



AGENDA ITEM REPORT

DATE: November 7, 2023
DEPARTMENT: Parks and Recreation
REQUESTER: Mack Young
TITLE: Award Contract for Custodial Services at County Sports Parks and Stadiums

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP230441WCD, Custodial Services-Lee County Sports Parks & Stadiums to Clean 17 Inc. dba Jan-Pro Development of Southwest Florida and Zaharaly Cleaners, Inc., for custodial services for Lee County Sports Parks & Stadiums, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budget.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contracts for up to three years, and to execute all associated documents if doing so is in the best interest of Lee County and there are no cost increases associated with the renewals.

II. ITEM SUMMARY

Awards competitively solicited contracts to Clean 17 Inc, dba Jan-Pro of Southwest Florida and Zaharaly Cleaners Inc., for custodial services at Lee County Sports Parks & Stadiums on an as needed basis for an initial three-year period with an option to renew for up to three additional years. Parks and Recreation will use both contracts for custodial services with an estimated annual cost of \$200,000. Funding is approved in the department's annual budget.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On July 21, 2023, Procurement Management issued a Request for Proposal No. RFP230441WCD for Custodial Services-Lee County Sports Parks & Stadiums, Procurement Management received five submittals.

An evaluation meeting was held on September 11, 2023, during which the Evaluation Committee considered criterion listed on the solicitation request including such items as: Qualifications of Company, company relevant experience, reference, plan of approach, and personnel. Based on the information submitted by the proposers, the Committee reached a consensus of the top three most qualified vendors. Once the top three vendors were determined, pricing submitted by the top three vendors were opened, and park locations were awarded on the lowest price per location.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$202,918
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: General Fund and Unincorporated MSTU Program: Parks and Recreation Operations Project: Parks Custodial Services Account Strings: KH5722500100 KH5722015500	
G)	Fund Type?	General Fund, Unincorporated MSTU
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
JanPro Contract part 1	10/23/2023	Cover Memo
JanPro Contract part 2	10/23/2023	Cover Memo
JanPro Contract part 3	10/23/2023	Cover Memo
Zaharaly Contract part 1	10/23/2023	Cover Memo
Zaharaly Contract part 2	10/23/2023	Cover Memo
Zaharaly Contract part 3	10/23/2023	Cover Memo
110723R-C-35-JanPro Custodial Contract	11/15/2023	Contract
110723R-C-35-Zaharaly Custodial Contract	11/20/2023	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Parks and Recreation	Young, Mack	Approved	10/25/2023 - 10:05 AM
Budget Services	Guttery, Angela	Approved	10/25/2023 - 2:35 PM
Budget Services	Winton, Peter	Approved	10/26/2023 - 8:50 AM
County Attorney	Swindle, Amanda	Approved	10/30/2023 - 10:33 AM
County Manager	Brady, Christine	Approved	10/31/2023 - 9:53 AM