

**AGENDA ITEM REPORT**

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

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**I. MOTION REQUESTED**

- A. Approve Amendment No. 3 to the contract with United States Services Industries, Inc., under Solicitation No. RFP220486SML, Custodial Services for Central 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 \$325,492.40.
- 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 Central 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 \$325,492.40. Total expenditures during Fiscal Year 2023-2024 for United States Service Industries, Inc. were \$305,626.70.

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 21, 2023, the Board of County Commissioners awarded RFP220486SML, Custodial Services for Central Lee County, to American Facility Services, Inc., At Your Service Cleaning Group, Inc., and United States Service Industries, Inc. to provide custodial services in the Central 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 November 17, 2023, Amendment 1 to the agreement with United States Service Industries, Inc. was administratively approved to remove the quarterly and semiannual cleaning services from the Fleet Management service location.

On January 16, 2024, Amendment No. 2 was approved by the Board of County Commissioners to add custodial services for the East Lee County Government Center.

**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? N/A  
Program: Various programs

Project:  
Account Strings:  
Fund Type? Various funds

**V. RECOMMENDATION**

Approve

**ATTACHMENTS:**

RFP220486SML USSI Propsed Am 3, RFP220486SML USSI Contract, RFP220486SML USSI Am 1, RFP220486SML 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