

OMB Contract Review

Contract Name	Agreement with Geyen Group South, Inc. for carpet maintenance cleaning services.				
GRANICUS	22-1012A	Contract #	22-0574-B(TFR)	Date:	10/31/2022

Mark all Applicable Boxes:

Type of Contract									
CIP		Grant		Other	X	Revenue		Project	

Contract information:

New Contract (Y/N)	Y	Original Contract Amount	N/A
Fund(s)	Multiple Funds	Amount of Change	N/A
Cost Center(s)	Multiple Centers	Contract Amount	\$ 966,079.23
Program(s)	Multiple Programs	Amount Available	Dependent on Various Departmental Budgets
Account(s)	Multiple Accounts	Included in Applicable Budget? (Y/N)	Y
Fiscal Year(s)	FY23 – FY25		

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

- This contract will create a not-to-exceed threshold of \$966,079.23 for 36 months.
- This only creates purchasing power, it does not guarantee that this exact amount will be spent. Departments may use up to the full amount or less.
- Funding is derived from multiple Funds, Centers, Accounts, and Programs, dependent on the requesting department.
- Expenses related to this contract are not fully budgeted for in FY23 and are expected to cost between \$32,106.42 and \$97,356.41 more than budgeted for.

Background

This is a new contract for carpet maintenance cleaning services with Geyen Group South, Inc. and will create a not-to-exceed threshold of \$966,079.23 for 36 months. Geyen Group South, Inc. was the lowest bidder, however, the average annual amount of \$322,026.41 is a 21.4% increase over the prior carpet cleaning contract (Contract No. 22-0574-B). Per Purchasing, this increase is primarily due to rising wage costs.

This contract is used by multiple departments and funding is 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. This contract does not guarantee that \$966,079.23 will be spent on the purchase of products or services from Geyen Group South, Inc. only that departments have access to that amount for purchases.

Departments have placed bid submittals in FY23 in the amount of \$256,776.42 (Table 1), with the Department of Administrative Services (DAS) making up 88.4% of the total FY23 expenses. During the contract term (FY23 – FY25), bid submittals are estimated at approximately \$770,329.24, but are subject to change during the 36 month term.

Summary of FY23 Department Bid Submittals		
Department	Annual Subtotal	Contract Term Total
Airport	\$ 5,423.00	\$ 16,269.00
DAS Total	\$ 227,106.56	\$ 681,319.66
DAS North	\$ 79,064.37	\$ 237,193.11
DAS Mid	\$ 38,132.66	\$ 114,397.97
DAS Central	\$ 51,364.94	\$ 154,094.82
DAS South	\$ 22,150.21	\$ 66,450.62
DAS Detention	\$ 18,758.96	\$ 56,276.88
DAS Real Property	\$ 17,635.42	\$ 52,906.26
Solid Waste	\$ 3,080.00	\$ 9,240.00
STAR Center	\$ 592.90	\$ 1,778.70
Utilities	\$ 20,573.96	\$ 61,721.88
Total	\$ 256,776.42	\$ 770,329.24

Table 1: Summary of FY23 Department Bid Submittals

From FY23 to FY25, Purchasing also estimates \$70,750.00 in additional services and \$125,000 allocated for unspecified expenses, bringing the total estimated expenses with Geyen Group South, Inc. to \$966,079.24 (Table 2).

Summary of Contract Expenses (FY23-25)	
Expenses	Contract Total
FY2023 Bid Submittal	\$ 770,329.24
Additional Services	\$ 70,750.00
Restorative Cleaning for High Traffic Areas	\$ 46,750.00
Steam Cleaning Fabric Seating (Desk Chair or Reception Area Chair/Loveseat/Sofa)	\$ 12,000.00
4 Steam Cleaning Workstation Fabric Panels (4'X4')	\$ 12,000.00
Unspecified	\$ 125,000.00
Total Expenses	\$ 966,079.24

Table 2: Summary of Contract Expenses (FY23-25)

According to line items in the FY23 Budget, DAS, Solid Waste, STAR Center (Economic Development), and Utilities budgeted a combine \$224,670.00 for services from Geyen Group South, Inc., which is \$32,106.42 less than department bid submittals to Purchasing. It is also \$97,356.41 less than the average annual amount of \$322,026.41.

Summary of FY23 Department Budget					
Department	Fund	Center	Budget Amount	Submittal Amount	Difference
Airport	4001		\$ -	\$ 5,423.00	\$ (5,423.00)
DAS Total	0001	N/A	\$ 222,720.00	\$ 227,106.56	\$ (4,386.56)
DAS North	0001	361525	\$ 80,000.00	\$ 79,064.37	\$ 935.63
DAS Mid	0001	361501	\$ 38,000.00	\$ 38,132.66	\$ (132.66)
DAS Central	0001	361501	\$ -	\$ 51,364.94	\$ (51,364.94)
DAS South	0001	361530	\$ 79,000.00	\$ 22,150.21	\$ 56,849.79
DAS Detention	0001	361540	\$ 20,000.00	\$ 18,758.96	\$ 1,241.04
DAS Real Property	0001	361410	\$ 5,720.00	\$ 17,635.42	\$ (11,915.42)
Solid Waste	4021	431350	\$ 40.00	\$ 3,080.00	\$ (3,040.00)
STAR Center	1018	361610	\$ 200.00	\$ 592.90	\$ (392.90)
Utilities	4031/ 4051	431350	\$ 1,710.00	\$ 20,573.96	\$ (18,863.96)
Total			\$ 224,670.00	\$ 256,776.42	\$ (32,106.42)

Table 3: Summary of FY23 Department Budget

Expenses related to this contract are not fully budgeted for in FY23 and are expected to cost between \$32,106.42 and \$97,356.41 more than budgeted for. It is possible that departments that utilize this contract may use lapse operations and maintenance funds, however, that will need to be verified by those departments on a case-by-case basis.

Analyst: Shane Kunze

Ok to Sign: ☒

Instructions/Checklist

1. Upon receipt of a contract and notification in Granicus, review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept is not overextending itself, was it planned, etc.
2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the Staff Report section to give a brief summary of the contract and include your thoughts and pertinent information.
4. Upload to Granicus as a numbered attachment.
5. Upload a copy of the contract review into the appropriate contract review Sharepoint folder. (OMB/OMB Document Library/Contract.RVW/)