

OMB Granicus Review

Granicus Title	Extension and Increase to the contract with American Facility Services, Inc. for requirements of janitorial services at the Airport.				
Granicus ID#	24-0116D	Reference #		Date	6 February 2024

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	N	Original Amount	\$16,844,597.73
Fund(s)	4001	Amount of Change (+/-)	\$400,000.00
Cost Center(s)	421019	Total Amount	\$17,244,597.73
Program(s)	2027	Amount Available	\$17,310,030.82
Account(s)	5340001	Included in Applicable Budget? (Y/N)	Y
Fiscal Year(s)	2024		

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

Item 24-0116D is a four (4) month extension to an existing approved contract. There is no financial impact in FY24 or following fiscal years due to sufficient budget and limited duration of the contract extension. No additional contract terms changed.

OMB review found the FY24 budget amount of \$800,000.00 sufficient to meet \$300,000.00 in obligations for a four-month extension of Contract No. 167-0450-B. This extension is not for additional services but for interim services already budgeted for until a new vendor is selected.

The Contract not-to-exceed (NTE) amount of \$16,910,030.82 has been invoiced for \$16,844,597.73 with \$65,433.09 remaining. Granicus item 24-0116D, if approved, will increase the Contract NTE by \$400,000.00 to \$17,310,030.82 which is sufficient to meet the obligations of the contract extension through June 30, 2024.

Analyst: Jon Waggoner

Ok to Sign:

Instructions/Checklist

1. Upon receipt of a request for review and notification in Granicus, review the Agenda and document for language and accuracy. Make sure there are available funds, the dept. is not overextending itself, was it planned, etc.
2. Use the Staff Report section to give a summary of the contract and include your thoughts and pertinent information.
3. Complete the form above using the Granicus attachments and the County's accounting & budgeting systems (i.e., OPUS, Chart of Accounts, Questica Budget Software).
4. Include a statement in both the Fiscal Impact section of the Staff Report and the Granicus Review form to indicate if the activity is planned in the current budget.
 - a. Sample language: **"The (contract, agreement, MOU, activity, etc.) is included in the FY23 Adopted Budget and the preliminary FY24 budget submission from the department. The annual amount expected to be spent on the (contract, agreement, MOU, activity, etc.) is approximately the same as has been spent in most recent years (or is ___ percent higher or lower due to ___)"**.
5. Save the form with the following naming convention:
 - a. **OMB.Review_XX-XXXX_Department_Subject** (e.g., OMB Review_22-529A_PW_SidewalkContract).
6. Upload to Granicus as a numbered attachment.
 - a. Upload a copy of the Granicus review into the appropriate department review folder on SharePoint. (OMB/OMB Document Library/GRANICUS.RVW).