

**AGENDA ITEM REPORT**

**DATE:** November 6, 2018  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contracts for Custodial Services for Lee County South Zone

**I. MOTION REQUESTED**

- A) Award Request for Proposal No.RFP180122MRH, Custodial Services for Lee County South Zone to the following vendors for a period of one year, to provide custodial services to county facilities located in the south zone, as approved in the departments' annual adopted budgets: American Facility Services, 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 to American Facility Services, Inc. and United States Service Industries, Inc., for custodial services in the Lee County south zone for a period of one year with the option to renew for three additional one-year periods. Total expenditures for these services during Fiscal Year 2016 -2017 were approximately \$551,595.00.

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

On May 8, 2018, the Department of Procurement Management advertised RFP180122MRH Custodial Services for Lee County South Zone to obtain proposals for custodial services for county facilities located within the south zone on behalf of the Board of County Commissioners. On the proposal deadline of June 8, 2018, Procurement Management received seven proposals. An evaluation meeting was conducted on July 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 four qualified firms for the second evaluation phase: American Facility Services, Inc.; At Your Service Cleaning Group, Inc.; Sunshine 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. During the contract drafting process At Your Service Cleaning Group, Inc and Sunshine Cleaning Systems, Inc. requested to withdraw their proposals and their awarded facilities were awarded to the next lowest vendor. Total expenditures for these services for Fiscal Year 2016 – 2017 were approximately \$551,595.00.

Location:	Award To:
Environmental Laboratory	United States Service Industries, Inc.
Bonita Springs Library	American Facility Services, Inc.
Lakes Regional Library	American Facility Services, Inc.
South County Regional Library and Bookmobile	American Facility Services, Inc.
Captiva Memorial Library	American Facility Services, Inc.
Bowditch Point Regional Park	American Facility Services, Inc.
Lynn Hall Park	American Facility Services, Inc.
Crescent Beach Family Park	American Facility Services, Inc.
Bonita Beach Parks/Imperial River Boat Ramp	American Facility Services, Inc.
Sheriff's Evidence /Forensics Building	American Facility Services, Inc.
Lakes Regional Park	American Facility Services, Inc.
Sheriff Substation, South District	American Facility Services, Inc.
Sheriff Substation, West District	American Facility Services, Inc.
Sheriff Substation, Bonita Springs Mini	United States Service Industries, Inc.
Sheriff Headquarters, Central District and Public Safety	United States Service Industries, Inc.
Solid Waste, Topaz Annex	American Facility Services, Inc.
Leeway Service Center	American Facility Services, Inc.
Sanibel Toll Plaza	American Facility Services, Inc.
Lee County Utilities Customer Service Center	American Facility Services, Inc.
Lee County Utilities Maintenance and Electrical Bldg	American Facility Services, Inc.
Lee County Utilities Maintenance Warehouse	American Facility Services, Inc.
Cape Coral Toll Facility	American Facility Services, Inc.
Lee Tran Beach Park & Ride	American Facility Services, Inc.

- 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
<a href="#">American Facility Services Vendor Signed Agreement</a>	10/9/2018	Agreement
<a href="#">United States Service Industries Vendor Signed Agreement</a>	10/9/2018	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	10/24/2018 - 7:58 AM
Budget Services	Henkel, Anne	Approved	10/24/2018 - 8:24 AM
Budget Services	Winton, Peter	Approved	10/24/2018 - 2:08 PM
County Attorney	Swindle, Amanda	Approved	10/24/2018 - 3:43 PM
County Manager	Brady, Christine	Approved	10/24/2018 - 5:09 PM