



AGENDA ITEM REPORT

DATE: March 7, 2023
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Award Contract for Custodial Services for South Zone - Countywide

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP220314SML, Custodial Services - South Zone to American Facility Services, Inc. and United States Service Industries, Inc. for custodial services in the South 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, 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 renewals.

II. ITEM SUMMARY

Awards a contract to American Facility Services, Inc. and United States Service Industries, Inc. for use, on an as needed basis, of custodial services for an initial three-year period with an option to renew the contracts up to three additional years. Departments utilizing these services include Parks and Recreation, Utilities, Public Safety, Libraries, DOT Tolls, and Solid Waste. 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 August 09, 2022, Procurement Management issued a Request for Proposal No. RFP220314SML for Custodial Services South Zone. On the solicitation deadline of September 23, 2022, Procurement Management received eight submittals.

An evaluation meeting was held on November 22, 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 were opened. The second ranked firm, C&W Services, withdrew their bid on January 06, 2023. Locations were awarded on lowest price per location to the remaining ranked vendors.

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 budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
American Facility Services Contract	2/7/2023	Contract
United States Services Industries Contract	2/7/2023	Contract
Price Comparison	2/22/2023	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	2/22/2023 - 4:39 PM
Budget Services	Henkel, Anne	Approved	2/23/2023 - 8:10 AM
Budget Services	Winton, Peter	Approved	2/23/2023 - 8:49 AM
County Attorney	Swindle, Amanda	Approved	2/23/2023 - 10:35 AM
County Manager	Winton, Peter	Approved	2/27/2023 - 9:38 AM