

## OMB Granicus Review

<b>Granicus Title</b>	Second Amendment to the agreement with Schindler Elevator Corporation for elevator maintenance and repair.				
<b>Granicus ID#</b>	23-0747A	<b>Reference #</b>	178-0498-B	<b>Date</b>	05/12/2023

**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 (Y/N)</b>	Y	<b>Original Amount</b>	\$	947,020.00
<b>Fund(s)</b>	Multiple Funds	<b>Amount of Change (+/-)</b>	\$	475,000.00
<b>Cost Center(s)</b>	Multiple Centers	<b>Total Amount</b>	\$	1,422,020.00
<b>Program(s)</b>	Multiple Programs	<b>Amount Available (FY23)</b>	\$	221,810.00
<b>Account(s)</b>	Multiple Accounts	<b>Included in Applicable Budget? (Y/N)</b>		
<b>Fiscal Year(s)</b>				

### 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.)

#### Summary

- Second Amendment will raise the not-to-exceed threshold by \$475,000.00 to a total of \$1,422,020.00 through April 8, 2024.
- This is only raising the not-to-exceed threshold, not guaranteeing an exact amount to be paid. Departments may use the full \$1,422,020.00 or less.
- The proposed annual average expenditure of \$284,404.00 is partially budgeted for in FY23 (\$221,810.00) and FY24 (\$218,500.00).
- Funding will be derived from multiple Funds, Centers, Accounts, and Programs. Approval for the use of funds and whether budgetary conditions are met will need to be made on a department-by-department basis.

#### Background

On April 9, 2019, the Pinellas County Administrator approved a five-year contract with Suburban Elevator of Florida (Suburban) in the amount of \$547,020.00 for the maintenance, repair, and callback services for County elevators. On March 14, 2020, the Pinellas County Administrator approved Change Order No. 1, which increased the contract not-to-exceed total by \$200,000.00 due to emergency repairs at the Jail Healthcare Facility. On June 1, 2020, the County Administrator approved Change Order No 2., which increased the contract not-to-exceed total by \$200,000.00 due to the need to replace aging elevators at several County locations. On June 20, 2020, the County Administrator approved First Amendment, which had no fiscal impact, but acknowledged Schindler Elevator's (Schindler) acquisition of Suburban. The current not-to-exceed threshold is \$947,020.00, or \$189,404.00 per year, and is effective through April 8, 2024 (Table 1).

Approved Contract Summary		
Description	Amount	Year
<b>Total Approved to Date:</b>	<b>\$ 947,020.00</b>	<b>2023</b>
Original Contract	\$ 547,020.00	2019
Change Order No. 1	\$ 200,000.00	2020
Change Order No. 2	\$ 200,000.00	2020
First Amendment	\$ -	2020

*Table 1: Approved Contract Summary*

The proposed Second Amendment will increase the not-to-exceed by \$475,000.00, or 50.2%, bringing the total not-to-exceed amount to \$1,422,000.00 through April 8, 2024 (Table 2). This will also raise the annual average expenditure to \$284,404.00, or an additional \$95,000.00 per year.

Proposed Changes Summary	
Description	Amount
Approved Not-To-Exceed Amount	\$ 47,000.00
Proposed Changes:	\$ 475,000.00
<b>Proposed Not-To-Exceed Total</b>	<b>\$ 1,422,000.00</b>

Table 2: Proposed Changes Summary

From FY19 to FY23, Pinellas County approved \$905,613.37 in purchase orders (PO) related to Schindler’s Blanket Purchase Agreement (BPA) 435675 and 435676 (Table 3). FY23’s utilization rate is 29.6% higher compared to the same period (October 1<sup>st</sup> – April 6<sup>th</sup>) for FY22, however, expenditures are 13.0% less (Figure 1). Since FY19, expenditures have surpassed the annual average of \$189,404.00 and have already done so in FY23. It is likely that FY23 actuals will remain more in line with FY22 actuals and edge closer to the proposed annual average of \$284,404.00.

BPA Agreement 435675 and 435676 PO Summary				
Year	Amount	YoY Percent Change	Utilization	YoY Percent Change2
FY19	\$66,459.60	-	41	-
FY20	\$312,298.65	369.91%	38	-7.32%
FY21	\$60,792.96	-80.53%	47	23.68%
FY22	\$263,483.16	333.41%	70	48.94%
Four-Year Average	\$175,758.59	-	49	-
FY23 YTD	\$202,579.00	-	70	-
Total Expensed	\$905,613.37	-	266	-

Table 3: BPA PO Summary

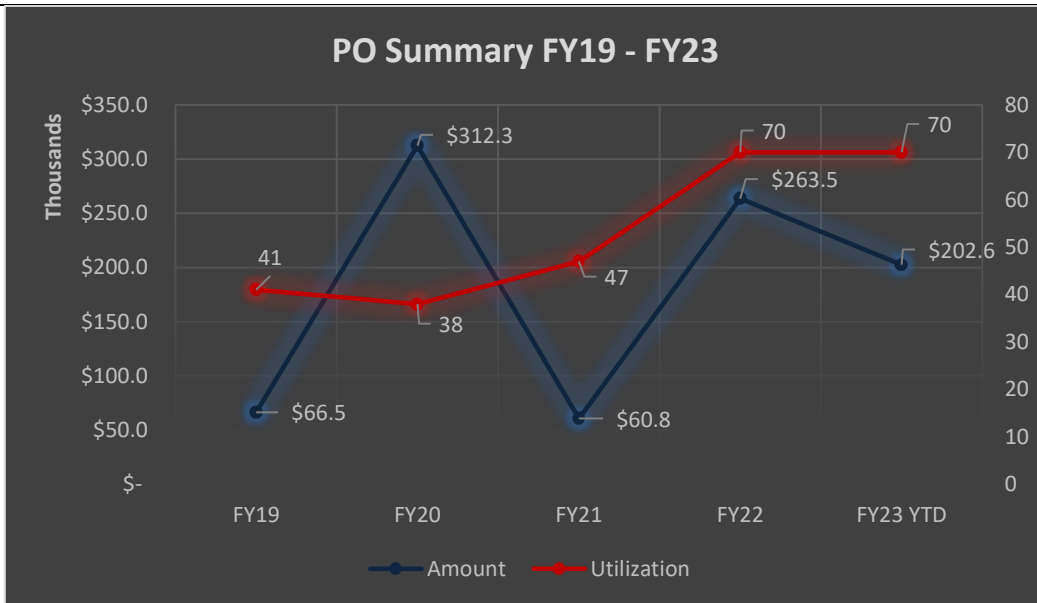


Figure 1: PO Summary FY19 - FY23

This contract will be managed by the Department of Administrative Services (DAS) but utilized by multiple departments for their projects and assets. Funding will be derived from multiple Funds, Centers, Accounts, and Programs. Departments have budgeted \$221,810.00 for Schindler in FY23 and \$218,500.00 in FY24, both of which are below the proposed annual average of \$284,404.00 and below FY22 actuals (Tables 4 and 5). Approval for the use of funds and whether budgetary conditions are met will need to be made on a department-by-department basis. This contract would only create purchasing availability; it does not guarantee that the full contract amount will be spent. Departments may use up to the full amount, but no more.

FY23 Adopted Budget Summary – Schindler					
Department	Fund	Center	Account	Program	2023
<b>DAS</b>					<b>\$ 197,310.00</b>
	0001	361501	5460001	1903	\$ 22,000.00
	0001	361525	5460001	1903	\$ 10,000.00
	0001	361530	5460001	1903	\$ 120,000.00
	0001	361540	5460001	1882	\$ 45,310.00
<b>PCED</b>					<b>\$ 24,500.00</b>
	1018	361610	5340001	1904	\$ 7,700.00
	1018	361610	5460001	1904	\$ 16,800.00
<b>Total</b>					<b>\$ 221,810.00</b>

Table 4: FY23 Budget Summary

FY24 Proposed Budget Summary - Schindler					
Department	Fund	Center	Account	Program	Amount
<b>DAS</b>					<b>\$ 195,000.00</b>
	0001	361501	5460001	1903	\$ 23,000.00
	0001	361525	5460001	1903	\$ 10,000.00
	0001	361530	5460001	1903	\$ 120,000.00
	0001	361540	5460001	1882	\$ 42,000.00
<b>PCED</b>					<b>\$ 23,500.00</b>
	1018	361610	5340001	1904	\$ 8,500.00
	1018	361610	5460001	1904	\$ 15,000.00
<b>Total</b>					<b>\$ 218,500.00</b>

*Table 5: FY24 Proposed Budget Summary*

Analyst: **Shane Kunze**

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\_Date)**
  - b. (e.g., OMB Review\_22-529A\_PW\_Sidewalk\_28-DEC-2022).
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).