



Interoffice Memorandum

January 7, 2021

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

Carrie Mathes

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

Contact: John Petrelli, Manager, Risk Management Division
(407) 836-9636

Subject: Award of Invitation for Bids Y21-113-EB, Term Contract for Maintenance,
Testing and Repairs of Fuel Systems

ACTION REQUESTED:

Approval to award Invitation for Bids Y21-113-EB, Term Contract for Maintenance, Testing and Repairs of Fuel Systems, to the low responsive and responsible bidder, Petrotech Southeast, Inc., in the total estimated contract award amount of \$1,057,360 for the base year. Further request authorization for the Procurement Division to exercise option years one and two. The estimated contract amount includes every conceivable requirement that may arise during the performance of the contract.

PROCUREMENT:

Work under this contract encompass the maintenance, testing, and repairs of both regulated and un-regulated above ground storage tanks and underground storage tanks, as well as fuel pumps used to fuel vehicles and/or standby generators throughout the County.

FUNDING:

Funding is available from account numbers countywide.

APPROVALS:

The Risk Management Division and the Business Development Division concur with this recommendation.

REMARKS:

Five bids were received in response to this Invitation for Bids (IFB) and were evaluated for responsiveness, responsibility and price reasonableness. The following bids were determined non-responsive for the reasons below:

1. **SGI Builders, Inc.** failed to submit the required bid bond for 10% of the amount bid.

2. **Guardian Fueling Technologies, LLC** (a) failed to acknowledge Addendum #1, (b) failed to execute and include Attachment D, Trench Safety Act Form, and (c) failed to include the required Management Plan in accordance with Part G of the solicitation.
3. **JF Acquisition, LLC** (a) bidder qualified his offer by altering line item 063 of the IFB for Materials and Equipment by adding the cost of Payment and Performance Bonds to said line item in the base year and (b) failed to include the required Management Plan in accordance with Part G of the solicitation.
4. **Adams Tank & Lift, Inc.** failed to meet the Orange County M/WBE participation goal of 25% and did not provide any good faith effort documentation.

The bid of Petrotech Southeast, Inc. is considered fair and reasonable when compared to general market conditions. Petrotech Southeast, Inc. has a satisfactory record of performance for this type of work and is considered responsible. Therefore, award is recommended to Petrotech Southeast, Inc.

Bidder

Bid Total

Petrotech Southeast, Inc.

\$1,057,360.00 Base Year

\$1,108,987.00 Option Year 1

\$1,259,723.20 Option Year 2

\$3,426,070.20 Base Year plus Option Years 1 and 2




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 27, 2021

TO: Elia Batista, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

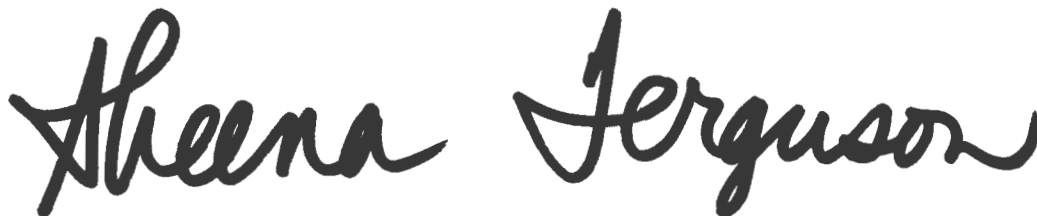
PROJECT: Y21-113-EB, Maintenance Testing and Repairs of Fuel Systems

The Business Development Division evaluated the one bid submitted for this project and found that at the time of bid opening; at least 40 firms were certified at the sub level in the scope of services. The apparent low bidder Petrotech Southeast, Inc. did not meet the Orange County M/WBE participation goal of 25%. They reported 0% M/WBE participation in their bid and provided good faith effort documentation.

Our evaluation of this bid was based on the participation listed on the subcontractor/supplier page.

Attached is a spreadsheet reconciling the bidders' compliance with the IFB's M/WBE requirements, including the percentage breakdown for the bidder and a comparison of the relative bid versus participation percentage.

c: contract file



BID COMPARISON**IFB-Y21-113-EB, Maintenance Testing and Repairs of Fuel Systems**

Rank	Bidder	Bid Amount	M/WBE \$'s In Bid	% M/WBE (Goal 25%)	GFE	\$ Over Low Bid	% Difference From Low Bid (4%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid	EEO M / W
Low Bid	Petrotech Southeast, Inc.	\$3,426,070	\$0	0.00%	Yes					30%/10%