

**AGENDA ITEM REPORT**

DATE: October 2, 2018
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contracts for Custodial Services for Facilities Located Outside Lee County

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP180279MRH, Custodial Services for Facilities Outside Lee County, to the following vendors for a period of one-year, to provide custodial services to County facilities located outside of Lee County, as approved in the departments' annual adopted budgets: Building Service Management Inc. and Clean 17, Inc. dba Jan-Pro Cleaning Systems of SW FL.
- 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 Building Service Management Inc. and Clean 17, Inc. dba Jan-Pro Cleaning Systems of SW FL, for custodial services for facilities located outside Lee County 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 \$8,000.00.

The facilities that will be serviced under the contract are Hendry Landfill Complex (which includes the Scale House, the Operations Building, and the Compost Maintenance Facility), the LaBelle Transfer Station Scale House, and the Clewiston Transfer Station Scale House.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

On April 24, 2018, Procurement Management advertised RFP180279MRH Custodial Services for Facilities Outside Lee County to obtain proposals for custodial services for county owned facilities located outside Lee County on behalf of the Board of County Commissioners. On the proposal deadline of May 25, 2018, Procurement Management received two proposals. The Evaluation Committee met on August 15, 2018, during which the committee considered criterion 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 both firms for the second evaluation phase. Those firms were Building Service Management Inc. and Clean 17, Inc. dba Jan-Pro Cleaning Systems of SW FL. The committee recommended awarding each facility to the qualified firm that supplied the lowest pricing at each location. Total expenditures for these services for Fiscal Year 2016 – 2017 were approximately \$8,000.00.

The facilities that will be serviced under the contract are Hendry Landfill Complex (which includes the Scale House, the Operations Building, and the Compost Maintenance Facility), the LaBelle Transfer Station Scale House, and the Clewiston Transfer Station Scale House.

Location:	Awarded Vendor:
Hendry Landfill Complex	Building Service Management Inc.
Clewiston Transfer Station Scale House	Clean 17, Inc. dba Jan-Pro Cleaning Systems of SW FL
LaBelle Transfer Station Scale House	Clean 17, Inc. dba Jan-Pro Cleaning Systems of SW FL

- 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
BSMI Proposed Contract	9/18/2018	Contract
Jan-Pro Proposed Contract	9/18/2018	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	9/18/2018 - 4:53 PM
Budget Services	Henkel, Anne	Approved	9/21/2018 - 8:27 AM
Budget Services	Winton, Peter	Approved	9/21/2018 - 8:35 AM
County Attorney	Swindle, Amanda	Approved	9/21/2018 - 10:34 AM
County Manager	Brady, Christine	Approved	9/24/2018 - 9:32 AM