

**AGENDA ITEM REPORT**

**DATE:** October 1, 2019  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Expenditures and Annual Spend for Custodial Services – North & South Zones

**I. MOTION REQUESTED**

A) Approve expenditures for custodial services for Lee County North Zone from Florida Cleaning Systems, Inc., under Solicitation No. RFP180120MRH, through September 18, 2019, in the total amount of \$193,792.40 and future anticipated annual expenditures in an amount not to exceed of \$278,700.00 per contract year through September 30, 2020, and any subsequent renewals.

B) Approve expenditures for custodial services for Lee County South Zone from American Facility Services, Inc., under Solicitation No. RFP180122MRH, through September 18, 2019 in the total amount of \$314,231.71, and for future anticipated annual expenditures in an amount not to exceed \$480,800.00 per contract year through November 30, 2020, and any subsequent renewals.

C) Approve Consumer Price Index (CPI) Price Increase of 1.8%, to Florida Cleaning Systems, Inc., American Facility Services, Inc., and United States Service Industries, for the renewal of the annual contract under Solicitation No. RFP180120MRH, through September 30, 2020, for all line items listed in the attached North Zone Custodial CPI Pricing Table.

D) Authorize the County Manager or designee to execute any documents necessary for these changes.

**II. ITEM SUMMARY**

Increases the annual contract amounts for custodial services at County buildings in the North Zone from a total of \$240,334.40 to \$275,933.34. This provides for a CPI increase of 1.8% for the North Zone vendors, as allowable by contract, as well as increases the cost for cleaning of the North Fort Myers Library from \$16,562.04 per year at the old location to \$47,282.00 for the new building. Increases the annual contract amounts for custodial services in the South Zone from a total of \$414,261.25 to \$476,016.77. This provides for cleaning of two new buildings (the Utilities Customer Service Center on College Parkway for \$8,361.66 per year, and a Fleet location for the Sheriff's Office for \$2,340.00 per year); the moving of the Sheriff's Office substation to a larger building (increasing the cost from \$6,394.00 to \$22,074.00 per year); and the opening of the new Bonita Springs Library (from \$21,320.00 per year at the old location to \$61,875.52 for the new building). The cumulative change of all Board actions included in this agenda item results in a new total not-to-exceed amount of \$278,700.00 annually for the North Zone and \$480,800.00 annually for the South Zone.

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

On August 21, 2018, the Board approved purchases under the formal solicitation for RFP180120MRH and on November 6, 2018, under the formal solicitation RFP180122MRH, for custodial services for Lee County North and South zones on an as needed basis as approved in the departments' annual adopted budgets. The FY 18-19 expenditures under this contract were approximately \$193,792.40 for North Zone and \$314,231.71 for South Zone, through September 18, 2019. The contract provides for annual Consumer Price Index (CPI) adjustments, at the written request of the vendor. The proposed Board action clarifies the annual anticipated expenditures, provides a Consumer Price Index (CPI) increase for the North Zone vendors, and provides a not to exceed amount of \$278,700.00 per contract year through September 30, 2020, and any subsequent renewals for the North Zone and a not to exceed maximum spend of \$480,800.00 per contract year through November 30, 2020, for the South Zone. The increase in the annual spend is due to the completion and scheduled openings of the North Fort Myers and Bonita Springs Libraries. The increase in service is a result of two factors: the overlap period during which the prior locations close down and the new locations begin operations and the larger size of the new library facilities.

**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
<u>American Family Amendment - CPI Price Increase</u>	9/25/2019	Contract
<u>American Family Renewal</u>	9/25/2019	Backup Material
<u>Florida Cleaning Amendment - CPI Price Increase</u>	9/25/2019	Contract
<u>Florida Cleaning Renewal</u>	9/25/2019	Backup Material
<u>USSI Amendment - CPI Price Increase</u>	9/25/2019	Contract
<u>USSI Renewal Letter</u>	9/25/2019	Backup Material
<u>North Zone Custodial CPI Pricing Table</u>	9/25/2019	Backup Material
<u>North Zone Board Approved AIR</u>	9/25/2019	Backup Material
<u>South Zone Board Approved AIR</u>	9/25/2019	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Rejected	9/25/2019 - 9:23 AM
Procurement Management	Ryan, Sandra	Approved	9/25/2019 - 9:45 AM
Procurement Management	Turner, Nicole	Approved	9/25/2019 - 2:11 PM
Budget Services	Henkel, Anne	Approved	9/25/2019 - 2:42 PM
Budget Services	Winton, Peter	Approved	9/25/2019 - 2:43 PM
County Attorney	Swindle, Amanda	Approved	9/25/2019 - 2:52 PM
County Manager	Winton, Peter	Approved	9/25/2019 - 3:04 PM