

## OMB Granicus Review

<b>Granicus Title</b>	Ranking of firms and agreement with FlagShip Aviation Services, LLC for janitorial services at the St. Pete - Clearwater International Airport.				
<b>Granicus ID#</b>	24-0323A	<b>Reference #</b>		<b>Date</b>	04/01/2024

**Mark all Applicable Boxes:**

Type of Review									
<b>CIP</b>		<b>Grant</b>		<b>Other</b>	<b>X</b>	<b>Revenue</b>		<b>Project</b>	

**Fiscal Information:**

<b>New Contract (N)</b>	Y	<b>Original Amount</b>	\$0
<b>Fund(s)</b>	4001	<b>Amount of Change (+/-)</b>	\$5,833.773.47
<b>Cost Center(s)</b>	421019	<b>Total Amount</b>	\$5,833.773.47
<b>Program(s)</b>	2027	<b>Amount Available</b>	\$800,000.00
<b>Account(s)</b>	5340001	<b>Included in Applicable Budget? (Y/N)</b>	Y
<b>Fiscal Year(s)</b>	FY24-FY29 partial		

### 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.)

Contract No. 24-0069-RFP is a new 60-month contract with FlagShip Aviation Services, LLC. for janitorial services at St. Pete - Clearwater International Airport beginning on or about 1 Jul 2024. Resources for the proposed contract/services are included in the FY24 Adopted Budget of \$800,000.00 and the FY25 Budget submission of \$1,100,000.00. OMB projected shortages of \$4,975.90 or 0.6% in FY24 and \$7,059.03 or 0.6% in FY25 do not have a material budget impact for either fiscal year.

Contract No. 24-0069-RFP annual costs are approximately 41.5% more than previous years and are 37.3% higher than the FY24 budgeted amount. While there appear to be sufficient submittals, FlagShip Aviation Services, LLC. ranking highest, no comparative pricing data was available for analysis.

Annual contract adjustments of 3.0% per year are higher than the 1.4% average of the reference Consumer Price Index report CUUS0000SA0; however, they are within the reported range of -1.4% to +4.6% and are close to the 2020-2023 average of 2.3%.

The highest contract annual not-to-exceed amount of \$1,236,729.23 was not specified in the staff report reviewed but was added by OMB. The requested not-to-exceed amount of \$5,833,773.47 is sufficient to meet contract obligations.

**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, Qwestica 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).