



**Interoffice Memorandum**

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: May 24, 2016

May 4, 2016

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: *CW* Carrie Woodell, Acting Manager, Procurement Division

CONTACT: Richard Steiger, Manager, Facilities Management Division  
407-836-7473

SUBJECT: Approval of Purchase Order M78714, Emergency Janitorial  
Services for the Orange County Courthouse and Juvenile Justice  
Center

ACTION REQUESTED:

Approval of Purchase Order M78714, Emergency Janitorial Services for the  
Orange County Courthouse and Juvenile Justice Center, with American  
Maintenance, in the amount of \$290,186.34.

PROCUREMENT:

To provide emergency janitorial services to all buildings located at the Orange  
County Courthouse and the Juvenile Justice Center for the period of June 1,  
2016 through September 30, 2016.

FUNDING:

Funding is available in account number 0001 043 1713 3170.

APPROVALS:

The Facilities Management Division concurs with this recommendation.

REMARKS:

The current contractor for these locations decided to not renew the contract. This  
contract will be rebid, however, janitorial services are needed during the bidding  
process. Services will be for the Orange County Courthouse and Juvenile  
Justice Center. An emergency purchase order must be generated to ensure that  
these buildings are not without janitorial services while we rebid this requirement.  
Failure to provide janitorial services, which includes restroom cleaning and  
bacterial control, could lead to a possible threat to health, interfering with the  
conducting of normal business.

Purchase Order M78714

Page 2 of 2

Four quotes were received from pre-qualified vendors and American Maintenance was the lowest responsive quote received. Prices are considered reasonable in comparison to prices for the same services under current County contracts.

Quotes received are as follows:

American Maintenance	\$290,186.34
Owens, Renz & Lee Co., Inc. dba Owens Realty Services	\$299,087.50
United States Service Industries, Inc. (USSI)	\$302,940.42
JMC Services Inc.	\$382,288.78