



# Pinellas County

## Staff Report

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File #: 24-0116D, Version: 1

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### **Subject:**

Extension and Increase to the contract with American Facility Services, Inc. for requirements of janitorial services at the Airport.

### **Recommended Action:**

Approval by the County Administrator of the extension and increase to the contract with American Facility Services, Inc. for requirements of janitorial services at the Airport.

- This contract was for enterprise-wide janitorial services, but currently only serving the Airport location as they finalize a new contract award.
- The Board of County Commissioners (Board) approved the award of this contract on March 20, 2018, in the amount of \$10,073,604.20.
- Prior change orders to this contract added additional locations not included in the original contract award, primarily the St. Pete-Clearwater International Airport (\$3.5M), and locations for the Sheriff and Lealman Community Centers.
- A new agreement for Janitorial Services for all non-Airport locations was approved by the Board on August 15, 2023, with award recommendation to High Sources, Inc.
- The Airport has specialized cleaning requirements. For the Airport, a request for proposal was advertised on November 29, 2023. On January 9, 2024, the County received thirty-seven proposals.
- This Change Order will extend the janitorial services at the Airport for four months and increase the contract in the amount of \$400,000.00 to provide sufficient time to establish a new contract.
- This contract is established as a maintenance, repair, and operating (MRO) contract of which the County Administrator may approve increases up to 50% of the original award amount. To date the County Administrator has cumulatively approved \$1,429,843.48 in increases or 14.19% of the original award.
- Funding for this contract increase of \$400,000 is budgeted in the FY24 Adopted Budget for the Airport in the Airport Revenue and Operating Fund.

Contract No. 167-0450-B increase in the amount of \$400,000.00 for a revised total contract value of \$17,310,030.82 with an average annual expenditure of \$3,462,006.16 through June 29, 2024.

### **Strategic Plan:**

Create a Quality Workforce in a Positive, Supportive Organization

1.3 Make workforce safety and wellness a priority

Deliver First Class Services to the Public and Our Customers

5.2 Be responsible stewards of the public's resources

### 5.3 Ensure effective and efficient delivery of county services and support

#### **Summary:**

Contract No. 167-0450-B was partially replaced by Contract No. 23-0320-ITB for Janitorial Services which was approved by the Board of County Commissioners on August 15, 2023, for all County locations except the Airport. This extension and increase are needed to continue Janitorial Services at the Airport while award of RFP No. 24-0069-P.

#### **Background/Explanation:**

On March 20, 2018, the Board approved the award of bid to American Facility Services, Inc. for requirements of janitorial services in the amount of \$10,073,604.20 for 60 months.

On September 14, 2018 the Board approved Change Order No. 1 adding four (4) new locations for an increase in the amount of \$4,462,735.80.

On February 11, 2019 the County Administrator approved Change Order No. 2 updating service level cleaning with no additional amount to the contract.

On May 31, 2019 the County Administrator approved Change Order No. 3 for changes to locations and an increase in service level cleaning for an increase in the amount of \$505,000.00.

On July 18, 2019 the Purchasing Director approved Change Order No. 4 for changes to locations and an increase in service level cleaning with no additional amount to the contract.

On August 29, 2019 the Director of Administrative Services approved Change Order No. 5 adding special cleaning of walls and floors at Animal Services with no additional amount to the contract.

On October 31, 2019 the Division Director of Purchasing and Risk Management approved Change Order No. 6 to add a location and increase service level with no additional amount to the contract.

On December 23, 2019 the Division Director of Purchasing and Risk Management approved Change Order No. 7 to add a new location with no additional amount to the contract.

On April 21, 2020 the Board of County Commissioners approved Change Order No. 8 adding two (2) new locations and increased services at one (1) existing location for an increase in the amount of \$116,947.55.

On May 11, 2021 the Board of County Commissioners approved Change Order No. 9 for service changes to multiple locations: Clerk of the Court, Mosquito Controls Buildings, 118th Avenue North, Clearwater, Florida, Pinellas Constructions Licensing Board, North District Sheriff's Office, South County Service Center, Pinellas Vaccination Site, and enhanced cleanings due to COVID-19 for an increase in the amount of \$826,899.79.

On October 19, 2021 the County Administrator approved Change Order No. 10 to add a porter services to various Clearwater locations for an increase of \$82,620.00.

On November 26, 2021 the County Administrator approved Change Order No. 11 to add two new

locations in Clearwater and Indian Rocks for an increase of \$1,644.00 per month.

On September 30, 2023 the County Administrator approved Change Order No. 12 to extend the agreement the agreement for three months for all locations except the Airport. The Airport was extended through February 29, 2024, with an increase of \$814,275.48.

This contract is established as a maintenance, repair, and operating contract of which the County Administrator may approve increases up to 50% of the original award amount. To date the County Administrator has approved \$1,429,843.48.

**Fiscal Impact:**

Approved Five Year Not to Exceed: \$16,910,030.82  
Increase: \$ 400,000.00  
Revised Five Year Total Not To Exceed: \$17,310,030.82

Estimated Average Annual Expenditure: \$ 3,462,006.16

**Delegated Authority:**

Authority for the County Administrator to approve this increase is granted under Code Section 2-184.

**Staff Member Responsible:**

Tom Jewsbury, Airport Director  
Diana Sweeney, Deputy Director, Administrative Services  
Merry Celeste, Division Director, Purchasing & Risk, Administrative Services

**Partners:**

N/A

**Attachments:**

N/A - no contract (purchase order served as the contract)