

CONSENT ITEM

CONTRACT ID:	Janitorial Services – Tallahassee, Amendment #2 ABM Janitorial Services-Southeast, LLC
BUDGETED	This is an ongoing operating expense item that is budgeted annually.
CONTRACT AMOUNT	Amendment #2 will add \$501,000.00 (initial term ending June 30, 2019 and inclusive of three (3), one-year renewal options) in cost to the existing contract.
CONTRACT HISTORY	Contract #16-16-0003-02 between Citizens and ABM Janitorial Services – Southeast, LLC (ABM) to provide janitorial services at the Tampa leased office space was approved at the June 2016 BOG. Subsequently, Amendment #1 was approved at the September 2016 BOG adding Jacksonville to the ABM contract for janitorial services. The current contract for like services in Tallahassee expires March 29, 2017 providing an opportunity to consolidate janitorial services into the existing ABM contract. The current contract with ABM allows Citizens to add/subtract facilities or additional square feet as needed. The proposed Amendment #2 will add the Tallahassee Citizens Centre I facility to the contract and doing so will provide for better contract monitoring and consistency in service.
CONTRACT TERM(S)	The initial contract with ABM is a three (3) year initial base term, beginning July 1, 2016 and ending June 30, 2019 with three (3), one-year renewal options, which may be exercised upon mutual agreement of the parties. Amendment #2 is estimated to begin April 1, 2017 and align with the initial contract terms.
PURPOSE/SCOPE	Janitorial services include evening services, day porter services and when required specialized cleaning and extended services resulting from the activation of CAT operations or other emergencies. Vendor to be responsible for providing all cleaning supplies, equipment, and trained personnel to carry out and meet contract specifications and requirements.
PROCUREMENT METHOD	On January 28, 2016, Citizens issued Janitorial Services RFP No. 16-0003. Vendor responses were due by March 3, 2016 and seventeen (17) proposals were timely submitted. The proposals were reviewed and scored by an Evaluation Committee and ABM Janitorial Services-Southeast, LLC was awarded the contract for Tampa janitorial services.
RECOMMENDATION	It is recommended that Citizens' Board: a) Approve contract Amendment #2 for ABM Janitorial Services – Southeast, LLC increasing the contract amount by \$501,000 to add Tallahassee Citizens Centre I as set forth in this Janitorial Services Consent Item; and b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.
CONTACTS	Kelly Booten, Chief, Systems and Operations