

AGENDA ITEM REPORT

DATE: August 16, 2022
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Contract Extension for Custodial Services for Lee County Central Zone

I. MOTION REQUESTED

A) Approve a six-month contract extension for custodial services at County facilities located in the Central Zone, from American Facility Services, At Your Service, Inc., and United States Services Industries (USSI), under Solicitation No. RFP180119MRH, through March 31, 2023.

B) Grant the County Manager or designee the authority to extend the contract, for six-months, and execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the extension.

II. ITEM SUMMARY

Approves a six-month extension for American Facility Services, At Your Service, Inc., and United States Services Industries (USSI), for the annual contract for custodial services at County facilities located in the Central Zone through March 31, 2023. The extension is required to allow time to re-advertise the solicitation and complete the competitive solicitation process. Total expenditures to provide these services during Fiscal Year 2021-2022 through 7/18/2022 were approximately \$764,702.35.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On August 7, 2018, the Board approved contracts under Solicitation No. RFP180119MRH Custodial Services for Lee County Central Zone. Contracts were awarded to American Facility Services, Inc., At Your Service, Inc., and United States Service Industries, Inc., (USSI) for an initial term of one year with an option to renew for three additional years. The solicitation was issued, however due to confusion on the pricing a new bid package had to be prepared and re-advertised. Board approval will allow a six-month extension to continue these services through March 31, 2023, allowing time to complete the competitive solicitation process.

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.	
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be on an as needed basis, as approved in the departments' annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<u>At Your Service Contract Extension</u>	7/22/2022	Agreement
<u>American Facility Services Contract Extension</u>	7/22/2022	Agreement
<u>USSI Contract Extension</u>	7/22/2022	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	8/3/2022 - 2:49 PM
Budget Services	Henkel, Anne	Approved	8/4/2022 - 7:04 AM
Budget Services	Winton, Peter	Approved	8/4/2022 - 9:57 AM
County Attorney	Swindle, Amanda	Approved	8/4/2022 - 11:18 AM
County Manager	Winton, Peter	Approved	8/4/2022 - 4:12 PM