



Legislation Text

File #: 1223-2019, **Version:** 1

BACKGROUND: This legislation authorizes the Finance and Management Director to enter into contract with CBRE Government Services LLC (CBRE) for facility management services at the Jerry Hammond Center and the Franklin County Municipal Court Building. Since 2007, the Department of Finance and Management has contracted for facility management services for the Jerry Hammond Center at 1111 E. Broad Street and the Franklin County Municipal Court Building at 375 S. High Street. The previous facilities management agreement had reached the end of its term and therefore procuring a new contract had become necessary.

CBRE will be responsible for regularly assessing the conditions of the building and its systems, developing and implementing building operations (including janitorial and security services), performing preventive maintenance, and establishing capital plans necessary to maintain, preserve, and keep the premises in good repair and condition. At the City's request, CBRE may also act as a liaison and assist in the oversight of the design and build out of building renovations and improvements at these facilities. The initial term of this contract will be for the period June 1, 2019 - May 31, 2020. This contract allows four (4) annual renewal options, which may be exercised at the discretion of the City. The renewals are on a year to year basis and are subject to funds availability and approval of Columbus City Council.

The Department of Finance and Management solicited Requests for Proposals (RFP), which were formally advertised on the Vendor Services and Bonfire web portals from October 3, 2018 through November 16, 2018. The City received three (3) responses, all of which were deemed responsive and fully evaluated by the RFP Evaluation Committee. This committee included five (5) voting members from cross-functional areas of the department. CBRE received the highest overall score from the RFP Evaluation Committee and is therefore being recommended for award of this contract.

The cost break-down for facility management services at the Jerry Hammond Center and the Municipal Court Building are as follows:

Jerry Hammond Center: \$1,110,757.00 (consisting of \$750,852.00 in building operating expenses plus \$359,905.00 in building management fees).

Municipal Court Building: \$1,298,465.00 (consisting of \$748,510.00 in building operating expenses plus \$549,955.00 in building management fees).

CBRE Government Services, LLC, Federal Tax ID: 80-0659792, CC027385 expires 10/19/2020

Fiscal Impact: This ordinance authorizes an expenditure of \$1,110,757.00 from the Property Management Fund and \$1,298,465.00 from the General Fund with CBRE Government Services LLC for facility management services at the Jerry Hammond Center and the Franklin County Municipal Court Building. This ordinance also authorizes a transfer and appropriation of \$82,146.00 from the General Fund to the Property Management Fund, as well as a transfer of \$139,355.00 between divisions within the General Fund. In 2018, the Finance and Management Department expended \$2,187,721.00 for these services collectively.

Emergency action is requested so that a contract can be entered into at the earliest date possible, to allow for any transition period, and facility management services at the Jerry Hammond Center and the Municipal Court Building can begin without delay.

..Title

To authorize the Director of the Department of Finance and Management, on behalf of the Facilities Management Division, to enter into contract with CBRE Government Services LLC for facility management services at the Jerry Hammond Center and the Franklin County Municipal Court Building; to authorize the transfer and appropriation of \$82,146.00 from the General Fund to the Property Management Fund; to authorize the transfer of \$139,355.00 between divisions within the General Fund; to authorize the expenditure of \$1,110,757.00 from the Property Management Fund; to authorize the expenditure of \$1,298,465.00 from the General Fund; and to declare an emergency. (\$2,409,222.00)

WHEREAS, the Department of Finance and Management has a need for facility management services related to maintaining and operating the Jerry Hammond Center at 1111 E. Broad Street and the Franklin County Municipal Court Building at 375 S. High Street; and

WHEREAS, the Department of Finance and Management solicited Requests for Proposals, which were formally advertised on the Vendor Services and Bonfire web portals from October 3, 2018 through November 16, 2018; and

WHEREAS, the City received three (3) responses and CBRE Government Services LLC received the highest overall score from the RFP Evaluation; and

WHEREAS, an emergency exists in the usual daily operation of the Department of Finance and Management in that it is immediately necessary to authorize the Director to enter into contract with CBRE Government Services LLC to allow for any transition period, and so that facility management services at the Jerry Hammond Center and the Municipal Court Building can begin without delay for the preservation of the public health, peace, property, safety, and welfare; **NOW, THEREFORE**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the Finance and Management Director, on behalf of the Facilities Management Division, is hereby authorized to enter into contract with CBRE Government Services LLC for facility management services at the Jerry Hammond Center and the Franklin County Municipal Court Building.

SECTION 2. That the transfer and appropriation of \$82,146.00, or so much thereof as may be needed, is hereby authorized from the General Fund 1000, Dept-Div 4501 Financial Management, Object Class 10 - Transfer Out to the Property Management Fund 2294, Dept-Div 4507 Facilities Management, Object Class 03 - Contractual Services per the account codes in the attachment to this ordinance.

See Attached File: Ord 1223-2019 Legislation Template.xls

SECTION 3. That the transfer of \$139,355.00, or so much thereof as may be needed, is hereby authorized within Fund 1000 General Fund, from Dept-Div 4501 Financial Management, Object Class 10 - Transfer Out to Dept-Div 4551 Real Estate Management, Object Class 03 - Contractual Services per the account codes in the attachment to this ordinance.

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SECTION 4. That the expenditure of \$1,110,757.00, or so much thereof as may be necessary in regard to the actions authorized in SECTIONS 1, is hereby authorized in the Property Management Fund 2294 in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

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SECTION 5. That the expenditure of \$1,298,465.00, or so much thereof as may be necessary in regard to the actions authorized in SECTIONS 1, is hereby authorized in the General Fund 1000 in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

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SECTION 6. That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated and the City Auditor shall establish such accounting codes as necessary.

SECTION 7. That the expenditures above shall be paid upon order from the Director of Finance and Management and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

SECTION 8. That the City Auditor is authorized to make any accounting changes necessary to ensure that this contract is properly accounted for and recorded accurately on the City's financial record. The City Auditor is authorized to make any changes to revise the funding source for any contract or contract modification associated with this ordinance.

SECTION 9. That for the reasons stated in the preamble hereto, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.