

**AGENDA ITEM REPORT**

**DATE:** April 4, 2023  
**DEPARTMENT:** Procurement Management  
**REQUESTER:** Mary Tucker  
**TITLE:** Award Contract for Custodial Services for Facilities Outside Lee County

**I. MOTION REQUESTED**

- A) Award Request for Proposal No. RFP230052SML, Custodial Services for Facilities Outside Lee County to Clean Space, Inc., and Klen Space, Inc. for custodial services for facilities outside 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 Clean Space, Inc., and Klen Space, Inc. for custodial services for Solid Waste at the Hendry Landfill Facility buildings and the LaBelle and Clewiston Transfer Stations. The initial term is for three years with an option to renew the contracts up to three additional years. Total expenditures under this contract during Fiscal Year 2021-2022 were approximately \$30,570.22.

**III. BACKGROUND AND IMPLICATIONS OF ACTION**A) Board Action and Other History

On December 09, 2022, Procurement Management issued a Request for Proposal No. RFP230052SML for Custodial Services for Facilities Outside Lee County. On the solicitation deadline of January 11, 2023, Procurement Management received five submittals.

An evaluation meeting was held on February 2, 2023, 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. Contracts were awarded based on lowest price per location to the remaining ranked vendors.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) 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="#">Price Comparison</a>	3/15/2023	Backup Material
<a href="#">Klen Space, Inc. Contract</a>	3/15/2023	Contract
<a href="#">Signature Authority</a>	3/24/2023	Backup Material
<a href="#">Clean Space Inc. Contract Part 1</a>	3/15/2023	Contract
<a href="#">Clean Space Inc. Contract Part 2</a>	3/15/2023	Contract

**REVIEWERS:**

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Rejected	3/24/2023 - 8:58 AM
Procurement Management	Ryan, Sandra	Approved	3/24/2023 - 9:26 AM
Procurement Management	Tucker, Mary	Approved	3/24/2023 - 1:56 PM
Budget Services	Henkel, Anne	Approved	3/24/2023 - 3:06 PM
Budget Services	Winton, Peter	Approved	3/27/2023 - 10:24 AM
County Attorney	Swindle, Amanda	Approved	3/27/2023 - 1:40 PM
County Manager	Winton, Peter	Approved	3/27/2023 - 3:48 PM