



# Pinellas County

## Staff Report

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File #: 17-1955A, Version: 1

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### **Subject:**

Increase to the blanket purchase agreement and second amendment to the agreement with Varsity Contractors, Inc., d/b/a Varsity Facility Services for requirements of janitorial services.

### **Recommended Action:**

Approve the increase to the blanket purchase agreement (BPA) and execute the Second Amendment with Varsity Contractors, Inc., DBA Varsity Facility Services (Varsity) for requirements of janitorial services.

Contract No. 123-0084-P(JJ) in the amount of \$1,682,834.00 for a revised thirty (30) month total of \$6,058,137.44 through June 30, 2018. Chairman to sign and Clerk of Court to attest.

### **Strategic Plan:**

Deliver First Class Services to the Public and Our Customers

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

### **Summary:**

The contract will expire on December 31, 2017 and this request is for an increase of \$603,000 to provide for continued services through the end of the contract term. The increase is required due to the addition of locations, special cleaning requests supporting early voting, Hurricane Irma emergency activation and several other smaller events. Staff will pursue reimbursement from Federal Emergency Management Agency (FEMA) for increased janitorial costs as a result of emergency activation.

In addition, the Second Amendment provides for a six (6) month extension and increase of \$1,079,834 to provide for completion of the procurement process and transition to a new contract. Staff has accounted for the additional locations and special cleaning requests in the revised requirements in the new bid solicitation.

### **Background Information:**

This janitorial services contract was originally awarded by the Board of County Commissioners on December 10, 2013 for a twenty-four (24) month term, with provision for one (1) 24 month term extension.

On December 5, 2014, the County Administrator approved an increase to the contract to provide for janitorial services for additional county buildings. On December 22, 2015, the County Administrator also approved the First Amendment for the twenty four (24) month extension.

Staff has accounted for these requirements in the new Invitation to Bid (167-0450-B).

### **Fiscal Impact:**

Approved twenty-four (24) month expenditure:	\$ 4,375,303.44
Increase (BPA) through 12/31/17 not to exceed:	\$ 603,000.00
Increase through June 30, 2018 (Second Amendment):	<u>\$ 1,079,834.00</u>

Revised estimated expenditure through June 30, 2018	\$ 6,058,137.44
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Funding is derived from departmental operating budgets.

**Staff Member Responsible:**

Andrew W. Pupke, Director, Real Estate Management

Joe Lauro, Director, Purchasing

**Partners:**

N/A

**Attachments:**

Second Amendment