




Interoffice Memorandum

October 31, 2022

TO: Mayor Jerry L. Demings  
-And-  
County Commissioners

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

CONTACT: Richard Steiger, FMA, Manager II, Facilities Management Division  
407-836-7473

SUBJECT: Ratification of Amendment No. 5, Contract Y19-1138, Emergency and Temporary Heating, Ventilation and Air Conditioning (HVAC) Equipment Rental and Installation Services

ACTION REQUESTED:

Ratification of Amendment No. 5, Contract Y19-1138, Emergency and Temporary Heating, Ventilation and Air Conditioning (HVAC) Equipment Rental and Installation Services, with Portable Air L.C., in the amount of \$50,000, for a revised contract total amount of \$795,820.

PROCUREMENT:

This amendment will provide additional funding required for temporary climate control and power distribution due to unforeseen inclement weather conditions.

FUNDING:

Funding is available in account numbers: 0001-043-1713-3610, 0001-043-1715-3610, 0001-043-1717-3610, 0001-043-1718-3610, and 0001-043-1719-3610.

APPROVALS:

The Facilities Management Division concurs with this recommendation.

REMARKS:

On November 12, 2019, the Board authorized award of contract Y19-1138 to Portable Air L.C. in the estimated contract award amount of \$545,820 for a three-year term, and authorized the Procurement Division to renew the contract for two additional one-year terms.

Previous amendments to the contract are as follows:

Amendment No. 1: Increased the total contract amount from \$545,820 to \$595,820, an increase of \$50,000. Board approval was not required.

Amendment No. 2: Increased the total contract amount from \$595,820 to \$695,820, an increase of \$100,000. Board approval was obtained on April 5, 2022.

Amendment No. 3: Renewed the contract for the period of December 1, 2022 through November 30, 2023. Board approval was not required.

Ratification of Amendment No. 5, Contract Y19-1138, Emergency and Temporary Heating,  
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Amendment No. 4: Increased the total contract amount from \$695,820 to \$745,820, an increase of \$50,000. Board approval was not required.