



CITY OF ORLANDO

MEMORANDUM

Date: June 27, 2016

To: David Billingsley
Chief Procurement Officer

Thru: David Dunn, Fleet & Facilities Division Manager
Office of Business & Financial Services

From: Jim Peters, Assistant Construction Manager
Fleet & Facilities Management Division

SUBJECT: 0169-2 Job Order Contract / Annual Contract

Facilities Management is requesting that the subject contract for Job Order Contract services be extended beyond its expiration date of June 27, 2016. We are asking for an extension to provide continued services through August 27, 2016 or (2) additional months. Our justification is based on the following.

Award Timing – Facilities is currently in the process of awarding a new three year contract for the subject services. With the projected timeline of this award process, including City Council approval, Facilities feels the additional time will allow for a smooth transition to the newly awarded Job Order Contractor's, and allow us to continue moving forward with current projects and workloads during this period.

Providing this extension at the current contact price would be in the best interest of the City of Orlando. The estimated cost of the extension is \$300,000.00.

Please direct any questions or concerns to David Dunn, Fleet & Facilities Division Manager at (407) 246 – 3873.