



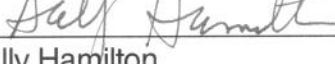
Lexington-Fayette Urban County Government
DEPARTMENT OF GENERAL SERVICES

Jim Gray
Mayor

Sally Hamilton
Commissioner

MEMORANDUM

TO: Mayor Jim Gray
Urban County Council

FROM: 
Sally Hamilton
Commissioner of General Services

DATE: November 16, 2012

RE: Bid Recommendation RFP #31-2012 for Facilities Management Services for
Fayette County Courthouses

I am requesting Urban County Council approval to enter into an agreement with Meridian Management Corporation to provide facility management services for the operation and maintenance of the Fayette County Courthouses. The selection committee found that Meridian Management Corporation submitted the best overall response to the RFP among the four responses received and was also low bid.

The base contract cost for facilities management services will be \$74,966 per month, or, \$899,592 for the first year. This cost will cover all planned operation and maintenance activities. Any unplanned major repairs in excess of \$5,000 will result in the application of an additional 12% project administration fee. The FY 2013 project funds are budgeted and available in fund 4022 within the Division of Facilities & Fleet Management.

The initial term of this agreement will be for a period of five (5) years, beginning January 13, 2013 and ending on January 12, 2018 with an option for five (5) annual extensions at LFUCG's discretion. The total project cost over five years is \$4,497,934 barring any unplanned major repairs. Per Section 1.05 of the Service Contract, LFUCG's obligation under this agreement shall be subject to and contingent upon the availability of funds appropriated by the LFUCG.

SECTION VI – SUCCESSFUL BIDDER FEE

Compensation for proposed services is as follows:

LUMP SUM FEE

Provide a Lump Sum Annual Management Fee for a minimum (5) year period. The Fee shall cover the full (5) years of this proposed contract. Sum will be billed 1/12 for each respective year for each month for services provided. All additional work will be detailed with labor and material separate by pre-approved authorization. The Duration of the Contract is from **1/13/2013** through **1/12/2018**.

Having carefully and completely examined the Request for proposal documents pertaining to the specifications for Facilities Management Services and having carefully and completely examined the locations for the performance of these services, the undersigned agrees to furnish materials, labor, and equipment to perform all work specified in the enclosed documents. The total aggregate cost below hereby includes all work set forth in the Request for Proposal, all labor related expenses, including without limitation, travel and fuel costs/reimbursement, all general and administrative overhead, and profit. It is understood and agreed that no other mark-ups or surcharges will be allowed to this amount. The total cost for services for all facilities is the sum of:

\$ 4,497,934.00 Per Contract's Total 5 Year Term to be Billed at \$ 74,966.00
per month.

The proposed project administration fee for major repairs (larger than \$5,000) will be set at 12.00 % of total applicable project costs as noted in the RFP.

CONTRACT TERM

The contract term is for 5 years with an option for five annual extensions at LFUCG's discretion.