

**AGENDA ITEM REPORT**

**DATE:** January 16, 2024  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Amendment for Custodial Services for Central Lee County

**I. MOTION REQUESTED**

- A) Approve Amendment No. 2 to the contract with United States Service Industries, Inc., under Solicitation No. RFP220486SML, Custodial Services for Central Lee County. The amendment will update Exhibit A - Scope of Work and Exhibit B - Fee Schedule to add custodial services for the East Lee County Government Center.
- 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 Central Lee County to update Exhibit A - Scope of Work and Exhibit B - Fee Schedule to add custodial services at the East Lee County Government Center. The maximum location cost for the services at the East Lee County Government Center is \$47,016.56 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 \$457,563.34.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**

A) Board Action and Other History

On March 21, 2023, the Board of County Commissioners awarded RFP220486SML, Custodial Services for Central Lee County, to American Facility Services, Inc., At Your Service Cleaning Group, Inc., and United States Service Industries, Inc. to provide custodial services in the Central 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 November 17, 2023, Amendment 1 to the agreement with United States Service Industries, Inc. was administratively approved to remove the quarterly and semiannual cleaning services from the Fleet Management service location.

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?	Revenue
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="#">RFP220486SML_Custodial Svcs_Central LC_USSI_Am 2</a>	1/2/2024	Agreement
<a href="#">RFP220486SML_Central Zone Bid Response Form_Grupo Eulen_USSI</a>	1/2/2024	Backup Material
<a href="#">RFP220486SML_Central Zone Bid Response Form_AFS</a>	1/2/2024	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	1/4/2024 - 12:45 PM
Budget Services	Henkel, Anne	Approved	1/4/2024 - 2:29 PM
Budget Services	Winton, Peter	Approved	1/4/2024 - 2:44 PM
County Attorney	Swindle, Amanda	Approved	1/5/2024 - 8:23 AM
County Manager	Winton, Peter	Approved	1/5/2024 - 10:51 AM