



# Pinellas County

## Staff Report

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File #: 21-1284D, Version: 1

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### **Subject:**

Change Order No. 10 to the contract with American Facility Services, Inc. pertaining to requirements of janitorial services at various County buildings to add a porter.

### **Recommended Action:**

Approval of Change Order No. 10 by the County Administrator to the contract with American Facility Services, Inc. for requirements of janitorial services at various County buildings to add a porter.

- This contract is for enterprise-wide janitorial services.
- Change Order No. 10 includes the addition of a porter for the downtown Clearwater campus and adds FEMA requirements for reimbursement purposes due to COVID-19 enhanced cleaning services.
- The addition of the porter was suggested after the Administrative Services Director discovered that facilities employees were spending too much time removing trash from the outside of buildings at the downtown campus, time that should be spent performing PM's and other related duties.
- The Board of County Commissioners 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.
- 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 cumulatively approved \$505,000.00.

Contract No. 167-0450-B(RO) increase in the amount of \$82,620.00 for a revised total contract value of \$16,067,807.34 with an average annual expenditure of \$3,213,561.47 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. 10 to add a porter for the downtown Clearwater campus in the amount of



\$4,590.00 per month through the remainder of the contract term. Inclusion of FEMA requirements for reimbursement purposes due to COVID-19 at no additional amount to the contract.

**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 sixty-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 N., Clearwater, 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.

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 \$505,000.00.

**Fiscal Impact:**

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

Increase - Change Order No. 10: \$ 82,620.00

Revised five (5) year expenditure total not to exceed: \$16,067,807.34



Estimated average annual expenditure is: \$3,213,561.47

Funding is derived from the operating budgets of requesting departments.

**Delegated Authority:**

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

**Staff Member Responsible:**

Keith Royster, Manager, Facilities and Real Property, Administrative Services

Merry Celeste, Division Director, Purchasing & Risk, Administrative Services

Joe Lauro, Director, Administrative Services

**Partners:**

N/A

**Attachments:**

N/A