



AGENDA ITEM REPORT

DATE: September 18, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Addition of Six Locations to the Janitorial Contract for Various Downtown Facilities

I. MOTION REQUESTED

- A) Approve the addition of the following six facilities to the contract with United States Services Industries, Inc., under Bid No. B-150113 Janitorial Services for Various Downtown Facilities, for janitorial services, as approved in the departments' annual adopted budgets: Rosa Parks Transportation Center; Lee County Sheriff's Office Civil Division; Melvin Morgan Constitutional Complex; Hough Street Warehouse; Fort Myers Regional Library Complex and Human & Veteran's Services.
- B) Authorize the Director of Procurement Management, with County Administration approval, to add or delete locations or services as required to meet the needs of the County, and to execute any documents necessary for these changes.

II. ITEM SUMMARY

Approves the addition of six facilities to the contract with United States Services Industries, Inc. for janitorial services for various downtown facilities, as approved in the departments' annual adopted budgets: Rosa Parks Transportation Center; Lee County Sheriff's Office Civil Division; Melvin Morgan Constitutional Complex; Hough Street Warehouse; Fort Myers Regional Library Complex and Human & Veteran's Services. Board approval will allow for the addition of these facilities to the current downtown facilities janitorial contract standardizing the vendor servicing these facilities. Total expenditures for janitorial services for these six facilities for Fiscal Year 2016 – 2017 were approximately \$245,553.40.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
On May 5, 2015, the Board of County Commissioners awarded Bid No. B-150113 for annual janitorial services for various downtown facilities to United States Service Industries, Inc. The original contract did not include several of the downtown facilities: Rosa Parks Transportation Center; Lee County Sheriff's Office Civil Division; Melvin Morgan Constitutional Complex; Hough Street Warehouse; Fort Myers Regional Library Complex and Human & Veteran's Services. Board approval will allow for the addition of these facilities to the current downtown facilities janitorial contract standardizing the vendor servicing these facilities. Total expenditures for janitorial services for these six facilities for Fiscal Year 2016 – 2017 were approximately \$245,553.40.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See comments below.
B)	Is this item approved in the current budget?	
C)	Is this a revenue or expense item?	
D)	Is this Discretionary or Mandatory?	
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be as needed and within the departments' annual approved, adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Quote for Addition of Facilities	8/29/2018	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Rejected	9/10/2018 - 9:55 AM
Procurement Management	Brewer-Dano, Jennifer	Approved	9/10/2018 - 10:04 AM
Procurement Management	Turner, Nicole	Approved	9/10/2018 - 10:56 AM
Budget Services	Henkel, Anne	Approved	9/10/2018 - 11:12 AM
Budget Services	Winton, Peter	Approved	9/10/2018 - 11:19 AM
County Attorney	Swindle, Amanda	Approved	9/10/2018 - 11:57 AM
County Manager	Brady, Christine	Approved	9/10/2018 - 2:15 PM