

OMB Granicus Review

Granicus Title	Extension and Increase to the contract with American Facility Services, Inc. for requirements of janitorial services at various County buildings.				
Granicus ID#	23-0497D	Reference #	167-0450-B(JJ)	Date	06/15/2023

Mark all Applicable Boxes:

Type of Review									
CIP		Grant		Other	X	Revenue		Project	

Fiscal Information:

New Contract (Y/N)	Y	Original Amount	\$	16,095,755.34
Fund(s)	Multiple Funds	Amount of Change (+/-)	\$	814,275.48
Cost Center(s)	Multiple Centers	Total Amount	\$	16,910,030.82
Program(s)	Multiple Programs	Amount Available (FY23)	\$	2,381,480.00
Account(s)	Multiple Accounts	Included in Applicable Budget? (Y/N)	Y	
Fiscal Year(s)	FY23 – FY24			

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

- The proposed contract will have a not-to-exceed threshold of \$16,910,030.82 through September 30, 2023.
- This only creates a not-to-exceed threshold, it does not guarantee an exact amount to be paid. Departments may use the full \$16,910,030.82 or less.
- Departments have budgeted \$2,381,480.00 in FY23, which is less than the annual average and historical totals. Departments will need to adjust their spending in other areas or amend the budget if this persists.
- Historical actuals suggest that the proposed increase of \$814,275.48 will be enough to meet the need of County operations without a new contract or change order.

Background

On March 20, 2018, the Pinellas County Board of County Commissioners (BCC) approved the award of bid to American Facility Services, Inc. (AFS) for janitorial services in the amount of \$10,073,6004.20 for 60 months. On September 14, 2018, the BCC approved Change Order No. 1, which added four new locations and increased the not-to-exceed threshold by \$4,462,735.80. On February 11, 2019, the County Administrator (CA) approved Change Order No.2, which updated the service level cleaning agreement with no fiscal impact. On May 31, 2019, the CA approved Change Order No.3, which changed locations, increased cleaning service levels, and increased the not-to-exceed threshold by \$505,000.00. On July 18, 2019, the Purchasing Director approved Change Order No 4., which made changes to locations and increased cleaning service levels with no fiscal impact. On August 29, 2019, the Director of Administrative Services (DAS) approved Change Order No. 5, which added special cleaning services of walls and floors at Animal Services, with no fiscal impact. On October 31, 2019, the Purchasing Director approved Change Order No.6, which added a location and increased service levels with no fiscal impact. On December 23, 2019, the Purchasing Director approved Change Order No. 7, which added a new location with no fiscal impact. On April 21, 2020, the BCC approved Change Order No. 8, which added two locations, increased cleaning services at one existing location, and increased the not-to-exceed threshold by \$116,947.55. On May 11, 2021, the BCC approved Change Order No. 9, which added advanced COVID-19 cleaning services to multiple locations and increased the not-to-exceed threshold by \$826,899.89. On October 19, 2021, the CA approved Change Order No 10, which added a porter service to various Clearwater locations and

increased the not-to-exceed threshold by \$82,620.00. On November 26, 2021, the CA approved Change Order No.11, which added two new locations and increased the not-to-exceed threshold by \$1,644.00 per month. The current not-to-exceed threshold is \$16,095,755.34 (Table 1).

Approved Contract Summary		
Description	Amount	Year
Total Approved to Date:	\$ 16,095,755.34	2023
Original Contract	\$ 10,073,604.20	2018
Change Order No. 1	\$ 4,462,735.80	2018
Change Order No. 2	\$ -	2019
Change Order No. 3	\$ 505,000.00	2019
Change Order No. 4	\$ -	2019
Change Order No. 5	\$ -	2019
Change Order No. 6	\$ -	2019
Change Order No. 7	\$ -	2019
Change Order No. 8	\$ 116,947.55	2020
Change Order No. 9	\$ 826,899.79	2021
Change Order No. 10	\$ 82,620.00	2021
Change Order No. 11	\$ 27,948.00	2021

Table 1: Approved Contract Summary

Since FY18, the blanket purchase agreements (BPA) affiliated with this contract, BPA #431020 and 431021, have expensed a total of \$15,926,090.92 per the PIN Billable BPA Report and has \$169,664.42, or 1.1% remaining. With the exception of FY22, expenses have increased year-over-year (YoY) and purchase order (PO) utilization has maintained around 60 to 70 POs annually since FY19 (Table 2). Furthermore, current actuals for FY23 are higher than the total actuals of all previous years, and with one quarter left in FY23, additional expenses are expected. Furthermore, historical actuals suggest that the proposed increase of \$814,275.48 is likely enough to sustain the County's needs through September 30, 2023, without the needs of a new amendment.

BPA Agreements 431020 and 431021 PO Summary				
Year	Amount	YoY Percent Change	Utilization	YoY Percent Change
FY18	\$486,256.92	-	24	-
FY19	\$1,127,125.93	131.8%	51	112.5%
FY20	\$1,933,590.20	71.6%	37	-27.5%
FY21	\$4,363,247.37	125.7%	34	-8.1%
FY22	\$2,169,873.80	-50.3%	34	0.0%
FY23 YTD	\$5,845,996.70	169.4%	44	29.4%
FY18 - FY23 Total Expensed	\$15,926,090.92	-	224	-

Table 2: BPA Agreement PO Summary

This contract is used by multiple departments and funding is derived from multiple Funds, Centers, Accounts, and Programs; however, DAS is the highest user of this contract. Approval for the use of funds and whether budgetary conditions are met will need to be made on a department-by-department basis. Departments have specifically budgeted \$2,213,710.00 for AFS specifically in FY23 and an additional

\$167,770.00 for janitorial services in general for a combined total of \$2,381,480.00 available (Table 3). This is \$1,000,526.16, or 29.1% less than the contract's projected annual average of \$3,382,006.16 and less than the FY23, FY21, and FY20 actuals. This suggests that departments are not budgeting enough to meet the demands of this contract or County operations. Departments will need to adjust spending in other areas or amend the budget to meet demands.

FY23 Budget Summary					
Department	Fund	Center	Account	Program	Amount
Department of Administrative Services Total					\$ 2,117,610.00
	0001	361530	5340001	1903	\$ 950,000.00
	0001	361501	5340001	1903	\$ 398,000.00
	0001	361525	5340001	1903	\$ 669,610.00
	0001	361540	5340001	1882	\$ 100,000.00
Economic Development Total					\$ 62,100.00
	1018	361610	5340001	1904	\$ 62,100.00
Solid Waste Total					\$ 34,470.00
	4021	432925	5340003	2224	\$ 34,000.00
	4021	431350	5340003	2224	\$ 110.00
	4021	431340	5340003	2224	\$ 360.00
Utilities Total					\$ 167,300.00
	4031	431350	5340003	2321	\$ 3,210.00
	4031	431250	5340003	2321	\$ 11,240.00
	4031	431320	5340003	2321	\$ 40,000.00
	4031	431320	5340004	2321	\$ 3,000.00
	4031	431340	5340003	2321	\$ 470.00
	4034	431250	5340003	2321	\$ 920.00
	4051	431350	5340003	2421	\$ 2,210.00
	4051	431360	5340003	2421	\$ 84,100.00
	4051	431250	5340003	2421	\$ 10,780.00
	4051	431340	5340003	2421	\$ 1,770.00
	4051	431360	534900	2421	\$ 9,600.00
Total					\$ 2,381,480.00

Table 3: FY23 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, 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_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).