



# Pinellas County

## Staff Report

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**File #:** 20-568A, **Version:** 1

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### **Subject:**

Change Order No. 8 to the contract with American Facility Services, Inc. for requirements of janitorial services at various County buildings.

### **Recommended Action:**

Approval of Change Order No. 8 to the contract with American Facility Services, Inc. for requirements of janitorial services at various County buildings.

- This contract is for enterprise wide janitorial services.
- Change Order No. 8 includes the addition of the following locations: Public Works Building 9, Sheriff's Operations Warehouse and additional buildings at the Lealman Exchange Campus (Buildings A, B, and C) adding \$116,947.55 annually to the contract.
- This contract is administered by the Facilities and Real Property Division of the Administrative Services Department with a current total contract amount of \$15,041,340.00.
- 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 (\$3.5 million), various locations for the Sheriff, Lealman Community Center, and various other locations as identified on the attached spreadsheet.
- This contract is established as a maintenance, repair and operating contract of which the Board must approve any increase exceeding 50% of the original award amount.

Contract No. 167-0450-B(RO) increase in the amount of \$116,947.55, for a revised total contract value of \$15,158,287.55 with an annual amount of \$3,031,657.51 through June 30, 2023.

### **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:**

Change Order No. 8 requests the following changes:

1) Add the new location of Pinellas County Public Works Building 9, Group A, at 22211 US Highway 19 North in Clearwater in the amount of \$32.00 per month for Level A cleaning services, 5 days per week, adding \$1,312.00 for the remainder of the contract, effective February 1, 2020.

2) Add the new location Mainstream Sherriff's Operations Warehouse, Group F, at 7228 114th Ave., North in Largo in the amount of \$80.00 per month for cleaning and stacking the restroom every Wednesday, adding \$3,280.00 for the remainder of the contract, effective February 1, 2020.

3) Add Buildings A, B, C and 40 hours per week of day porter service to the Lealman Community Campus Exchange, Group C, at 5175 45th Street North in Lealman for an additional amount of \$2,496.79 per month for the remainder of the contract, retroactive to October 1, 2019. The new monthly pricing for this location changed from \$5,614.85 to \$8,111.64 per month.

**Background Information:**

On March 20, 2018, the Board approved the award of bid to American Facility Services, Inc. for requirements of janitorial services.

On September 14, 2018 the Board approved Change Order No. 1 adding four (4) new locations.

On February 11, 2019 the County Administrator approved Change Order No. 2 updating service levels cleaning.

On May 31, 2019 the County Administrator approved Change Order No. 3 for changes to locations and increase in service level cleaning.

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

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

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.

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

**Fiscal Impact:**

Approved five (5) year contract total not to exceed:	\$15,041,340.00
Increase in funds not to exceed:	\$ 116,947.55
Revised five (5) year expenditure total not to exceed:	\$15,158,287.55

Estimated annual expenditure not to exceed: \$3,031,657.51

Funding is derived from the operating budgets of requesting departments.

**Staff Member Responsible:**

Andrew W. Pupke, Division Director, Facilities and Real Property, Administrative Services

Merry Celeste, Division Director, Purchasing and Risk Management, Administrative Services

**Partners:**

N/A

**Attachments:**

Quotes