



**AGENDA ITEM REPORT**

**DATE:** June 4, 2024  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Contract Amendment for Custodial Services for South Lee County

**I. MOTION REQUESTED**

- A) Approve Amendment No. 2 to the contract with American Facility Services, Inc., under Solicitation No. RFP220314SML, Custodial Services for South Lee County. The amendment will update Exhibit A - Scope of Work and Exhibit B - Fee Schedule to add custodial services for the Lee County Sheriff's Office Academy in the total amount of \$8,232.00 annually.
- 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 South Lee County to update Exhibit A - Scope of Work and Exhibit B - Fee Schedule to add custodial services at the Lee County Sheriff's Office Academy. The maximum location cost for the services at the Lee County Sheriff's Office Academy is \$8,232.00 per year for the life of the contract. Expenditures would be on an as-needed basis, as approved in the departments' annual adopted budget. Total expenditures under this contract during Fiscal Year 2021-2022 were approximately \$517,137.45.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

- A) Board Action and Other History  
 On March 7, 2023, the Board of County Commissioners awarded RFP220314SML, Custodial Services for South Lee County, to American Facility Services, Inc. and United States Service Industries, Inc. to provide custodial services in the South Zone of Lee County, on an as needed basis. The original term of the contract was for three years with an option to renew for up to an additional three years.  
  
 On May 15, 2023, Amendment No. 1 to the agreement with American Facility Services, Inc. was administratively approved to update the scheduling sections of both the Sanibel Toll Plaza and Cape Coral Toll Facility service locations.
- 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: 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
<a href="#">RFP220314SML Custodial Svcs South AFS Am 1 Vendor Executed OCR</a>	5/15/2024	Agreement
<a href="#">New Location Quotes Custodial South OCR</a>	5/15/2024	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	5/22/2024 - 12:28 PM
Budget Services	Henkel, Anne	Approved	5/23/2024 - 8:08 AM
Budget Services	Winton, Peter	Approved	5/23/2024 - 8:13 AM
County Attorney	Holborn , Robert	Approved	5/23/2024 - 9:36 AM
County Manager	Winton, Peter	Approved	5/23/2024 - 9:43 AM