

**AGENDA ITEM REPORT**

DATE: August 7, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Custodial Services for Lee County Central Zone

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP180119MRH, Custodial Services for Lee County Central Zone, to the following vendors to provide custodial services to County facilities located in the Central Zone, for an initial period of one year, as approved in the departments' adopted budgets: American Facility Services, Inc.; At Your Service, Inc.; and United States Service Industries, Inc.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the Director of Procurement Management the authority to negotiate renewals of the contracts, including changes in price, for up to three additional one-year periods, and/or to extend the contracts and to execute all associated documents, with County Administration approval, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County.

II. ITEM SUMMARY

Awards contracts for custodial services in the Lee County Central Zone for an initial period of one year with the option to renew for three additional one-year periods to: American Facility Services, Inc.; At Your Service, Inc.; and United States Service Industries, Inc. Total expenditures for these services during Fiscal Year 2016 -2017 were approximately \$540,049.52.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

On February 13, 2018, the Department of Procurement Management advertised RFP180119MRH Custodial Services for Lee County Central Zone to obtain proposals for custodial services for county facilities located within the central zone on behalf of the Board of County Commissioners. On the proposal deadline of April 13, 2018, Procurement Management received five proposals. An evaluation meeting was conducted on May 14, 2018, during which the Evaluation Committee considered criterion as listed in the solicitation request, including such items as: firm history, qualifications, experience, plan of approach, references and personnel. After evaluating the proposals submitted by the firms, it was the consensus of the committee to recommend the top three qualified firms for the second evaluation phase. Those firms were: American Facility Services, Inc., At Your Service, Inc., and United States Service Industries, Inc. The committee recommended each facility be awarded to the qualified firm that supplied the lowest pricing at each location. Total expenditures for these services for Fiscal Year 2016 – 2017 were approximately \$540,049.52.

Location:	Award To:
DOT, Traffic Billy's Creek Commerce Center	United States Service Industries, Inc.
Fleet Management	At Your Service, Inc.
Health Department-Michigan Annex	United States Service Industries, Inc.
LeeTran, Edison Mall Station	United States Service Industries, Inc.
LeeTran Transit Headquarters	American Facility Services Inc.
Library, East County Regional	American Facility Services Inc.
Library, Riverdale	American Facility Services Inc.
M.A.R.S. Complex	American Facility Services Inc.
Sheriff Aviation	At Your Service
Sheriff Gun Range	American Facility Services Inc.
Sheriff Substation, East District	American Facility Services Inc.
Ortiz Detention Compound	United States Service Industries, Inc.
Solid Waste, Waste to Energy Plant	American Facility Services Inc.
DETAR/ Water Collection and Distribution	United States Service Industries, Inc.
DOT Operations	American Facility Services Inc.
DOT Operations Lehigh Depot	American Facility Services Inc.
Communications	United States Service Industries, Inc.

Emergency Operation Center	American Facility Services Inc.
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- 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 budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Proposed Contract - American Facility Services	7/30/2018	Contract
Proposed Contract - At Your Service	7/30/2018	Contract
Proposed Contract - USSI	7/30/2018	Contract
080718R-C-22-Agreement-American Facility Services Inc	8/16/2018	Agreement
080718R-C-22-Agreement-At Your Service Cleaning Gourp Inc	8/16/2018	Agreement
080718R-C-22-Agreement-United States Service Industries Inc	8/16/2018	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	7/30/2018 - 12:37 PM
Budget Services	Henkel, Anne	Approved	7/30/2018 - 1:46 PM
Budget Services	Winton, Peter	Approved	7/30/2018 - 1:48 PM
County Attorney	Lira, Louis C.	Approved	7/30/2018 - 3:10 PM
County Manager	Brady, Christine	Approved	7/30/2018 - 4:02 PM