



**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:** Approval of Change Order No. 5, Purchase Order M100925, Nightly  
Fogging at the Courthouse

**ACTION REQUESTED:**

Approval of Change Order No. 5, Purchase Order M100925, Nightly Fogging at the Courthouse, with Cubix, Inc., in the amount of \$26,726.40, for a revised total contract amount of \$120,601.44.

**PROCUREMENT:**

This change order will extend COVID-19 nightly fogging services for the months of November and December and provides the associated funding. The nightly fogging will assist with Phase Two of the Courthouse re-opening.

**FUNDING:**

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

**APPROVALS:**

The Facilities Management Division concurs with this request.

**REMARKS:**

These services are for additional nightly fogging services to support the Courthouse re-opening plan. Services include a combination of electrostatic fogging and wiping down the high touch-points of common areas on a daily basis or one-time per week during non-standard business hours, to prevent the spread of COVID-19. The areas frequently accessed by the public are fogged and wiped down on a daily basis.

As the County enters into new phases of reopening, specifications and frequencies of services have changed as shown based on the amendments.

Approval of Change Order No. 5, Purchase Order M100925, Addition of Nightly Fogging at Courthouse

Previous purchase order change orders are as follows:

Change Order No. 1: Added one Courthouse "C" 1<sup>st</sup> floor Room #180 weekly fogging. Increased the total contract amount by \$20,052.86, for a revised total contract amount of \$63,837.86, an increase of \$43,785.

Change Order No. 2: Changed the object code for lines 1 through 3. There was no dollar change.

Change Order No. 3: Added lines for Courthouse "C" "A" "B" and Administration Building 1<sup>st</sup> and 5<sup>th</sup> floor weekly fogging. Increased the total contract amount by \$63,837.86, for a revised total contract amount of \$79,175.52, an increase of \$15,337.66.

Change Order No. 4: Decreased unit cost for Courthouse Complex C weekly fogging. Added line for Courthouse "C" Jury Room #180 nightly fogging and touch points and line for Courthouse "C" Courtroom 4C and 4D Nightly fogging. Increased the total contract amount by \$79,175.52, for a revised total contract amount of \$93,875.04, an increase of \$14,699.52.