

To: David Billingsley, Chief Procurement Officer

From: Allen Johnson, Executive Director



Date: July 10, 2015

Subject: RFP10-0262, Orlando Venues Janitorial Services

The Orlando Venues is requesting that the subject contract for janitorial services be extended beyond its expiration of August 31, 2015. We are asking for an extension to provide continued services through June 30, 2016 or (10) additional months. Our justification is based on the following:

- Timing—Orlando Venues sports season begins in October and runs through June of 2016. With the season about to begin the Department would require additional time to prepare and train a new vendor as well as getting the appropriate staffing in place and trained prior to the start of the season.
- Quality of Service—Orlando Venues prides itself on being the recipient of many customer service awards. In order to carry on that tradition, we require the opportunity to properly train staff on the customer experience, without proper training we could potentially have a negative impact on our service.

Providing this extension at the current pricing would be in the best interest of the City of Orlando. This extension would allow a future contractor to have expiration dates that would align with the Venues slower season allowing time for transition before the peak season begins. The estimated expense of the extension is estimated to be \$2,500,000.00.

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