



**Interoffice Memorandum**

July 7, 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 Amendment No. 7, Contract Y18-163B, Countywide Janitorial Services- Downtown District Buildings

**ACTION REQUESTED:**

Approval of Amendment No. 7, Contract Y18-163B, Countywide Janitorial Services- Downtown District Buildings, with Building Maintenance Services Incorporated, in the estimated amount of \$28,486.43, for a revised total estimated contract amount of \$470,819.79.

**PROCUREMENT:**

This amendment will extend the contract for three months and add associated funding to provide continued coverage for janitorial services while a new solicitation process is completed. Request for Proposals Y21-185-AV has been issued with proposals due no later than July 20, 2021.

**FUNDING:**

Funding is available in account number 0001-043-1713-3170.

**APPROVALS:**

The Facilities Management Division concurs with this recommendation.

**REMARKS:**

On October 1, 2018, the Board authorized award of Contract Y18-163B in the amount of \$414,509.24 for a one-year term, renewable for two additional one-year terms.

Previous amendments to the contract are as follows:

Approval of Amendment No. 7, Contract Y18-163B, Countywide Janitorial Services  
Downtown District Buildings

- Amendment No. 1: Effective November 1, 2018, increased the square footage to the Administration Building janitorial services in the amount of \$1,824.12. The contract amount increased to \$416,333.36.
- Amendment No. 2: Effective April 1, 2019, added recycling terms to the scope of services. The contract amount remained unchanged at \$416,333.36.
- Amendment No. 3: Effective October 1, 2019, renewed the contract for the period of October 1, 2019 through September 30, 2020. The contract amount remained unchanged at \$416,333.36.
- Amendment No. 4: Effective October 21, 2019, added a full-time day porter to the Administration Building for an increase of \$26,000. The contract amount increased to \$442,333.36.
- Amendment No. 5: Effective October 1, 2020, renewed the contract for the period of October 1, 2020 through September 30, 2021. The contract amount remained unchanged at \$442,333.36.
- Amendment No. 6: Effective July 20, 2020, added terms to the scope of services for Centers for Disease Control and Prevention guidelines for disinfection of buildings. The contract amount remained unchanged at \$442,333.36.