

AGENDA ITEM REPORT

DATE: April 2, 2024
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Contract Amendment for Custodial Services for Downtown Buildings

I. MOTION REQUESTED

A) Approve Amendment No. 3 with American Facility Services, Inc., under Solicitation No. RFP200327BAG, Custodial for Downtown Buildings to amend Exhibit A. Detailed Specifications and Exhibit B. Fee Schedule, adding trash can collection services for the Justice Center parking lot located at 2110 Dr. Martin Luther King Jr. Blvd. Fort Myers, FL 33901.
 B) Authorize the County Manager or designee to execute the amendment on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves a contract amendment with American Facility Services, Inc., under the solicitation for Custodial for Downtown Buildings, to amend Exhibit A. Detailed Specifications and Exhibit B. Fee Schedule, adding trash collection services for the Justice Center parking lot located at 2110 Dr. Martin Luther King Jr. Blvd. Fort Myers, FL 33901. The amendment will increase the monthly contract amount for the Justice Center by \$392.00, or \$4,704.00 annually for the additional custodial services. Total expenditures for Fiscal Year 2022-2023 were \$1,122,323.53.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On 12/1/2020, the Board of County Commissioners awarded RFP200327BAG, Custodial for Downtown Buildings, to American Facility Services, Inc., to provide custodial services to various County Facilities located in the downtown area. Board approval will allow for the addition of custodial services for the Suncoast ATM Vestibule to the Exhibit A. Detailed Specifications section of the Agreement. The original term of the contract was for three years and can be renewed for up to three additional years.

On 8/2/2022, Amendment No. 1 was approved by the Board of County Commissioners to amend Exhibit A. Detailed Specifications and Exhibit B. Fee Schedule, adding an additional location and associated pricing for custodial services for the Suncoast ATM Vestibule located outside of Administration East.

On 11/22/2022, Amendment No. 2 was administratively approved to modify the Exhibit A. Detailed Specifications section of the Agreement and modify the Exhibit B. Fee Schedule to accommodate the transfer of usage and pricing for the location at 2345 Union St. Fort Myers, FL 33901, from the Library Administration to the Lee County Sheriff's Office.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

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|----|--|---------------------------------|
| 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: Various funds Program: Project: Account Strings: | |
| G) | Fund Type? | Other: Various Department Funds |
| 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 |
|---|-------------|-----------------|
| RFP200327BAG AFS Custodial for Downtown Bldg Am 3 OCR | 3/12/2024 | Agreement |
| QUOTE AFS Lee County Parking Lot Cottage St | 3/12/2024 | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|------------------------|------------------|----------|----------------------|
| Procurement Management | Tucker, Mary | Approved | 3/20/2024 - 10:31 AM |
| Budget Services | Henkel, Anne | Approved | 3/20/2024 - 3:20 PM |
| Budget Services | Winton, Peter | Approved | 3/20/2024 - 4:33 PM |
| County Attorney | Holborn , Robert | Approved | 3/21/2024 - 1:48 PM |
| County Manager | Winton, Peter | Approved | 3/22/2024 - 8:50 AM |