



Interoffice Memorandum

January 18, 2019

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

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Rich Steiger, Manager, Facilities Management Division
(407) 836-7473

SUBJECT: Award of Invitation for Bids Y19-127-AH, HVAC Filters for Facilities
Management

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-127-AH, HVAC Filters for Facilities Management, to the low responsive and responsible bidder, Andrews Filter & Supply Corporation, in the estimated contract award amount of \$277,192.55 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

The purpose of this procurement is to establish a contract to procure air filters on an as-needed basis to meet operational needs.

FUNDING

Funding is available in account 0001-043-1726-3810.

APPROVALS:

The Facilities Management Division and Business Development Division concur with this recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids and were evaluated for price, responsiveness, and responsibility. Award is recommended to the low responsive and responsible bidder, Andrews Filter & Supply Corporation. American Environmental Systems, LLC. requested to withdraw their bid due to their distributor's inability to fulfill the seven calendar days delivery time. The request was evaluated and approved by the Procurement Manager.

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HVAC Filters for Facilities Management

The bid prices from Andrews Filter & Supply Corporation are reasonable and the vendor has a satisfactory record of performance with the County. Price reasonableness was determined by comparison to previous contracted pricing. Based on this analysis, award is recommended to the low responsive and responsible bidder, Andrews Filter & Supply Corporation.

Bid tabulation follows:

<u>Bidder</u>	<u>Total Estimated Annual Bid</u>
Andrews Filter & Supply Corporation	\$277,192.55
American Environmental Systems, LLC.	Bid Withdrawn



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 25, 2019

TO: Alina Hernandez Fernandez, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division *[Signature]*

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y19-127-AH, HVAC Filters for Facilities Management

The Business Development Division evaluated the 1 bid submitted for this project and found that the **bidder is 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