

**AGENDA ITEM REPORT**

DATE: December 6, 2022
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Custodial Services for North Zone Lee County

I. MOTION REQUESTED

A) Award Request for Proposal No. RFP220232SML, Custodial Services for North Zone Lee County to American Facility Services, Inc., At Your Service Cleaning Group, Inc., and United States Service Industries, Inc. for custodial services in the North Zone of Lee County, on an as needed basis, for an initial term of three years, as approved in the departments' annual adopted budget.
 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 contracts, for up to three additional years, and to execute all associated documents, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewals.

II. ITEM SUMMARY

Awards competitively solicited contracts to American Facility Services, Inc., At Your Service Cleaning Group, Inc., and United States Service Industries, Inc. for custodial services in Lee County North Zone on an as needed basis for an initial three-year period with an option to renew for up to additional years. Departments utilizing these services include Natural Resources, Utilities, Public Safety, Libraries, and DOT Tolls. Total expenditures under this contract during Fiscal Year 2021-2022 were approximately \$1,105,573.91.

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

On May 31, 2022, Procurement Management issued a Request for Proposal No. RFP220232SML for Custodial Services for Lee County: North Zone. On the solicitation deadline of July 15, 2022, Procurement Management received seven submittals.

An evaluation meeting was held on August 15, 2022, during which the Evaluation Committee considered criterion listed on the solicitation request including such items as: Qualifications of Company, company relevant experience and reference, plan of approach, and personnel. Based on the information submitted by the proposers, the Committee reached a consensus of the top three most qualified vendors. Once the top three vendors were determined, pricing submitted by the top three vendors was opened, and locations were awarded on lowest price per location.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) 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 budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION**VII. FOLLOW UP****ATTACHMENTS:**

Description	Upload Date	Type
American Facility Services Proposed Contract	11/4/2022	Contract
At Your Service Cleaning Group Proposed Contract	11/4/2022	Contract
USSJ, Inc. Proposed Contract	11/4/2022	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	11/23/2022 - 11:05 AM
Budget Services	Henkel, Anne	Approved	11/23/2022 - 11:16 AM
Budget Services	Winton, Peter	Approved	11/23/2022 - 12:37 PM
County Attorney	Swindle, Amanda	Approved	11/28/2022 - 9:07 AM
County Manager	Winton, Peter	Approved	11/28/2022 - 10:06 AM