



Interoffice Memorandum

January 13, 2023

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

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

Contact: Rich Steiger, FMA, Manager II, Facilities Management Division
407-836-7473

Subject: Award of Invitation for Bids Y22-1079-KS, HVAC Preventative
Maintenance and Repair Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y22-1079-KS, HVAC Preventative Maintenance and Repair Services, to the low responsive and responsible bidder, Mechanical Services of Central Florida, Inc., in the estimated contract award amount of \$1,480,297.57 for a one-year term. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

PROCUREMENT:

This contract will provide HVAC and refrigeration preventative maintenance and repairs for multiple facilities throughout Orange County.

FUNDING:

Funding is available in account numbers 0001-043-1713-3810, 0001-043-1715-3810, 0001-043-1717-3810, 0001-043-1718-3810, and 0001-043-1719-3810.

APPROVALS:

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

REMARKS:

Five bids were received in response to this Invitation for Bids and evaluated for responsiveness, responsibility, and price. References were verified and provided positive performance feedback. Mechanical Services of Central Florida, Inc. has the necessary manpower and equipment to perform this contract. Price reasonableness was determined based on comparison to our previous contracted pricing. Anchor Mechanical, Inc. and ClarityChem, Inc. were deemed non-responsive for not submitting all required documents.

Award of Invitation for Bids Y22-1079-KS, HVAC Preventative Maintenance and Repair Services
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Bid tabulation is as follows:

Bidder	Total Annual Bid
Mechanical Services of Central Florida, Inc.	\$1,480,297.57
Trane U.S. Inc.	\$2,132,708.00
Climate Control Mechanical Services	\$2,298,250.00
Anchor Mechanical, Inc.	Non-Responsive
ClarityChem, Inc.	Non-Responsive



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

December 2, 2022

TO: Kathy Saldutti, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation (re-submitted)

PROJECT: IFB #Y22-1079-KS, HVAC Preventative Maintenance and Repair

The Business Development Division evaluated **three bids** submitted for this project. **None of the bidders** are an Orange County Certified Minority/Women Business Enterprise (M/WBE) firm. At the time of bid opening, there were at least four firms certified at the prime level in the scope of service. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

Also, I confirm that my recommendation is free of conflicts of interest.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson