



Interoffice Memorandum

October 12, 2022

To: Mayor Jerry L. Demings
-AND-
County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Mitchell Glasser, Manager, Housing and Community Development Division
(407) 836-5190

SUBJECT: Ratification of Purchase Order M102146, Change Order No. 10, Temporary Staffing Services

ACTION REQUESTED:

Ratification of Purchase Order M102146, Change Order No. 10, Temporary Staffing Services, with AUE Staffing, Inc., in the amount of \$250,000.30, for a revised not-to-exceed total amount of \$1,034,006.55.

PROCUREMENT:

The change order provides funding for seven additional fiscal/contract administration specialists on a temporary basis to assist with the implementation of the federally funded Emergency Rental Assistance Program for the residents of Orange County. The performance period is October 1, 2022 through September 30, 2023.

FUNDING:

Funding is available in account number 5851-062-8057-3179.

APPROVALS:

The Housing and Community Development Division concurs with this recommendation.

REMARKS:

Due to the urgent need of the provision of services for our citizens in light of the COVID-19 pandemic, the department requested an emergency purchase order to provide services assisting citizens with the requests for Cares Act Funding for Eviction Diversion Grant Program and the new Emergency Rental Assistance Program. Failure to issue this change order to the purchase order could result in thousands of families being at risk of receiving financial assistance.

While the County has established term contract Y20-191C for administrative staff augmentation with AUE Staffing, a Delivery Order was not processed against it, because these services are funded by the CARES Act. Negotiation was attempted with the AUE Staffing, Inc., who provided their best and final offer. This purchase order is consistent with the contracted pricing, terms, and conditions and does not draw down previously appropriated funding for the contract.

The purchase order was ratified by the Board on November 10, 2020 and issued in the amount of \$239,819.95.

Change orders to the purchase order are as follows:

Ratification of Purchase Order M102146, Change Order No. 10, Temporary Staffing Services

Page 2

Change Order No. 1: Added funding in the amount of \$239,819.95 for a revised not-to-exceed total of \$479,639.90. Ratified by the Board on November 10, 2020 in conjunction with the original purchase order.

Change Order No. 2: Changed accounting line. No change to the not-to-exceed total.

Change Order No. 3: Added lines 5-7, added funding in the amount of \$304,379.94 for a revised not-to-exceed total of \$784,019.84. Ratified by the Board on March 23, 2021.

Change Order No. 4: Decreased line 1 and increased line 8. No change to the not-to-exceed total.

Change Order No. 5: Decreased quantity on line 7 and added lines 9 and 10. No change to the not-to-exceed total.

Change Order No. 6: Decreased line 4 and increased line 7. No change to the not-to-exceed total.

Change Order No. 7: Decreased line 4 by \$13.59 for a revised not-to-exceed total of \$784,006.25.

Change Order No. 8: Decreased line 10. Increased lines 7 and 9. No change to the not-to-exceed total.

Change Order No. 9: Decreased line 8 and 10 and increased line 9. No change to the not-to-exceed total.