




**Interoffice Memorandum**

October 5, 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  
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**SUBJECT:** Ratification of Change Order No. 2, Purchase Order M100969,  
Security Guard Services for Orange County Courthouse and  
Miscellaneous Sites

**ACTION REQUESTED:**

Ratification of Change Order No. 2, Purchase Order M100969, Security Guard Services for Orange County Courthouse and Miscellaneous Sites, with G4S Secure Solutions USA, Inc., in the amount of \$148,028.32 for a revised total contract amount of \$741,834.88.

**PROCUREMENT:**

This change order extended COVID-19 screening services for the month of October and provided the associated funding. The screeners are assisting with Phase Two of the Courthouse re-opening.

**FUNDING:**

Funding is available in account number 5895-019-8019-3197.

**APPROVALS:**

The Facilities Management Division concurs with this request.

**REMARKS:**

These services are for security guards to support the Courthouse re-opening plan. Services provided by G4S Secure Solutions USA, Inc. include temperature screening of people entering the Courthouse per the Supreme Court of Florida. Guards will also ensure compliance with CDC guidelines for people entering the Courthouse. Duties include but are not limited to, maintaining social distancing and conducting COVID-19 surveys. These services include alternate locations within Orange County requiring security guards performing similar duties.

Ratification of Change Order No. 2, Purchase Order M100969, Security Guard Services for Orange County Courthouse and Miscellaneous Sites

Previous purchase order change orders are as follows:

Change Order No. 1: Added one unarmed security guard at Work Release Facility. Increased the total contract amount by \$533,383.20 for a revised total contract amount of \$593,806.56, an increase of \$60,423.36.

Change Order No. 2: Extended the service period through October 31, 2020 and increased the total contract amount by \$593,806.56 for a revised total contract amount of \$741,834.88, an increase of \$148,028.32.