



Interoffice Memorandum

October 6, 2020

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

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

Contact: Richard Steiger, FMA, Manager, Facilities Management Division
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Subject: Ratification of Change Order No. 2, Purchase Order M100886,
Courthouse Building A, B, and C COVID-19 Disinfectant Services

ACTION REQUESTED:

Ratification of Change Order No. 2 Purchase Order M100886 Courthouse Buildings A, B, and C COVID-19 Disinfectant Services with Diversified Maintenance RWS LLC in the amount of \$9,743.28, for a revised total contract amount of \$113,019.28.

PROCUREMENT:

This change order modifies COVID-19 disinfectant services and provides associated funding. The additional scope includes daily disinfecting of the jury assembly room, courtrooms 4C, 4D, 9D and 23, as well as jury room 180. The disinfectant services are necessary to support Phase Two of the Courthouse re-opening.

FUNDING:

Funding is available in account number 5895-019-8019-3170.

APPROVALS:

The Facilities Management Division concur with this recommendation.

REMARKS:

Daily disinfecting of high touch surfaces are performed throughout each day. EPA approved disinfectant effective against SARS-CV-2 the virus that causes COVID-19 per EPA Reg. #1839-83-5741 is the product used. High touch surfaces include, but are not limited to, doors handles/knobs/push bars, public use counter tops, public telephones, chairs/benches, vendor machines, drinking fountains, kiosks and handrails within commonly used areas.

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A Day Porter has also been added to assist in keeping the hand sanitizer dispensers filled and provide a re-fill as needed.

Previous purchase order change order is as follows:

Change Order No. 1: Increased the Purchase Order amount under Procurement's authority in the amount of \$43,930, from \$59,346 for a revised total contract amount of \$103,276, for the extended period of September 17, 2020 through December 31, 2020.