley, LLC (Safebuilt). I wanted to ask what it would take to revisit that option and possibly get back on that contract, especially as we anticipate the need for additional building inspectors with specific types of licensure.

As you know, it is very challenging to find multi-licensed inspectors, and the certification process for new building inspectors takes quite a bit of time.

Our team has been working with the City of Dunnellon as well as SAFEbuilt regarding the piggyback contract. Earlier this month, Mandy Odom with the City of Dunnellon placed the request on the City Council consent agenda for November 12 for approval to piggyback off their contract. The request was approved and that information was communicated to SAFEbuilt.

We want to check in to see if there is anything further we need to do to move forward contractually should we need to use SAFEbuilt's services.

The approval by Dunnellon's City Council [VIDEO]:  
[https://dunnellon.granicus.com/player/clip/392?view\\_id=1&meta\\_id=25819&redirect=true](https://dunnellon.granicus.com/player/clip/392?view_id=1&meta_id=25819&redirect=true)

The anticipated cost for this contract is \$100,000.

**Attach all documents related to the exception that can assist the Contracting Officer's decision.**

[RE Professional Services Agreement between Dunnellon and M.T. Causley \(AGR2020-27\).pdf](#)  
[Copy of the original contract \(with pricing schedule\) between Dunnellon and M.T. Causley, LLC..pdf](#)  
[Staff Report.pdf](#)  
[Legislation Text.pdf](#)  
[FOR COUNCIL - Amendment 3 - Cooperative Purchasing Agreement for Building Inspection and Plan Review Services - MT Causley, LLC \(GRM 210338\).pdf](#)  
[FULLY EXECUTED - Amendment 2 -](#)

[\\_Cooperative\\_Purchasing\\_Agreement\\_-\\_Building\\_Inspection\\_and\\_Plan\\_Review\\_Services\\_GRM\\_210338\\_.pdf](#)

**Department**

(GRM) GROWTH MANAGEMENT

**Requestor Name**

Matt Leibfried

**Requestor Email**

[mleibfried@ocalafl.gov](mailto:mleibfried@ocalafl.gov)

**Phone number**

(352) 629-8203

**Courtesy Copy Email 1**

[mleibfried@ocalafl.gov](mailto:mleibfried@ocalafl.gov)

**Courtesy Copy Email 2**

[mleibfried@ocalafl.gov](mailto:mleibfried@ocalafl.gov)

**Who authorized  
requesting this  
exception?**

Matt Leibfried