



Interoffice Memorandum

August 10, 2020

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

~~FROM:~~ Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Andrea Lowery, Manager, Fiscal and Operational Support Division,
Corrections Department
(407) 836-3511

SUBJECT: Award of Invitation for Bids Y20-1024-AH, Orange County Corrections Glass
Replacement

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-1024-AH, Orange County Corrections Glass Replacement, to the sole responsive and responsible bidder, Basso Enterprises LLC dba Orange County Glass, in the estimated contract award amount of \$367,695 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

This contract secures a contractor to provide and install replacement glass as required at the Corrections Department.

FUNDING:

Funding is available through the following account numbers 0001-081-3802-3810, 0001-081-3805-3810, 0001-081-3812-3810, 0001-081-3813-3810, 0001-081-3816-3810, 0001-081-3821-3810, 0001-081-3822-3810, 0001-081-3870-3810, 0001-081-3871-3810.

APPROVALS:

The Corrections Department and Business Development Division concur with this recommendation.

REMARKS:

A single bid was received in response to the Invitation for Bids (IFB) and was evaluated for responsiveness and responsibility. The references were excellent and award is recommended to the sole responsive and responsible bidder, Basso Enterprises LLC dba Orange County Glass. The bidder has held this contract with the County for multiple years and has provided consistent, timely and effective services. The bid is considered reasonable based on comparison to our current contracted prices.

Award of Invitation for Bids Y20-1024-AH, Orange County Corrections Glass Replacement

To ensure an open and competitive bid process, the IFB was posted on the Orange County website and the Negometrix portal. A query from staff to potential bidders that declined to compete in this solicitation resulted in the following:

- Hanssen Glass, LLC: routed inquiry to President/COO but received no response.
- K&K Glass: did not submit a bid due to backlog of existing business.
- Lloyd's Glass Services: vendor misunderstood bid requirements, believed it was to perform work at all Orange County locations.
- Keating Glass Corporation: vendor unable to bid due their current workload.

The bid tabulation is as follows:

<u>Bidder</u>	<u>Annual Bid Total</u>	<u>Estimated 3-Year Bid</u>
Basso Enterprises LLC dba Orange County Glass	\$122,565	\$367,695




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 4, 2020

TO: Alina Hernandez Fernandez, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-1024-AH, Orange County Corrections Glass Replacement**

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 openings there were at least two firms certified at the prime level for the scope of service. The bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

