



## Interoffice Memorandum

April 1, 2021

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

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

CONTACT: Richard Steiger, FMA, Manager, Facilities Management Division  
407-836-7473

SUBJECT: Selection of Contractor, Request for Proposals, Y21-104-AV, Electrical  
Equipment Inspection and Diagnostic Services for the Orange County  
Facilities Management Division

### RECOMMENDATION:

Selection of National Electrical Maintenance, Inc. to provide Electrical Equipment Inspection and Diagnostic Services for the Orange County Facilities Management Division, Request for Proposals. Y21-104-AV. Request authority for the Procurement Division to negotiate and execute a contract within a budget of \$376,900 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

Proposals were evaluated by the Procurement Committee on March 31, 2021. Commissioner Christine Moore was assigned to the Procurement Committee.

### PURPOSE:

This contract will provide electrical equipment inspection and diagnostic service for the Facilities Management Division.

### APPROVALS:

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

### REMARKS:

A single proposal was received in response to this Request for Proposals (RFP). To ensure an open and competitive bid process, the RFP was posted on the Orange County website and the Negometrix portal. A query from staff to potential proposers that declined to compete on this project resulted in the following:

- Celectsys, Inc. – Thought it required a licensed inspector to provide that service which is why they passed on it.
- Gemco Electric, Inc. – They are too busy at the moment.
- CE Testing – Had a change in estimators and was not aware of the project.

Selection of Contractor, Request for Proposals, Y21-104-AV, Electrical Equipment Inspection and Diagnostic Services

The scope of work requires that the proposer provide labor, materials and equipment necessary to perform electrical testing, inspections, and diagnostic service of electrical equipment, switchgear and components, up to and including medium voltage 15Kv. The services provided will solely be for inspection and diagnostic services at the required frequency for County facilities. Repairs will not be performed under this scope of work.

The Procurement Committee evaluated the proposal received in accordance with the criteria set forth in the RFP. Pricing is considered to be reasonable, as it is consistent with our current contracted pricing.

The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting - March 31, 2021  
 Y21-104-AV, Electrical Equipment Inspection and Diagnostic Services


CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	Location	M/WBE	Dislocated Workers (B)	SDV Sub (B)	SDV Prime (B)	Fee Proposal	Total Weighted Points
Weighted Value	15	15	20	10	10	5	10	5	30	120
(B) Indicates Bonus Points (Maximums Bonus Points Above)										
National Electrical Maintenance, Inc.	75.00	75.00	100.00	40.00	0.00	0.00	0.00	0.00	150.00	440.00



**INTEROFFICE MEMORANDUM**

February 12, 2021

TO: Ana Villalona, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y21-104-AV / Electrical Equipment Inspection & Diagnostic Services

APPROVED: *Aheena Ferguson*

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

- 1. National Electrical Maintenance, Inc.  
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

\*The Schedule of Sub-Contracting – M/WBE Participation Form indicates “N/A”.  
Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%

**M/WBE Sub consultant participation Weighted Score: 0**

Total M/WBE Workforce: 16%

Total WBE Workforce: 16%

**Minority Workforce and Women Workforce Weighted Score: 0**

**Total M/WBE Participation Weighted Score: 0**

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

\*The Schedule of Sub-Contracting – SDV Participation Form indicates “N/A”.  
Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0  
**SDV Bonus Points: 0**

Dislocated Worker(s) Proposed: 0  
**Dislocated Worker(s) Bonus Points: 0**

**Total Bonus Points: 0**  
*(Includes SDV & Displaced workers)*