

AGENDA ITEM REPORT

DATE: November 5, 2024
DEPARTMENT: Procurement
REQUESTER: Mary Tucker
TITLE: Award Contract for Custodial Services for Downtown Justice Center and Jail Complex

I. MOTION REQUESTED

- A. Award Request for Proposal No. RFP240121SML, Custodial Services for Downtown Justice Center and Jail Complex to UBM Enterprise, Inc. 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 UBM Enterprise, Inc. for custodial services in the justice center and jail complex buildings on an as-needed basis for an initial three-year period with an option to renew for up to two additional years. Departments using these services include the Lee County Sheriff's Office, Lee County Clerk of Courts, and Court Administration. Total expenditures under this contract during Fiscal Year 2022-2023 were approximately \$505,886.92.

III. BACKGROUND AND IMPLICATIONS OF ACTION

On June 11, 2024, Procurement Management issued a Request for Proposal No. RFP240121SML for Custodial Services for Downtown Justice Center and Jail Complex. At the solicitation deadline of July 24, 2024, Procurement Management received eleven submittals.

An evaluation meeting was held on September 4, 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 being moved forward to open pricing. Once the top three vendors were determined, pricing submitted by the top three vendors was opened, and the project was awarded based upon the lowest price.

IV. FINANCIAL INFORMATION

Current Year Dollar Amount:	See Comments below.
Included in the Current Budget?:	Yes
Fund:	Various 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?
Program: N/A
Project: N/A
Account Strings:
Fund Type? Various department funds.

V. RECOMMENDATION

Approve

ATTACHMENTS:

UBM Price Comparison OCR, Proposed UBM Contract Vendor Executed OCR_Redacted

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