



# Pinellas County

## Staff Report

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**File #:** 21-732A, **Version:** 1

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### **Subject:**

Change Order No. 9 to the contract with American Facility Services, Inc. for requirements of janitorial services at various County buildings.

### **Recommended Action:**

Approval of Change Order No. 9 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. 9 includes the addition of the following locations: Clerk of the Court (5000 Park Street), Pinellas County Construction Licensing Board, new South County Service Center, Pinellas Vaccination Site, additional space or service at buildings for Mosquito Control and the Sheriff's Office North District Station and enhanced cleaning and sanitizing COVID services for all locations through 12/31/2021 adding \$826,899.79 to the contract.
- 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 locations not included in the original contract award, primarily the St. Pete-Clearwater International Airport (\$3.5 million), various locations for the Sheriff's Office, Lealman Exchange, 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 \$826,899.79 for a revised total contract value of \$15,985,187.34 with an average annual expenditure of \$3,197,037.47 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. 9 requests the following changes:

- 1) Add the new location of the Clerk of the Court, Group F, at 5000 Park Street in St. Petersburg in the amount of \$1,437.00 per month for Level A cleaning services, 5 days per week, adding \$38,799.00 for the remainder of the contract, effective April 1, 2021.
- 2) Add 3,105 square feet to Mosquito Control Buildings, Group C, at 4100 118th Ave., N., in Clearwater in the amount of \$295.00 per month for Level A cleaning services, 5 days per week, adding \$7,965.00 for the remainder of the contract, effective April 1, 2021.
- 3) Add the new location of the Pinellas County Construction Licensing Board, Group F, at 7887 Bryan Dairy Rd., Ste. 133 in Largo in the amount of \$139.86 per month for Level B cleaning, 5 days per week, adding \$3,776.22 for the remainder of the contract, effective April 1, 2021.
- 4) Add additional cleaning to the Sheriff's Office North District Station, Group F, at 2496 Bayshore Blvd. in Dunedin in the amount of \$693.00 per month for one (1) day porter, adding \$18,711.00 for the remainder of the contract, effective April 1, 2021.
- 5) Add the new location of the South County Service Center, Group F, at 2500 34th St., N., in St. Petersburg in the amount of \$6,573.00 per month for Level A cleaning services, 5 days per week and one (1) day porter, adding \$177,471.00 for the remainder of the contract, effective April 1, 2021.
- 6) Add the new location of the Pinellas Vaccination Site, Group F, at 1197 East Bay Dr., in Largo in the amount of \$4,578.00 per month for COVID-19 and Level A cleaning services, 5 days per week and one (1) full time day porter, adding \$123,606.00 for the remainder of the contract, effective April 1, 2021.
- 7) Additional enhanced cleanings and sanitizing due to COVID-19 for any countywide location, by request for any suspected or confirmed cases, in the amount of \$46,118.34 per month through December 31, 2021, adding \$456,571.57 to the contract, effective April 1, 2021.

#### **Background Information:**

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.

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

On February 11, 2019 the County Administrator approved Change Order No. 2 updating service levels cleaning at no additional cost to the overall contract amount.

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

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

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

amount.

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 at no additional cost to the overall contract amount.

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

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 the additional amount of \$116,947.55.

**Fiscal Impact:**

Approved five (5) year contract total not to exceed: \$15,158,287.55

Increase in funds not to exceed: \$ 826,899.79

Revised five (5) year expenditure total not to exceed: \$15,985,187.34

Estimated average annual expenditure not to exceed: \$3,197,037.47

Funding is derived from the operating budgets of requesting departments for operational type janitorial services. Funding for enhanced cleanings and sanitizing due to COVID-19 may be derived from federal Consolidated Appropriations Act, 2021, Federal Emergency Management Agency reimbursement, and County General Fund reserves.

**Staff Member Responsible:**

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

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

Joe Lauro, Director, Administrative Services

**Partners:**

N/A

**Attachments:**

Change Order No. 9 Price Sheet

Quotes