



Legislation Text

File #: 1258-2023, **Version:** 1

BACKGROUND: This legislation authorizes the Finance and Management Director to renew a contract with CBRE Government Services LLC (CBRE) for facility management services at 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. Beginning June 1, 2023, facility management services related to the Jerry Hammond Center will no longer be a part of this contract.

CBRE will be responsible for regularly assessing the conditions of the Municipal Court 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 the Municipal Court Building.

The initial term of this contract was awarded pursuant to Ordinance No. 1223-2019 and was for the period June 1, 2019 - May 31, 2020, with four (4) annual renewal options. The first contract renewal was awarded pursuant to Ordinance No. 0873-2020 and was for the period of June 1, 2020 - May 31, 2021. A contract modification was done to add additional funds in the amount of \$270,000.00 pursuant to Ordinance No. 2100-2020. The second contract renewal was awarded pursuant to Ordinance No. 0908-2021 and was for the period of June 1, 2021 - May 31, 2022. The third contract renewal was awarded pursuant to Ordinance No. 0653-2022 for the period of June 1, 2022- May 31, 2023. A contract modification was done for additional funds in the amount of \$160,000.00, pursuant to Ordinance No. 3171-2022.

The Department of Finance and Management would like to exercise the fourth (4th) and final contract renewal option for facility management services at 375 S. High St., the Franklin County Municipal Court Building. The contract renewal will be for the period of June 1, 2023 - May 31, 2024. The Jerry Hammond Center at 1111 E. Broad St., will be serviced by the Facilities Management Division beginning, June 1, 2023. The Department of Finance and Management will assess the future facilities management needs of the Municipal Court Building, which may be subject to a future RFP process or potential in-sourcing.

The cost break-down for facility management services at the Municipal Court Building is as follows:

Municipal Court Building: \$1,633,828.00 (consisting of \$1,019,361.00 in building operating expenses plus \$614,467.00 in building management fees).

CBRE Government Services, LLC, CC027385

Emergency action is requested to ensure that the facility management services at the Municipal Court Building can continue without interruption.

Fiscal Impact: This ordinance authorizes an expenditure of \$1,633,828.00 from the General Fund with CBRE Government Services LLC for facility management services at the Franklin County Municipal Court Building. In 2022, the Finance and Management Department expended \$1,575,245.00 for the Franklin County Municipal Court Building for these services. A transfer within the general fund is necessary to provide sufficient funding for this contract.

To authorize the Director of the Department of Finance and Management, on behalf of the Facilities Management Division, to renew a contract with CBRE Government Services LLC for facility management services at the Franklin

County Municipal Court Building; to authorize the transfer of \$15,000.00 within the General Fund; to authorize the expenditure of up to \$1,633,828.00 from the General Fund; and to declare an emergency. (\$1,633,828.00)

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

WHEREAS, the Department of Finance and Management solicited Requests for Proposals, for facility management services for the Jerry Hammond Center and the Municipal Court Building and CBRE Government Services LLC received the highest overall score from the RFP; and

WHEREAS, the initial term of this facility management contract was awarded pursuant to Ordinance No. 1223-2019 and was for the period June 1, 2019 - May 31, 2020, with four (4) annual renewal options, and

WHEREAS, the first contract renewal was awarded pursuant to Ordinance No. 0873-2020 and was for the period June 1, 2020 - May 31, 2021, and

WHEREAS, a contract modification was done to add additional funds in the amount of \$270,000.00 pursuant to Ordinance No. 2100-2020, and

WHEREAS, the second contract renewal was awarded pursuant to Ordinance No. 0908-2021 and was for the period June 1, 2021 - May 31, 2022, and

WHEREAS, the third contract renewal was awarded pursuant to Ordinance No. 0653-2022 and was for the period June 1, 2022 - May 31, 2023, and

WHEREAS, a contract modification was done to add an additional \$160,000.00 pursuant to Ordinance No. 3171-2022, and

WHEREAS, the Department of Finance and Management would like to exercise the fourth (4th) and final renewal of the four (4) annual renewal options for the period June 1, 2023 - May 31, 2024; and

WHEREAS, this contract renewal complies with Columbus City Code Section 329.18(c), the procurement of all custodial, landscaping, guard and security service, cleaning and recycling service contracts; 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 of Finance and Management to renew a facility management agreement with CBRE Government Services LLC, so that facility management services at the Franklin County Municipal Court Building can continue without interruption, thereby preserving 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 authorized to renew a contract with CBRE Government Services LLC for facility management services at the Franklin County Municipal Court Building.

SECTION 2. That the transfer of \$15,000.00, or so much thereof as may be needed in regard to the action authorized in Section 1, is authorized within the General Fund, per the accounting codes in the attachment to this ordinance.

SECTION 3. That the expenditure of \$1,633,828.00, or so much thereof as may be necessary in regard to the actions authorized in SECTION 1, is authorized in the General Fund 1000 in Object Class 03 - Contractual Services, per the accounting codes in the attachment to this ordinance.

SECTION 4. 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 5. That the monies in the foregoing sections 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 6. 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 7. That the City Auditor is authorized to transfer the unencumbered balance in a project account to the unallocated balance account within the same fund upon receipt of certification by the Director of the department administering said project that the project has been completed and the monies are no longer required for said project.

SECTION 8. That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is declared an emergency measure and shall take effect and be enforced from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.