




Interoffice Memorandum

May 28, 2019

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

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: William Blackham, Assistant Manager, Real Estate Management  
Division  
407-254-7806

SUBJECT: Award of Invitation for Bids Y19-1043-TJ, HVAC Preventative  
Maintenance and Repairs for Leased Buildings

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1043-TJ, HVAC Preventative Maintenance and Repairs for Leased Buildings, to the low responsive and responsible bidder, Strut Mechanical, Inc. in the estimated contract award amount of \$344,940 for a 3-year term. Further request authorization for the Procurement Division to renew the contract for one additional 2-year term.

PROCUREMENT:

The Contractor shall provide all labor and equipment necessary to perform preventative maintenance inspections and as-needed repairs on HVAC equipment in the County's leased buildings.

FUNDING

Funding is available in account 0001-043-0201-3810, 0001-060-2502-3810, 1009-034-0672-3810, and 1248-043-0857-3810.

APPROVALS:

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

REMARKS:

Four bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The bid submitted by Strut Mechanical, Inc. is considered reasonable based on the evaluation by the Facilities Management Division and the Real Estate Management Division. Strut Mechanical, Inc. has a satisfactory record of performance and is considered responsible.

Therefore, award is recommended to Strut Mechanical, Inc.

Bid tabulation is as follows:

<u>Bids Received</u>	<u>Total Estimated 3-Year Total</u>
Strut Mechanical, Inc.	\$344,940
Air Mechanical and Service, Corporation	\$351,360
Westbrook Service corporation	\$403,140
Shaw Mechanical Services, LLC	\$412,890




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

May 2, 2019

TO: Todd Jackson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-1043-TJ, HVAC Preventative Maintenance and Repairs for Leased Buildings**

The Business Development Division evaluated the **4 bids** submitted for this project and found that the **bidders are not** an Orange County Certified Minority Women Business Enterprises. 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

*Sheena Ferguson*