



**Interoffice Memorandum**

April 27, 2021

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

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

CONTACT: Rich Steiger, FMA, Manager, Facilities Management Division  
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SUBJECT: Approval of Change Order No. 2 Purchase Order M103677, Security  
Guard Services for Orange County Courthouse and Miscellaneous  
Sites

ACTION REQUESTED:

Approval of Change Order No. 2 Purchase Order M103677, Security Guard Services for Orange County Courthouse and Miscellaneous Sites, with G4S Secure Solutions USA, Inc., in the amount of \$639,316.08, for a revised not-to-exceed amount of \$1,140,780.14.

PROCUREMENT:

Change Order No. 2, in the not-to-exceed amount of \$639,316.08, provides funding for COVID-19 screening services for the period of June 1, 2021 through September 30, 2021. Services performed under this purchase order include temperature screening at the Courthouse and Juvenile Justice Center, and one guard each at the EMS Warehouse and Work Release Center for after-hours monitoring.

FUNDING:

Funding is available in account number 0001-043-4902-3197.

APPROVALS:

The Facilities Management Division concurs with this request.

REMARKS:

The security guard services will support the response to the COVID-19 pandemic. 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. These needs were not contemplated in the County's term contract Y19-1105; however, this purchase is being made as a supplemental purchase in accordance with the terms and conditions therein.

On February 23, 2021, the Procurement Division issued PO M103677 in the amount of \$478,485.28.

Approval of Change Order No. 2 for Purchase Order M103677, Security Guard Services for Orange County Courthouse and Miscellaneous Sites

Previous change orders are as follows:

- Change Order No. 1: Added the EMS Warehouse location and 2 health screener lead guards to oversee the COVID-19 health screeners. Also, extended the service period from April 4, 2021 through May 31, 2021 and increased the Purchase Order amount by \$22,978.78, from \$478,485.28 to \$501,464.06. This increase did not require Board approval.