



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: 03/07/2023

\* = Mandatory, information must be provided

or Procurement Director Award:

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

Jot Redroof Properties, LLC.  
Jot Comfort Properties, LLC.

**\*Project Title/Description:**

Hotel Shelter Services

**\*Purpose:**

Amendment of Award: Master Agreement No. MA-PO-22-030, Amendment No. 07. This Amendment is for a one-time increase in the shared amount of \$2,200,000.00 for a cumulative not-to-exceed contract amount of \$12,858,112.00.  
Administering Department: Health and Community Workforce Development.

**\*Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.060, Emergency and other limited competition procurement, on 08/19/2021, the Chair of the Board of Supervisors approved an award of contract for an initial term of four (4) months with an award amount of \$2,008,000.00 with four (4) six-month renewal options. The Board of Supervisors ratified this contract on 09/07/2021.

On 12/21/2021, the Board of Supervisors approved Amendment No. 01, which extended the termination date to 06/18/2022, and added \$2,800,000.00 for a cumulative not-to-exceed contract amount of \$4,808,000.00, and added additional hotel shelter services for individuals experiencing, or at risk of experiencing homelessness due to evictions. Three (3) six-month renewal options remained.

On 01/21/2022, the Procurement Director approved Amendment No. 02, which added a second hotel, Comfort Suites, and decreased the daily room rate from \$130 to \$104 for all rooms on this contract.

On 05/17/2022, the Board of Supervisors approved Amendment No. 03, which extended the termination date to 12/18/2022, and added \$2,800,000.00 for a cumulative not-to-exceed contract amount of \$7,608,000.00. Two (2) six-month renewal options remained.

On 10/18/2022, the Board of Supervisors approved Amendment No. 04, which extended the termination date to 06/18/2023, and added \$3,050,112.00 for a cumulative not-to-exceed contract amount of \$10,658,112.00. One (1) six-month renewal option remained.

On 10/13/2022, the Procurement Director approved Amendment No. 05, which added Attachment No. 01, Guidance for Cleaning and Disinfection for Non-Healthcare Settings (10 pages) as section 2.6 in Exhibit A and changed Contractor address in section 17. Notice.

On 12/21/2022, the Procurement Director approved Amendment No. 06, which changed the Contractor's name from Jot Properties, LLC. to Jot Redroof Properties, LLC. and Jot Comfort Properties, LLC. and updated section 17. Notice.

PRCUID: 424000

Attachment: Contract Amendment No. 07.

**\*Program Goals/Predicted Outcomes:**

Provide safe hotel sheltering for COVID-19 exposed and/or COVID-19 positive asylum seekers including medical care needed during quarantine and isolation in preparation for onward travel.

**\*Public Benefit:**

Providing shelter, food and supportive services to COVID-19 exposed and/or COVID-19 positive asylum seekers will mitigate the spread of COVID-19 in Pima County.

**\*Metrics Available to Measure Performance:**

Daily count of persons provided nights of shelter, spreadsheet reflecting expenses incurred, receipts from vendor reflecting nights of shelter provided, date and costs, and proof of payment to vendor for nights of shelter provided.

**\*Retroactive:**

No.

TO: COB 2-22-23  
VERS: 9  
POS: 2

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: MA Department Code: PO Contract Number (i.e., 15-123): 22-030

Amendment No.: 07 AMS Version No.: 9

Commencement Date: 03/07/23 New Termination Date: N/A

Prior Contract No. (Synergen/CMS): \_\_\_\_\_

Expense Revenue Increase Decrease

Amount This Amendment: \$ 2,200,000.00

Is there revenue included? Yes No If Yes \$ \_\_\_\_\_

\*Funding Source(s) required: FEMA EFSP Phase HR22 (pursuant to the DHS Appropriations Act, 2022, Title V, Section 543) and ARPA CSLFRF

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: Procurement Officer: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley Date: 2023.02.16 09:42:04 -07'00' Division Manager: Ana Wilber Digitally signed by Ana Wilber Date: 2023.02.15 15:31:15 -07'00'

Department: Procurement Director: Terri Spencer Digitally signed by Terri Spencer Date: 2023.02.16 08:29:56 -07'00' Telephone: (520) 724-7466

Department Director Signature: Karen Spink Digitally signed by Karen Spink Date: 2023.02.16 14:45:29 -07'00' Date: \_\_\_\_\_

Deputy County Administrator Signature: \_\_\_\_\_ Date: 17 Feb 2023

County Administrator Signature: \_\_\_\_\_ Date: 2/17/2023

**Pima County Department of Procurement**

**Project: Hotel Shelter Services**

**Contractor: Jot Redroof Properties, LLC.  
Jot Comfort Properties, LLC.**

**Contract No.: MA-PO-22-030**

**Contract Amendment No.: 07**

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<b>Orig. Contract Term:</b> 08/19/2021 - 12/18/2021	<b>Orig. Amount:</b>	\$ 2,008,000.00
<b>Termination Date Prior Amendment:</b> 06/18/2023	<b>Prior Amendments Amount:</b>	\$ 8,650,112.00
<b>Termination Date This Amendment:</b> 06/18/2023	<b>This Amendment Amount:</b>	\$ 2,200,000.00
	<b>Revised Total Amount:</b>	\$ 12,858,112.00

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## **CONTRACT AMENDMENT**

The parties agree to amend the above-referenced contract as follows:

**1. Background and Purpose.**

1.1. Background. On August 19, 2021, County and Contractor entered into the above referenced agreement to provide hotel shelter services for COVID-19 positive asylum seekers. Subsequently, the contract scope was changed to shelter additional guests and to extend the contract term to June 18, 2023.

1.2. Purpose. County requires an amendment to increase the not-to-exceed amount to continue to pay for services being provided under the agreement.

**2. Maximum Payment Amount.** The maximum amount the County will spend under this Contract, as set forth in Section 4.2, is increased by \$2,200,000.00. County's total payments to Contractor under this contract, including any sales taxes, will not exceed \$12,858,112.00.

All other provisions of the Contract not specifically changed by this Amendment remain in effect and are binding upon the parties.

This contract template has been approved as to form by the Pima County Attorney's Office.

**PIMA COUNTY**

**CONTRACTOR**

\_\_\_\_\_  
Chair, Board of Supervisors

  
\_\_\_\_\_  
Authorized Officer Signature

\_\_\_\_\_  
Date

Nick Riat, Associate  
Printed Name and Title

2/13/23  
Date

**ATTEST**

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date