



AGENDA ITEM REPORT

DATE: September 21, 2021
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Contract Amendment for Custodial Services Central Zone

I. MOTION REQUESTED

- A) Approve contract renewal for custodial services, from American Facility Services, At Your Service, Inc., and United States Service Industries (USSI), under Solicitation No. RFP180119MRH, through September 30, 2022.
- B) Approve Amendment No. 4 for the annual contract under Solicitation No. RFP180119MRH Custodial Services for Lee County Central Zone with United States Service Industries (USSI), authorizing a Consumer Price Index (CPI) price increase of 4%, for all items on the amended fee schedule through the contract expiration of September 30, 2022.
- C) Grant the County Manager or designee the authority to execute any documents associated with the renewal and contract amendment on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves the renewal to the agreements for custodial services with American Facility Services, At Your Service, Inc., and United States Service Industries, (USSI), through September 30, 2022. Approves an amendment with USSI, providing for a Consumer Price Index Increase of 4% for all items listed on the fee schedule of the amended contract. This is the final renewal for this contract.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
Procurement Management obtained bids for the project known as Solicitation No. RFP180119MRH, Custodial Services for Lee County Central Zone. On the bid deadline of April 13, 2018, Procurement Management received five proposals. After conducting an analysis of the bid submissions, American Facility Services, Inc., At Your Service, Inc., and United States Service Industries (USSI) were determined to be the responsible bidders with the lowest responsive bids.
- 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 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
USSI Original Contract	8/30/2021	Contract
USSI Amendment 1 - Approved	8/30/2021	Contract
USSI Amendment 2 - Approved	8/30/2021	Contract
USSI Amendment 3 - Approved	8/30/2021	Contract
USSI Amendment 4 - Proposed	8/30/2021	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	9/10/2021 - 10:32 AM
Budget Services	Henkel, Anne	Approved	9/10/2021 - 10:45 AM
Budget Services	Winton, Peter	Approved	9/10/2021 - 4:53 PM
County Attorney	Swindle, Amanda	Approved	9/13/2021 - 8:46 AM
County Manager	Winton, Peter	Approved	9/13/2021 - 8:52 AM