

**AGENDA ITEM REPORT**

**DATE:** August 21, 2018  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contracts for Custodial Services for Lee County North Zone

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP1801120MRH, Custodial Services for Lee County North Zone, to the following vendors for a period of one-year, to provide custodial services to County facilities located in the North Zone as described by the contract documents, as approved in the departments' annual adopted budgets: American Facility Services, Inc.; Florida Cleaning Systems, 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 North Zone for a period of one year with the option to renew for three additional one-year periods to: American Facility Services, Inc.; Florida Cleaning Systems, Inc.; and United States Service Industries, Inc. Total expenditures for these services during Fiscal Year 2016 -2017 were approximately \$491,314.54.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

On February 27, 2018, the Department of Procurement Management advertised RFP180120MRH Custodial Services for Lee County North Zone to obtain proposals for custodial services for county facilities located within the north zone on behalf of the Board of County Commissioners. On the proposal deadline of April 27, 2018, Procurement Management received five proposals. An evaluation meeting was conducted on May 23, 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., Florida Cleaning Systems, 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 \$491,314.54.

Location:	Award To:
Natural Resources (Depot #1)	Florida Cleaning Systems
Utilities (Depot #1)	American Facility Services
Maintenance Electrical Office	Florida Cleaning Systems
Lee County Public Safety Logistics	Florida Cleaning Systems
Cape Coral Library	Florida Cleaning Systems
North Ft Myers Library	Florida Cleaning Systems
Northwest Regional Library	Florida Cleaning Systems
Pine Island Library	Florida Cleaning Systems
Sheriff Substation North District	Florida Cleaning Systems
Tax Collector, Cape Coral Government Complex	USSI
Tolls, Mid-Point Facility	American Facility Services
Dunbar Jupiter Hammon Public Library	Florida Cleaning Systems

B) Policy IssuesC) 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
<a href="#">Proposed Contract - American Facility Services</a>	8/10/2018	Contract
<a href="#">Proposed Contract - Florida Cleaning Systems</a>	8/10/2018	Contract
<a href="#">Proposed Contract - USSI</a>	8/10/2018	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	8/10/2018 - 4:42 PM
Budget Services	Henkel, Anne	Approved	8/13/2018 - 9:55 AM
Budget Services	Winton, Peter	Approved	8/13/2018 - 9:57 AM
County Attorney	Lira, Louis C.	Approved	8/13/2018 - 10:50 AM
County Manager	Brady, Christine	Approved	8/13/2018 - 11:14 AM