

AGENDA ITEM REPORT

DATE: March 7, 2023
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Contract Amendment for Custodial Services - North Zone

I. MOTION REQUESTED

A) Approve Amendment No. 1 with American Facility Services, 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 Sheriff's Substation – Gulf District, Pine Island to provide custodial service at the location, at the cost of \$325.00 per month.
 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 Services for North Zone Lee County. The amendment will update Exhibit A – Scope of Work and Exhibit B – Fee Schedule to include the Sheriff's Substation – Gulf District, Pine Island to provide custodial service at the location. The monthly cost for the additional location is \$325.00, for a maximum location cost of \$3,900.00 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 American Facility Services, 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.
- 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
American Facility Services Inc. Original Contract	2/21/2023	Contract
American Facility Services Inc Amend 1 - Proposed	2/21/2023	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	2/22/2023 - 3:43 PM
Budget Services	Henkel, Anne	Approved	2/23/2023 - 7:27 AM
Budget Services	Winton, Peter	Approved	2/23/2023 - 8:35 AM
County Attorney	Swindle, Amanda	Approved	2/23/2023 - 10:33 AM
County Manager	Winton, Peter	Approved	2/27/2023 - 9:10 AM