

**AGENDA ITEM REPORT**

**DATE:** December 1, 2020  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Custodial Services for Downtown Buildings

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP200327BAG, Custodial for Downtown Buildings, to American Facility Services, Inc. to provide custodial services to various County Facilities located in the downtown area, on an as needed basis, for an initial term of three years, in the amount of \$1,122,960.24 each year.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract, for up to three years, and to 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 renewal.

**II. ITEM SUMMARY**

Awards a contract for custodial cleaning services for 21 downtown buildings to American Facility Services, Inc., in the amount of \$1,122,960.24 each year. Eight submittals were received for this competitively solicited project, and American Facility Services, Inc. was determined to be the lowest responsive and responsible bidder. The annual contract is for an initial term of three years, and can be renewed for up to three additional years upon the agreement of both parties. This was last bid in 2015. Expenditures in Fiscal Year 2019-2020 were \$805,042.06. The scope of work includes COVID-19 cleaning protocols, including electrostatic sanitizing and day porter wipe downs, as needed on a per facility basis. Buildings includes all downtown county buildings, the justice center complex, the downtown library, Human Services, Melvin Morgan Constitutional Complex, Rosa Parks Intermodal Center, and county parking garages.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
Procurement Management advertised this project on 07/31/2020. Eight proposals were received and opened on 09/03/2020. Due diligence was conducted among proposals received. The evaluation committee reviewed the eight proposals and convened on 10/21/2020 for the first evaluation meeting. At that time, the committee determined three firms were qualified to move onto the next step of the process and opened the pricing proposals from the three qualified firms. Upon review of the pricing proposals, American Facility Services, Inc. was deemed the lowest responsive and responsive bid proposal. The Committee motioned to accept the pricing United States Services Industries, Inc. (USSI) has provided custodial cleaning services for various downtown buildings for at least the past five years. The current contract will expire 12/14/2020.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

**IV. FINANCIAL INFORMATION**

A)	Current year dollar amount of item:	See Comments.
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
<a href="#">American Facility Services Proposed Contract</a>	11/10/2020	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Turner, Nicole	Approved	11/22/2020 - 10:23 PM
Budget Services	Henkel, Anne	Approved	11/23/2020 - 7:37 AM
Budget Services	Winton, Peter	Approved	11/23/2020 - 11:29 AM
County Attorney	Swindle, Amanda	Approved	11/23/2020 - 1:40 PM
County Manager	Winton, Peter	Approved	11/23/2020 - 2:47 PM