



AMWAY CENTER | ORLANDO CITRUS BOWL | TINKER FIELD | HARRY P. LEU GARDENS | MENNELLO MUSEUM | PUBLIC ART

**TO:** David Billingsley  
Chief Procurement Officer

**FROM:** Allen Johnson, Executive Director 

**DATE:** June 7, 2016

**RE:** RFP10-0262, Orlando Venues Janitorial Services

The Orlando Venues is requesting that the subject contract for janitorial services be extended beyond its expiration of June 30, 2016. We are asking for an extension to provide continued services through August 31, 2016 or (2) additional months with an option to renew/extend for three (3) additional one (1) month periods or a portion of. Our justification is based on the following:

- Timing – Orlando Venues is currently going through the Request for Proposal (RFP) process for the subject services. With the projected timeline of the RFP process, including City Council approval, we feel the additional time would properly allow for a new vendor transition period, for the training and hiring of staff.

Providing this extension at the current pricing would be in the best interest of the City of Orlando. The estimated expense of the extension is \$350,000.00 for the two (2) additional months and \$750,000 for three (3) additional months if required for a total of \$1,100,000.00.

Please direct any additional questions to Clyde Boutte, Orlando Venues Division Manager of Business Services at (407) 440-7051.