




Interoffice Memorandum

January 13, 2021

To: Mayor Jerry L. Demings
-AND-
County Commissioners

From:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,
Procurement Division

Contact: Lynette Strong, Assistant to Director, Fiscal and Operational
Support Division, Utilities Department
407-254-9656

Subject: Award of Invitation for Bids Y21-125-TJ, HVAC Maintenance and
Repair for Utilities Facilities

ACTION REQUESTED:

Approval to award Invitation for Bids Y21-125-TJ, HVAC Maintenance and Repair for Utilities Facilities, to the low responsive and responsible bidder, Air Mechanical and Service Corporation, for an estimated contract amount of \$1,321,596 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

The contract will provide HVAC preventive maintenance and repair to include all labor, materials, supplies, equipment, and tools on an as needed basis at various Orange County Utilities sites.

FUNDING:

Funding is available in account numbers 4420-038-1301-3820, 4420-038-1310-3820, 4420-038-1359-3820, 4410-038-1301-3820, 4410-038-1031-3820, and 4410-038-1016-3820.

APPROVALS:

The Utilities Fiscal and Operational Support Division and Business Development Division concur with this recommendation.

REMARKS:

Six bids were received and evaluated for price, responsiveness, and responsibility. The lowest responsive, responsible bidder, Air Mechanical and Service Corporation has the necessary manpower and equipment to perform this contract. Comprehensive Energy Services was deemed non-responsive for submitting an exception to the scope of services. The bids from Advanced Mechanical Services, Inc. and Climate Control Mechanical Services, Inc. were deemed non-responsible due to not providing references

Award of Invitation for Bids Y21-125-TJ, HVAC Maintenance and Repair for Utilities Facilities Division

deemed non-responsible due to non-responsive references. The price for these services is considered fair and reasonable and consistent with the previous cost for this service. Reference checks were conducted with favorable responses. Therefore, award is recommended to Air Mechanical and Service Corporation.

The bid tabulation is as follows:

<u>BIDDER:</u>	<u>Total Est. Annual Bid</u>	<u>Est. 3-Year Total Bid</u>
Air Mechanical and Service Corporation	\$440,532	\$1,321,596
Mechanical Services of Central Florida	\$658,980	\$1,976,940
Advance Mechanical Systems, Inc.		Non-Responsible
McClosky Mechanical Contractors, Inc.		Non-Responsible
Climate Control Mechanical Service, Inc.		Non-Responsible
Comprehensive Energy Services		Non-Responsive




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 22, 2021

TO: Todd Jackson, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y21-125-TJ, HVAC Maintenance and Repair for Utilities Facilities**

The Business Development Division evaluated the **two bids** submitted for this project. **None of the bidders** were Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid openings there were at least two firms certified at the prime level for the scope of service. The bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

