

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20130812

ACTION REQUESTED/PURPOSE:

- (A) Approve an increase in the annual expenditure allowed under Project No. Q-110237 from \$123,509.76 to \$160,000 for the provision of janitorial services for the Constitutional Complex, Human Services Building, and Hough Street Warehouse as awarded to United States Service Industries.
- (B) Grant permission to continue to utilize the Quote for the duration of the contract – currently through October 16, 2014 with options to renew for two additional one year periods.
- (C) Grant Procurement Director the authority to approve annual increases for these services in accordance with the terms of the purchase agreement and based on the Consumer Price Index.
- (D) Retroactively approve the expenditure of \$24,541.68 via Purchase Order #13337519 issued to United States Service Industries on September 4, 2013 under Emergency No. EE130652.

FUNDING SOURCE:

Fund: Facilities Maintenance/Facilities Maintenance/General Fund/Janitorial Services/Constitutional Complex; General Fund/Construction and Design/Janitorial Services; and Human Services/Admin/Clerical/General Fund/Janitorial Services-Human Services

WHAT ACTION ACCOMPLISHES:

Provides Facilities Services with the ability to provide janitorial services additional geographically relevant properties under the existing Quote #Q-110237 from United States Service Industry.

MANAGEMENT RECOMMENDATION: Approve.

Departmental Category: C7A		Meeting Date: 10/15/2013
Agenda: Consent	Requirement/Purpose: <i>(specify)</i> <input type="checkbox"/> Statute <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Admin Code AC-4-1 <input type="checkbox"/> Other	Request Initiated Commissioner: Department: FACILITIES SERVICES Division: No Divisions By: Rich Beck

Background:
 On September 4, 2013, The Division of Procurement Management received a request to approve a Purchase Order revision from Facilities Services to pay for janitorial services under Quote No. Q-110237 (Janitorial Service for the Constitutional Complex). Facilities Services was informed that the revision would exceed the Board authorized expenditure level of \$123,509.76 (Blue Sheet No. 20110693). The increase in expenditure is a result of the addition of the Human Services Building and Hough Street Warehouse, as allowed by the terms of the original solicitation. Additional square footage for Human Services is 18,000 and Hough Street Warehouse is 1,557; for a total additional square footage of 19,557.

Funds will be available in the following account string: QC5121200100.503410.4203; QB5790100100.503410; FC5120800100.503410

Attachment: 1. Tabulation Sheet
 2. Specification’s Square Footage language
 3. Blue Sheet No. 20110693; Board approved on September 6, 2011

11. Required Review:					
<i>Rich Beck</i>	<i>Robert Franceschini</i>	<i>Reginald Kantor</i>	<i>Mike Figueroa</i>	<i>Anne Henkel</i>	<i>Peter Winton</i>
FACILITIES SERVICES	Purchasing	Budget Analyst	Risk	Budget Analyst	Budget Services
<i>Dawn Perry-Lehnert</i>	<i>Doug Meurer</i>				
County Attorney	Public Works Director				
12. Commission Action:					