




Interoffice Memorandum

July 6, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM:  Carrie Mathes CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Rich Steiger, FMA, Manager, Facilities Management Division
(407) 836-7473

SUBJECT: Approval of Amendment No. 7, Contract Y16-1071B, Plumbing Services

ACTION REQUESTED:

Approval of Amendment No. 7, Contract Y16-1071B, Plumbing Services, with Ellis Mechanical Corporation, in the amount of \$50,000, for a revised contract amount of \$100,000.

PROCUREMENT:

This contract provides plumbing and related services to various locations throughout Orange County, including Fire Rescue and the Convention Center. This amendment extends the current contract for the period of September 1, 2020 through October 31, 2020, allowing sufficient time for the re-solicitation process to be completed and a new contract executed.

FUNDING:

Funding is available in account numbers 0001-043-1713-3810, 0001-043-1717-3810, 0001-043-1718-0310, 0001-043-1719-3810, and 4430-035-0922-3810.

APPROVALS:

The Facilities Management Division concurs with this request.

REMARKS:

The Board approved award of Contract Y16-1071 on August 2, 2016, for an overall total estimated annual contract award amount of \$1,000,000 with further approval for the Procurement Division to renew the contract for four additional one-year terms. Contract Y16-1071B was awarded to Ellis Mechanical Corporation for a contract award amount of \$400,000.

Previous contract amendments are as follows:

- Amendment No. 1: changed the minimum/maximum delivery order amounts to list orders in excess of \$50,000. This amendment also revised the Scope of Service to delete the requirement for the Contractor to provide all backup documentation on file for auditing purposes.

Approval of Amendment No. 7, Contract Y16-1071B, Plumbing Services

- Amendment No. 2: renewed the contract for the period of August 31, 2017 through August 30, 2018 at the same terms, conditions, and prices.
- Amendment No. 3: renewed the contract for the period of August 31, 2018 through August 30, 2019 at the same terms, conditions, and prices.
- Amendment No. 4: decreased the total estimated contract amount through August 30, 2019 by \$250,000, for a revised total estimated contract total amount of \$150,000.
- Amendment No. 5: extended the contract by a 6-month term, from August 31, 2019 through February 29, 2020. The contract amount through February 29, 2020 was decreased by \$100,000, for a revised total estimated contract total amount of \$50,000.
- Amendment No. 6: extended the contract for the period February 29, 2020 through August 31, 2020. This extension allowed time to finalize discussion on how to proceed with re-solicitation.
- Amendment No. 7: extends the contract term from September 1, 2020 through October 31, 2020 to allow time for a re-solicitation process to conclude This extension increases the contract by \$50,000, for a revised estimated contract amount of \$100,000.