

AGENDA ITEM REPORT

DATE: September 19, 2023
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Amendment for Custodial Services - North Zone

I. MOTION REQUESTED

A) Approve Amendment No. 2 to the contract with United States Service Industries, Inc., under Solicitation No. RFP220232SML, Custodial Services for North Zone Lee County. The amendment will update Exhibit A – Scope of Work and Exhibit B – Fee Schedule to include the Health Department – Pondella to provide custodial service at the location.
 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 United States Service Industries, Inc., under the solicitation for Custodial Services for North Zone Lee County to update Exhibit A – Scope of Work and Exhibit B – Fee Schedule to include the Health Department – Pondella to provide custodial service at the location. The monthly cost for the additional location is \$6,471.32, along with a quarterly services cost of \$183.61 and semiannual services cost of \$1,384.50, for a maximum location cost of \$81,159.28 per year for the life of the contract. Expenditures would be on an as-needed basis, as approved in the departments' annual adopted budget.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On December 6, 2022, the Board of County Commissioners awarded RFP220232SML, Custodial Services for North Zone Lee County, to United States Service Industries, Inc. to provide annual custodial maintenance of Depot #1 Natural Resources, Pine Island Library, and Sheriff Substation, North District. The original term of the contract was for 3-years with an option to renew for up to 3 additional years.

On January 18, 2022, Amendment No. 1 was administratively approved to add the pricing for custodial services at for the North Fort Myers Library to the Exhibit B. Fee Schedule, which was included in the County's Notice of Intended Decision and included in the Exhibit A. Scope of Work of the Agreement but was erroneously left out of the Exhibit B Fee Schedule.

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?	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: Program: Project: Account Strings:	
G)	Fund Type?	
H)	Comments: Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budget.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Custodial Services North USSI Amendment 2	8/25/2023	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	9/7/2023 - 1:25 PM
Budget Services	Henkel, Anne	Approved	9/8/2023 - 8:59 AM
Budget Services	Winton, Peter	Approved	9/8/2023 - 9:01 AM
County Attorney	Swindle, Amanda	Approved	9/11/2023 - 8:10 AM
County Manager	Winton, Peter	Approved	9/11/2023 - 11:13 AM