



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☒ Contract ☐ Grant

Requested Board Meeting Date: 7/05/2022

* = Mandatory, information must be provided

or Procurement Director Award: ☐

***Contractor/Vendor Name/Grantor (DBA):**

City Of Tucson

***Project Title/Description:**

Renewal of Agreement for the continued maintenance of City of Tucson premises located at 201 N. Stone

***Purpose:**

To renew, for one year, Pima County's agreement with City of Tucson for maintenance of the Premises located at 201 N. Stone. County will at the request and expense of the City of Tucson, maintain and repair the property (exterior, interior, major building systems except for the City's cooling tower), in addition to providing other contracted services to the City of Tucson Premises.

***Procurement Method:**

Exempt per section 11.04.020.

***Program Goals/Predicted Outcomes:**

Ongoing maintenance of building located at 201 N. Stone for the mutual benefit of City of Tucson and Pima County

***Public Benefit:**

The City of Tucson will continue to offer development, planning, real estate and transportation services to the public from 201 N. Stone.

***Metrics Available to Measure Performance:**

Properly functioning building and associated systems. Pima County will be reimbursed for all costs, including administrative costs, for providing services to the City of Tucson.

***Retroactive:**

Yes. Services have continued to be provided during the period being renewed.

TO: COB 6-14-22 (1)
vers: 4
pgs: 5

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THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

*Funding Source(s) required: _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: CTN Department Code: FM Contract Number (i.e., 15-123): 17*221

Amendment No.: 2 AMS Version No.: 4

Commencement Date: 6/21/2022 New Termination Date: 6/30/2023

Prior Contract No. (Synergen/CMS): _____

☐ Expense ☒ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 46,926.00

Is there revenue included? ☐ Yes ☐ No If Yes \$ _____

*Funding Source(s) required: _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

*All Funding Source(s) required: _____

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Kevin Button

Department: Facilities Management

Telephone: 520-724-8230

Department Director Signature: _____ Date: 6/13/2022

Deputy County Administrator Signature: _____ Date: _____

County Administrator Signature: _____ Date: 6/13/2022

Pima County Department of: Facilities Management

Project: Agreement for the Maintenance of the City of Tucson premises located at 201 N Stone

Contractor: Pima County Facilities Management

Contract No.: CTN-FM-17*221

Contract Amendment No.: 02

Orig. Contract Term: 07/01/2017 - 06/21/2019	Orig. Amount:	\$ 276,786.40
Termination Date Prior Amendment: 06/21/2022	Prior Amendments Amount:	\$ 375,000.00
Termination Date This Amendment: 06/30/2023	This Amendment Amount:	\$ 46,926.00
	Revised Total Amount:	\$ 698,712.40

AMENDMENT TWO

THIS SECOND AMENDMENT is made by and between Pima County, a political subdivision of the State of Arizona ("**County**") and the City of Tucson, a municipal corporation ("**City**") who together are referred to as the "Parties".

1. Background and Purpose.

- 1.1. City purchased a portion (the "**City Property**") of the building (the "**Building**") located at 201 N. Stone on July 1, 2017. City and County recorded a Declaration of Easements in the Office of the Pima County Recorder, Sequence Number 20171810061 ("**Declaration**"). Under Section 5.01 of the Declaration, City is responsible for the repair and maintenance of the City Property.
- 1.2. On July 1, 2017, County and City entered into the above referenced agreement (the "**Contract**") under which County has repaired and maintained the City Property at City's expense.
- 1.3. The original term of the Contract expired on June 21, 2019. Under Section 4 of the Contract, the term could be extended by the Parties for up to 3 additional one-year periods.
- 1.4. Amendment 1, fully executed on June 22, 2021, retroactively extended the term to June 21, 2022.
- 1.5. City requires continued maintenance services from County as described in the Contract. As provided in Section 2 of the Contract, the estimated cost of all maintenance services ("**Maintenance Estimate**") can be adjusted by County at any time to better reflect actual services.

2. **Term.** The Parties hereby extend the term of the Contract to June 30, 2023.
3. **Estimated Payment Amount.** The Maintenance Estimate, including 10% administrative fee, for the extended term are set forth in **Exhibit A**.
4. **Change of Responsibility for Janitorial Services.** County will no longer be responsible for custodial services as identified in Contract section 1.1 for the City Property. City will be responsible for custodial services for City Property which, at a minimum, should meet the County's requirements and standards defined in **Exhibit B**.
5. **Effective Date.** Regardless of the date that the Parties approve and execute this Amendment, it will be deemed to have been effective as of June 21, 2022. All provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

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PIMA COUNTY, a political subdivision of
the State of Arizona


Sharon Bronson
Chair, Board of Supervisors

Date

ATTEST:

Melissa Manriquez, Clerk of the Board

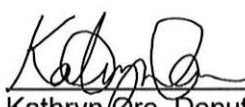
APPROVED AS TO CONTENT



Lisa Josker, Director, Facilities Management

6/13/2022
Date

APPROVED AS TO FORM



Kathryn Ore, Deputy County Attorney

June 10, 2022
Date

CITY OF TUCSON, a municipal corporation



Carlos De La Torres, P.E. EGSD Director

6/13/2022
Date

EXHIBIT A

Maintenance Estimate

Public Works Building - City of Tucson Portion 36%
Estimated Maintenance Agreement Expense
FY 2022 - 2023

Expense Category	FY2023 Annual Estimate
5007 - Fuel & Oil	\$ 60.00
5010 - Repair & Maintenance Supplies	5,500.00
5012 - Chemicals	140.00
5145 - Security	17,030.00
5149 - R&M-Machinery & Equipment Services	420.00
5150 - R&M Building Services	5,920.00
5152 - Other Professional Services	540.00
5179 - Pest Control Services	470.00
5204 - Intradepartmental Supplies & Services - Charged In/Debit	380.00
5350 - ISF and SRF PCWIN Charges - Radio	200.00
5362 - ISF ITD Charges - Telecom	350.00
5428 - Labor Distribution Fringe Charged in/Debit	3,860.00
5430 - Labor Distribution Salaries Charged in/Debit	7,790.00
Total Estimated Expense	\$ 42,660.00
Estimated Administrative Fee (10%)	4,266.00
Total Estimated Expense and Admin. Fee	\$ 46,926.00

EXHIBIT B

Janitorial Services

PIMA COUNTY CUSTODIAL SERVICES-REQUIREMENTS CONTRACT

Facility: City of Tucson Public Works Building

- A. Location: 201 N. Stone Avenue
- B. Approximate Square Footage to be Cleaned: 62,666
- C. Nature of Building: Office Building
- D. Work Schedule: Two (2) times a week general cleaning; restrooms, kitchens/lounges five (5) times a week.
- E. Staff Schedule: During business hours
- F. General cleaning requirements specified herein shall be performed. All floor work, including stripping and waxing, spray buffing and carpet cleaning is included in the minimum daily required man-hours. Landlord will inform Tenant of the floor work schedule.
- G. Facility Specific Requirements: Two (2) times a week general cleaning; restrooms, kitchens/lounges five (5) times a week. If additional service is required, contact the Pima County Facilities Management Department at 724-3085.
- H. All employees will have uniforms. Supervisor shall perform a visual inspection to ensure nothing is being taken out of the Building that does not belong to the employee.