



## Interoffice Memorandum

February 16, 2021

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

~~FROM:~~

Carrie Mathes, CFM, NIGP-CPP, CPPO, C.P.M., Manager,  
Procurement Division

CONTACT: Richard Steiger, FMA, Manager, Facilities Management Division  
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SUBJECT: Ratification of Amendment No. 5, Contract Y17-1104B, Grease  
Trap, Lift Station and Septic System Preventative Maintenance and  
Repair for Lot B

### ACTION REQUESTED:

Ratification of Amendment No. 5, Contract Y17-1104B, Grease Trap, Lift Station and Septic System Preventative Maintenance and Repair for Lot B, with Lapin Septic Tank Services, Inc., in the estimated annual contract amount of \$267,405. Further request authorization for the Procurement Division to renew the contract for one additional one-year term.

### PROCUREMENT:

This amendment will renew the contract for grease trap, lift station and septic system preventative maintenance and repair for lot B, 33<sup>rd</sup> Street and Downtown District.

### FUNDING:

Funding is available in account numbers 001-043-1713-3180, 001-043-1715-3180, 001-043-1717-3180, 001-043-1718-3180, and 001-043-1719-3180.

### REMARKS:

On August 22, 2017, the Board approved award of this contract to Lapin Septic Tank Services, Inc. for Lot B, in the amount of \$266,645. Due to a clerical error, the request for Board approval was inadvertently conveyed as a one-year term with two additional one-year renewal terms, however, Invitation for Bids Y17-1104 was issued for a one-year term with four additional one-year renewal terms. This request is for approval of the two additional renewals which were inadvertently omitted from the initial Board approval. This will align the Board approval with the contract term included in the solicitation.

Previous contract amendments are as follows:

- Amendment No. 1: Renewed the contract for a one-year term, for the period of August 28, 2018 through August 27, 2019.
- Amendment No. 2: Renewed the contract for a one-year term, for the period of August 28, 2019 through August 27, 2020.
- Amendment No. 3: Added a line item to the contract, increasing the contract amount by \$760, from \$266,645 to \$267,405.
- Amendment No. 4: Authorized a 4% price increase in accordance with the Consumers Price Index. The contract amount remained unchanged.
- Amendment No. 5: Renewed the contract for a one-year term, for the period of August 28, 2020 through August 27, 2021.