

AGENDA ITEM REPORT

DATE: November 5, 2024
DEPARTMENT: Procurement
REQUESTER: Mary Tucker
TITLE: Award Annual Contract for Custodial Services for Downtown Buildings

I. MOTION REQUESTED

- A. Award Request for Proposal No. RFP240120SML, Custodial Services for Downtown Buildings to United States Service Industries, Inc. dba Grupo Eulen for custodial services, on an as-needed basis, for an initial term of three years as approved in the departments' annual adopted budgets.
- 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 contract, for up to two additional one-year periods, 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.

II. ITEM SUMMARY

Awards a competitively solicited contract to United States Service Industries, Inc. dba Grupo Eulen for custodial services in the downtown buildings on an as-needed basis for an initial three-year period with an option to renew for up to two additional years. Departments utilizing these services include Libraries, Procurement Management, County Administration, Visitor and Convention Bureau, Facilities and Lee County Sheriff's Office. Total expenditures under this contract during Fiscal Year 2022-2023 were approximately \$632,796.32.

III. BACKGROUND AND IMPLICATIONS OF ACTION

On May 10, 2024, Procurement Management issued a Request for Proposal No. RFP240120SML for Custodial Services for Downtown Buildings. At the solicitation deadline of June 21, 2024, Procurement Management received ten submittals.

An evaluation meeting was held on July 10, 2024, during which the Evaluation Committee considered criteria listed on the solicitation request including such items as: qualification 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, with a tie for third, resulting in four vendors being moved forward to open pricing. Once the top four vendors were determined, pricing submitted by the top four vendors was opened, and the project was awarded at the lowest price.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount:	See Comments below.
Included in the Current Budget?:	Yes
Fund:	Various department funds.
Comments:	Expenditures will be on an as-needed basis, as approved in the departments' annual adopted budgets.

Is this a revenue or expense item? Expense
Is this Discretionary or Mandatory? Discretionary
Will this item impact future budgets? N/A
Program: N/A
Project: N/A
Account Strings: Various department funds.
Fund Type? Various department funds.

V. RECOMMENDATION

Approve

ATTACHMENTS:

Eulen Vendor Executed OCR, Eulen Sunbiz OCR, RFP240120SML Unit Price Verification Sheet

REVIEWERS:

Angela Lamontagne, Procurement
Mary Tucker, Procurement
Anne Henkel, Budget Services
Robert Holborn, County Attorney
Peter Winton, County Manager

Created/Initiated - 10/23/2024
Approved - 10/23/2024
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Final Approval - 10/23/2024