



Pinellas County

Staff Report

File #: 24-0116D, **Version:** 1

Agenda Date: 3/31/2024

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:

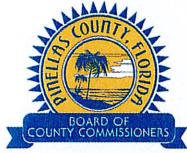
Tom Jewsbury, Airport Director
Diana Sweeney, Deputy Director, Administrative Services
Merry Celeste, Division Director, Purchasing & Risk, Administrative Services

Partners:

N/A

Attachments:

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



Pinellas County

Master

File Number: 24-0116D

File ID: 24-0116D	Type: Purchasing Delegated Item	Status: Agenda Ready
Version: 1	Agenda Section:	Department: Airport
Subject:		File Created: 02/01/2024
		Final Action: 02/20/2024

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

Internal Notes: For Barry's approval only, no signature required

Agenda Date: 03/31/2024

Agenda Item Number:

Sponsors:

Enactment Date:

Attachments: OMB Review_24-0116D_Airport_Janitorial Services.docx

Enactment Number:

REF #:

Hearing Date:

Drafter: Tom Russell

Effective Date:

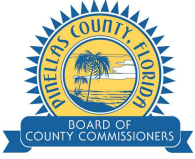
Related Files: 17-1459A; 18-1227A; 19-102D; 19-1057D; 19-1217D; 19-348D; 19-612D; 19-802D; 20-568A; 21-1284D; 21-1403D; 21-732A; 23-0497D

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
1	1	2/5/2024	Paige Brutus	Approve	2/5/2024
1	2	2/6/2024	Peter Dubin	Approve	2/8/2024
1	3	2/6/2024	Yvette Aehle	Approve	2/8/2024
1	4	2/6/2024	Maria Cascone	Delegated	
1	5	2/6/2024	Jon Waggoner	Approve	2/8/2024
<p>Notes: OMB review found the FY24 budget amount of \$800,000.00 sufficient to meet \$300,000.00 in obligations for a four-month extension of Contract No. 167-0450-B. This extension is not for additional services but for interim services already budgeted for until a new vendor is selected.</p> <p>The Contract not-to-exceed (NTE) amount of \$16,910,030.82 has been invoiced for \$16,844,597.73 with \$65,433.09 remaining. Granicus item 24-0116D, if approved, will increase the Contract NTE by \$400,000.00 to \$17,310,030.82 which is sufficient to meet the obligations of the contract extension through June 30, 2024.</p>					
1	6	2/14/2024	Chris Rose	Approve	2/8/2024
1	8	2/19/2024	Yvette Aehle	Approve	2/21/2024
<p>Notes: This contract is needed until we can get the first choice in the recent RFQ process under contract. YA</p>					
1	9	2/19/2024	Merry Celeste	Approve	2/21/2024
<p>Notes: Please note there was never a contract in place for these services awarded in 2018 through a bid process for over \$10M - a purchase order was issued and served as the contract for more than 5 years.</p>					
1	10	2/19/2024	Joe Lauro	Approve	2/21/2024
1	11	2/20/2024	Jo Lugo	Approve	2/21/2024
<p>Notes: For Barry's approval only, no signature required</p>					
1	12	2/20/2024	Kevin Knutson - DO NOT USE	Approve	2/22/2024
1	13	2/20/2024	Barry Burton	Approve	2/26/2024
1	14	2/21/2024	Della Klug	Approve	2/23/2024
1	15	2/21/2024	Jo Lugo	Approve	2/23/2024
1	16	2/21/2024	Tom Russell	Approve	2/23/2024

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:



Pinellas County

Staff Report

File #: 24-0514A, **Version:** 1

Agenda Date: 4/23/2024

Subject:

Receipt and file report of purchasing items delegated to the County Administrator for the quarter ending March 31, 2024.

Recommended Action:

Accept the receipt and file report of purchasing items delegated to the County Administrator.

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 Board of County Commissioners (Board) has delegated authority to the County Administrator to approve purchases and other purchasing related processes with the requirement that all approvals be submitted for receipt and file on a quarterly basis.

Background Information:

The County Administrator has delegated authority to award contracts up to \$250,000.00 in a fiscal or calendar year. For purchases initiated from State of Florida bids or negotiated contracts, the County Administrator has delegated authority to approve in any amount. The County Administrator has delegated authority to increase maintenance, repair and operating contracts in an amount not to exceed fifty percent (50%) of the amount previously approved by the Board subject to the same unit pricing, terms and conditions. The County Administrator has delegated authority to extend the term of Board approved contracts above the threshold of \$250,000.00 pending all prices, terms and conditions remain the same.

The County Administrator has delegated authority to approve change orders and amendments in an amount not to exceed \$250,000 or ten percent (10%), whichever is less, and to release retainage and close out construction type contracts when the change order does not exceed \$250,000.00 or ten percent (10%) of the total award, whichever is less.

The County Administrator also has delegated authority to approve emergency purchases up to \$250,000.00. Emergency purchases in excess of \$250,000.00 are approved by the County Administrator and entered into the minutes of the Board of County Commissioners via the receipt and file report.

Lastly, the County Administrator has delegated the authority for non-purchasing items pursuant to Section 2-62 in an amount not to exceed \$25,000.00 to the Director of Administrative Services.

Fiscal Impact:

The attached list contains approvals of competitive sealed bidding, Florida State contracts, master purchase agreement increases, emergency purchases, contract extensions, and items delegated to the Administrative Services Director as per County Code 2-62, 2-164, 2-176, 2-177, 2-178, 2-180, 2-181, 2-184 and 2-185.

Staff Member Responsible:

Barry A. Burton, County Administrator

Joe Lauro, Director, Administrative Services

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

Partners:

N/A

Attachments:

List of Purchasing items approved by the County Administrator and the Director of Administrative Services for quarter ending March 31, 2024.