



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 25, 2024

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y24-1052-AV, Moving Services of Furniture Equipment & Furnishings

The Business Development Division evaluated the **six bids** submitted for this project and found that this contract may be awarded to **Anaries LLC** a Certified Women Business Enterprise firm. At the time of bid opening at least one firm was certified at the prime level in the scope of service. The Orange County Certified Women Business Enterprise firm did not exceed the low bid by more than 6% on contract awards from \$500,000.01 to \$750,000.01. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324, can be applied.

Also, I confirm my recommendation is free of conflicts of interest.

Sheena Ferguson 7.22.2024