

MEMORANDUM

DATE: June 27, 2023
TO: Kenton County Fiscal Court
FROM: Holly Hill, Purchasing Manager
RE: **Kenton Co. Administration Facility Management**

The Kenton County Purchasing Department is requesting permission from the Kenton County Fiscal Court to extend the Kenton County Administration Facility Management contract with Meridian Management Corporation for the Kenton County Fiscal Court. This will be the first extension of the initial contract that started on October 1, 2019 through September 30, 2023, with an option to extend for three (3) one (1) year contract extensions upon mutual agreement. This contract will start October 1, 2023 through September 30, 2024.

This recommendation was discussed and confirmed by Kenton County Assistant Administrator, Scott Gunning.



June 16, 2023

By Electronic Mail

Scott Gunning
Assistant County Administrator
1830 Simon Kenton Way, Suite 5200
Covington, Kentucky 41001
scott.gunning@kentoncounty.org

Re: Renewal Term for Facilities Management Contract for Kenton County Administration Building (KCAB)

Dear Scott:

Meridian Management Corporation ("Meridian") is pleased that the County has elected to renew the term for the agreements between Kenton County Fiscal Court and Meridian for facility management of Kenton County Administration Building (KCAB).

The initial four-year term of the agreement ends on September 30, 2023. This letter confirms that the parties will execute the first of the four (4) additional one-year renewal terms. We will apply a 5.4% escalation based on May 2023 CPI index for the services category in the Midwest region (Consumer Price Index, Midwest Region - May 2023 : Mountain-Plains Information Office : U.S. Bureau of Labor Statistics (bls.gov)) as follows:

	Year 4 of 4 (Base Contract) Oct 1, 2022-Sept 30, 2023	Year 1 of 4 (Extension) Oct 1, 2023-Sept 30, 2024
Kenton County Administration Building	\$445,161.00	\$469,199.69
Per-event Snow Removal Cost	\$3,500.00	\$3,689.00

Please let us know if you require anything further to secure approval for this renewal.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Ian C. Stuart", with a stylized flourish at the end.

Ian C. Stuart
Title: President

cc: Randall Scrivner

