



Interoffice Memorandum

November 6, 2019

TO: Mayor Jerry L. Demings  
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Jacqueline Torbert, Manager, Utilities Water Division  
407-254-9830

SUBJECT: Award of Invitation for Bids Y20-128-MV, Laboratory Supplies

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-128-MV, Laboratory Supplies, to the low responsive and responsible bidder, Thomas Scientific, LLC, in the estimated total contract award amount of \$958,419.65 for a 3-year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide laboratory supplies and chemicals to be used in the analysis of aqueous samples in support of Utilities operations, as well as analytical support to other departments within the County.

FUNDING:

Funds are available in account numbers 4420 038 1304 4115, 4420 038 1304 4159, and 4420 038 1304 4175.

APPROVALS:

The Water Division and Business Development Division concur with this recommendation.

REMARKS:

Three bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The low bidder, Thomas Scientific, LLC, met the minimum requirements to perform this contract and has been utilized for the previous contract, performing in a satisfactory manner. The bid is reasonable and realistic as individual item pricing has not increase over 15% as compared to the pricing of the previous contract. VWR International, LLC was deemed non-responsive for failing to comply with the solicitation terms. Thermo Fisher Scientific Company, LLC was deemed non-responsive for failing to submit a bid response form. Therefore, award recommendation is made to Thomas Scientific, LLC. The bid tabulation is as follows.

<u>Bidder</u>	<u>Bid Total</u>
Thomas Scientific, LLC	\$958,419.65
VWR International, LLC	Non-Responsive
Thermo Fisher Scientific Company, LLC	Non-Responsive




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

October 17, 2019

TO: Melisa Vergara, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-128-MV, Laboratory Supplies**

The Business Development Division evaluated the **one bid** submitted for this project. **The bidder is not an Orange County Certified Minority/Women Business Enterprise (M/WBE) firm.** At the time of bid opening, there was no M/WBE availability. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

