

AGENDA ITEM REPORT

DATE: May 16, 2023
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Contract Amendment for Custodial Services for Central Lee County

I. MOTION REQUESTED

A) Approve Amendment No. 2 to the contract with American Facility Services, Inc., under Solicitation No. RFP220486SML, Custodial Services for Central Lee County, adding the LeeTran South Transfer Station and the Elevation Warehouse service locations to Exhibit A, Scope of Work and Exhibit B, Fee Schedule, in the amount of \$25,858.00 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., adding the LeeTran South Transfer Station and the Elevation Warehouse service locations to scope of work and fee schedule, in the amount of \$25,858.00 annually. 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.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$25,858
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.	No
F)	Fund: Transit Program: Operations Project: Account Strings: KI5440148600	
G)	Fund Type?	Other: Transit
H)	Comments:	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
American Facility Services Inc. Original Contract - Part 2	4/21/2023	Contract
American Facility Services Inc Amend 1 - (approved, pending execution)	4/21/2023	Contract
American Facility Services Inc. Original Contract - Part 1	4/21/2023	Contract
American Facility Services Amend 2 - proposed	4/21/2023	Contract

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	5/4/2023 - 3:16 PM
Budget Services	Henkel, Anne	Approved	5/5/2023 - 10:32 AM
Budget Services	Winton, Peter	Approved	5/5/2023 - 11:10 AM
County Attorney	Swindle, Amanda	Approved	5/5/2023 - 1:50 PM
County Manager	Winton, Peter	Approved	5/5/2023 - 3:26 PM