

 AGENDA ITEM REPORT

DATE: February 18, 2020
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Price Increase for Janitorial Service for Various Downtown Facilities Annual Contract

I. MOTION REQUESTED

A) Approve extension of the contract with United States Service Industries, Inc. (USSI), under B-150113 Janitorial Service for Various Downtown Facilities, through December 14, 2020, and authorize a Consumer Price Index (CPI) price increase of 1.7% effective retroactively from October 1, 2019 through the contract expiration for all locations listed in the attached Janitorial Downtown Facilities Pricing History.
B) Grant the County Manager or designee the authority to execute any documents associated with the price increase on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Extends the contract with United States Service Industries, Inc. (USSI) for janitorial services for various downtown facilities through December 14, 2020 and authorizes a Consumer Price Index (CPI) price increase of 1.7% effective October 1, 2019 through the contract expiration. The estimated contract total for Fiscal Year 2019-2020 is \$96,405.91 monthly.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On May 5, 2015, the Board of County Commissioners awarded B150113 Janitorial Service for Various Downtown Facilities, to United States Service Industries, Inc. (USSI) to provide janitorial services for various downtown facilities. The original term of the contract was for five years. The solicitation provides for annual CPI adjustments effective October 1, each year which were administratively approved in previous years. Prior year increases are shown on the attached Janitorial Downtown Facilities Pricing History. Board approval will allow for a 1.7% CPI increase, to United States Service Industries, Inc. (USSI), effective October 1, 2019, and extend the contract through December 14, 2020.

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?	Yes
C)	Is this a revenue or expense item?	Expense

D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	Enterprise
H)	Comments: Expenditures will be as needed and within the department's annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Downtown Facilities Pricing History	2/4/2020	Backup Material
Formal Solicitation Documents	2/4/2020	Backup Material
USSI Bid Submission	2/4/2020	Backup Material
USSI Additional Facilities Added	2/4/2020	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	2/4/2020 - 9:55 AM
Budget Services	Henkel, Anne	Approved	2/4/2020 - 10:54 AM
Budget Services	Winton, Peter	Approved	2/10/2020 - 1:34 PM
County Attorney	Swindle, Amanda	Approved	2/10/2020 - 3:07 PM
County Manager	Winton, Peter	Approved	2/10/2020 - 3:42 PM

Janitorial Downtown Utilities Pricing History

Location	FY 15-16 per Bid	FY 15-16 Monthly	FY 16-17 w/0.4% CPI	FY 16-17 Monthly	FY 17-18 w/1.6% CPI	FY 17-18 Monthly	FY 18-19 w/0.4% CPI (Current)	FY 18-19 Monthly (Current)	(Requested) FY 19-20 w/1.7% CPI	(Requested) FY 19-20 Monthly	(Requested) FY 19-20 Monthly Increase
Administration Building	\$ 61,913.88	\$ 5,159.49	\$ 62,161.54	\$ 5,180.13	\$ 63,156.12	\$ 5,263.01	\$ 63,219.28	\$ 5,268.27	\$ 64,294.00	\$ 5,357.83	\$ 89.56
Old Courthouse	\$ 15,224.16	\$ 1,268.68	\$ 15,285.06	\$ 1,273.75	\$ 15,529.62	\$ 1,294.13	\$ 15,545.15	\$ 1,295.43	\$ 15,809.41	\$ 1,317.45	\$ 22.02
Admin East - Wachovia Building	\$ 38,684.28	\$ 3,223.69	\$ 38,839.02	\$ 3,236.58	\$ 39,460.44	\$ 3,288.37	\$ 39,499.90	\$ 3,291.66	\$ 40,171.40	\$ 3,347.62	\$ 55.96
Justice Center	\$ 204,204.48	\$ 17,017.04	\$ 205,021.30	\$ 17,085.11	\$ 208,301.64	\$ 17,358.47	\$ 208,509.94	\$ 17,375.83	\$ 212,054.61	\$ 17,671.22	\$ 295.39
Justice Center Tower - POD E	\$ 122,082.60	\$ 10,173.55	\$ 122,570.93	\$ 10,214.24	\$ 124,532.07	\$ 10,377.67	\$ 124,656.60	\$ 10,388.05	\$ 126,775.76	\$ 10,564.65	\$ 176.60
Justice Center Annex - Suntrust	\$ 89,788.92	\$ 7,482.41	\$ 90,148.08	\$ 7,512.34	\$ 91,590.44	\$ 7,632.54	\$ 91,682.04	\$ 7,640.17	\$ 93,240.63	\$ 7,770.05	\$ 129.88
Jail Admin Offices	\$ 3,526.80	\$ 293.90	\$ 3,540.91	\$ 295.08	\$ 3,597.56	\$ 299.80	\$ 3,601.16	\$ 300.10	\$ 3,662.38	\$ 305.20	\$ 5.10
Jail Receiving Lobby	\$ 3,526.80	\$ 293.90	\$ 3,540.91	\$ 295.08	\$ 3,597.56	\$ 299.80	\$ 3,601.16	\$ 300.10	\$ 3,662.38	\$ 305.20	\$ 5.10
Community Assessment Center	\$ 7,053.48	\$ 587.79	\$ 7,081.69	\$ 590.14	\$ 7,195.00	\$ 599.58	\$ 7,202.20	\$ 600.18	\$ 7,324.63	\$ 610.39	\$ 10.20
Employee Garage	\$ 8,816.88	\$ 734.74	\$ 8,852.15	\$ 737.68	\$ 8,993.78	\$ 749.48	\$ 9,002.78	\$ 750.23	\$ 9,155.82	\$ 762.99	\$ 12.75
Justice Center Annex Garage	\$ 1,763.40	\$ 146.95	\$ 1,770.45	\$ 147.54	\$ 1,798.78	\$ 149.90	\$ 1,800.58	\$ 150.05	\$ 1,831.19	\$ 152.60	\$ 2.55
Judges Garage	\$ 3,526.80	\$ 293.90	\$ 3,540.91	\$ 295.08	\$ 3,597.56	\$ 299.80	\$ 3,601.16	\$ 300.10	\$ 3,662.38	\$ 305.20	\$ 5.10
Public Works Building	\$ 84,742.80	\$ 7,061.90	\$ 85,081.77	\$ 7,090.15	\$ 86,443.08	\$ 7,203.59	\$ 86,529.52	\$ 7,210.79	\$ 88,000.52	\$ 7,333.38	\$ 122.58
Downtown Coordinator	\$ 71,759.40	\$ 5,979.95	\$ 72,046.44	\$ 6,003.87	\$ 73,199.18	\$ 6,099.93	\$ 73,272.38	\$ 6,106.03	\$ 74,518.01	\$ 6,209.83	\$ 103.80
Chief Supervisor	\$ 56,077.80	\$ 4,673.15	\$ 56,302.11	\$ 4,691.84	\$ 57,202.94	\$ 4,766.91	\$ 57,260.15	\$ 4,771.68	\$ 58,233.57	\$ 4,852.80	\$ 81.12
Utility Person (Court Services)	\$ 33,192.96	\$ 2,766.08	\$ 33,325.73	\$ 2,777.14	\$ 33,858.94	\$ 2,821.58	\$ 33,892.80	\$ 2,824.40	\$ 34,468.98	\$ 2,872.42	\$ 48.01
Lee Tran Rosa Park Transfer Station	N/A	N/A	N/A	N/A	N/A	N/A	\$ 54,300.00	\$ 4,525.00	\$ 55,223.10	\$ 4,601.93	\$ 76.92
Lee County Sheriff's Civil Office	N/A	N/A	N/A	N/A	N/A	N/A	\$ 8,976.00	\$ 748.00	\$ 9,128.59	\$ 760.72	\$ 12.72
Fort Myers Regional Library	N/A	N/A	N/A	N/A	N/A	N/A	\$ 89,593.44	\$ 7,466.12	\$ 91,116.53	\$ 7,593.04	\$ 126.92
Constitutional Complex	N/A	N/A	N/A	N/A	N/A	N/A	\$ 134,354.28	\$ 11,196.19	\$ 136,638.30	\$ 11,386.53	\$ 190.34
Hough Street Warehouse Cleaning	N/A	N/A	N/A	N/A	N/A	N/A	\$ 3,156.00	\$ 263.00	\$ 3,209.65	\$ 267.47	\$ 4.47
Human Services Building	N/A	N/A	N/A	N/A	N/A	N/A	\$ 24,276.36	\$ 2,023.03	\$ 24,689.06	\$ 2,057.42	\$ 34.39
Totals	\$ 805,885.44	\$ 67,157.12	\$ 809,108.98	\$ 67,425.75	\$ 822,054.73	\$ 68,504.56	\$ 1,137,532.86	\$ 94,794.41	\$ 1,156,870.92	\$ 96,405.91	\$ 1,611.50

Additional Charges	FY 15-16 per Bid	FY 16-17 w/0.4% CPI	FY 17-18 w/1.6% CPI	FY 18-19 w/0.4% CPI (Current)
Hourly Rate for Emergency Work	\$ 48.00	\$ 48.19	\$ 48.96	\$ 49.16
Cost Per Square Foot, Per Day to Add Dusting and Vacuuming of Office Areas	\$ 0.85	\$ 0.85	\$ 0.87	\$ 0.87
(if over required 2x per week)				
Upholstery Cleaning	\$ 7.95	\$ 7.98	\$ 8.11	\$ 8.14
(Fabric Only)				

(Requested) FY 19-20 w/1.7% CPI
\$ 49.99
\$ 0.89
\$ 8.28