

AGENDA ITEM REPORT

DATE: December 3, 2024
DEPARTMENT: Procurement
REQUESTER: Mary Tucker
TITLE: Approve Amending Contract for Custodial Services - South Zone

I. MOTION REQUESTED

- A. Approve Amendment No. 3 to the contract with United States Services Industries, Inc., under Solicitation No. RFP220314SML, Custodial Services for South Lee County to increase the price for the purchase of custodial services from United States Service Industries, Inc. The amendment will increase the contract amount for United States Service Industries, Inc. by an average of 6.5% annually, with total anticipated expenditures in the amount of \$326,966.50.
- B. Authorize the County Manager or designee to execute the amendment on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves amending the contract with United States Service Industries, Inc. for Custodial Services for South Zone Lee County to increase the price of custodial services. The amendment will increase the contract amount by an average of 6.5% annually, with total anticipated expenditures in the amount of \$326,966.50. Total expenditures during Fiscal Year 2023-2024 for United States Service Industries, Inc. were \$307,010.82.

There were no price increases on this contract in 2023 or 2024. The Vendor requested an 8.33% increase on this contract. The County negotiated the price with the Vendor and was able to lower the Vendor's proposed increase from their requested 8.33% price increase to a 6.5% increase. The Florida minimum wage increased by \$1.00 from \$11.00 to \$12.00 on September 30, 2023, and then another \$1.00 from \$12.00 to \$13.00 on September 30, 2024, meaning the minimum wage has increased by \$2.00, or 18.18%, during the term of these contracts. Therefore, County staff finds the increase to be fair and reasonable compared to the risk of a rebid being the same or lower.

III. BACKGROUND AND IMPLICATIONS OF ACTION

On March 7, 2023, the Board of County Commissioners awarded RFP220314SML, Custodial Services for South Lee County, to United States Services Industries, Inc. and United States Service Industries, Inc. to provide custodial services in the South 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 August 20, 2024, Amendment No. 1 was approved by the Board of County Commissioners to relabel the Lee County Sheriff's – South Substation to Lee County Sheriff's – 4th Precinct and update Exhibit A - Scope of Work and Exhibit B - Fee Schedule to increase the frequency of custodial services for the Lee County Sheriff's – 4th Precinct from five cleanings to seven cleanings weekly.

On August 29, 2024, Amendment No. 2 was administratively approved to temporarily stop the porter service at the South County Regional Library location effective September 8, 2024, temporarily stop all custodial services at the current South County Regional Library location effective September 29, 2024, and add custodial services for the temporary location for the South County Regional Library effective September 16, 2024, within Section 18. LOCATIONS of the Exhibit A, SCOPE OF WORK, and the Exhibit B. FEE SCHEDULE of the Agreement.

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 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: Various
Project:
Account Strings:
Fund Type?

V. RECOMMENDATION

Approve

ATTACHMENTS:

RFP220314SML USSI Proposed Am 3, RFP220314SML USSI Executed Contract, RFP220314SML USSI Am 1,
RFP220314SML USSI Am 2

REVIEWERS:

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

Created/Initiated - 11/21/2024
Approved - 11/22/2024
Approved - 11/22/2024
Approved - 11/22/2024
Final Approval - 11/22/2024