



**AGENDA ITEM REPORT**

**DATE:** March 21, 2023  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Custodial Services for Central Lee County

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP220486SML, Custodial Services for Central Lee County to American Facility Services, Inc., At Your Service Cleaning Group, Inc., and United States Service Industries, Inc. for custodial services in the Central 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 renewal.

**II. ITEM SUMMARY**

Awards competitively solicited contracts to American Facility Services, Inc., At Your Service Cleaning Group, Inc., and United States Service Industries, Inc. for custodial services in Lee County Central Zone, on an as-needed basis for an initial three-year period with an option to renew the contracts up to an additional three years. Departments utilizing these services include Transit, Utilities, Public Safety, Library, and Fleet Management. 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 August 12, 2022, Procurement Management issued a Request for Proposal No. RFP220486SML for Custodial Services for Central Lee County. On the solicitation deadline of September 14, 2022, Procurement Management received five submittals.

An evaluation meeting was held on November 29, 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 was opened, and locations were awarded on lowest price per 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?	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
<a href="#">American Facility Services Inc. Contract</a>	2/28/2023	Contract
<a href="#">At Your Service Cleaning Group Contract</a>	2/28/2023	Contract
<a href="#">USSI, Inc. Contract</a>	2/28/2023	Contract
<a href="#">Price Comparison</a>	2/28/2023	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	3/9/2023 - 4:22 PM
Budget Services	Henkel, Anne	Approved	3/10/2023 - 7:37 AM
Budget Services	Winton, Peter	Approved	3/10/2023 - 11:46 AM
County Attorney	Swindle, Amanda	Approved	3/10/2023 - 1:37 PM
County Manager	Winton, Peter	Approved	3/13/2023 - 10:56 AM