

**AGENDA ITEM REPORT**

**DATE:** September 19, 2023  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Approve Amendment for Custodial Services for Central Lee County

**I. MOTION REQUESTED**

- A) Approve Amendment No. 3 to the contract with American Facility Services, 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 include custodial service at the Fleet Maintenance building of the Solid Waste department.
- 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 Central Lee County to update Exhibit A - Scope of Work and Exhibit B - Fee Schedule to add additional custodial services at the Fleet Maintenance Shop of the Solid Waste Department. The monthly cost for the additional services at the Fleet Maintenance Shop is \$375.00, for a total additional cost of \$4,500.00 and a maximum location cost of \$17,296.00 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 \$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 May 2, 2023, Amendment 1 was approved by the Board of County Commissioners to award two additional custodial service locations, the Fleet Management Satellite Shop and the Solid Waste, Waste to Energy Plant, to American Facility Services, Inc.

On May 16, 2023, Amendment 2 was approved by the Board of County Commissioners to add two additional custodial service locations, the LeeTran South Transfer Station, and the Elevation Warehouse, to the contract with American Facility Services, Inc.

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: 40100 Program: Solid Waste Project: N/A Account Strings: OB5340240100	
G)	Fund Type?	Enterprise

H)	Comments: Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budget.
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**V. RECOMMENDATION**  
Approve

**VI. TIMING/IMPLEMENTATION**

**VII. FOLLOW UP**

**ATTACHMENTS:**

Description	Upload Date	Type
<a href="#">Vendor Executed Custodial Services Central Amendment OCR</a>	9/7/2023	Agreement

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	9/7/2023 - 1:27 PM
Budget Services	Henkel, Anne	Approved	9/8/2023 - 9:03 AM
Budget Services	Winton, Peter	Approved	9/8/2023 - 9:05 AM
County Attorney	Swindle, Amanda	Approved	9/11/2023 - 8:10 AM
County Manager	Winton, Peter	Approved	9/11/2023 - 11:13 AM