



Interoffice Memorandum

October 28, 2020

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

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

CONTACT: Terry Devitt, Acting Deputy Director, Orange County Convention Center
407-685-5854

SUBJECT: Award of Invitation for Bids Y20-1107-AV, Paper Products and Soap for the
Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-1107-AV, Paper Products and Soap for the Orange County Convention Center, to the low responsive and responsible bidder, Dade Paper & Bag, LLC, in the estimated contract award amount of \$655,450 for a one-year term. Further, request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

This contract will provide paper products and soap for the Convention Center.

FUNDING:

Funding will be available in account number 4430-035-0927-3170.

APPROVALS:

The Convention Center 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. Dade Paper & Bag, LLC has the necessary supplies and equipment to perform this contract. The bid submittal for Dade Paper & Bag, LLC is considered fair and reasonable by staff based on comparison to the current contract.

Southeastern Paper Group, Inc. and RR Cleaning Service were deemed non-responsible for failure to meet the minimum requirements. Grainger, Inc. was deemed non-responsive for failure to submit a bid on the standard County bid response form.

Invitation for Bids Y20-1107-AV, Paper Products and Soap for the Orange County Convention Center

Bid tabulation is as follows:

Bidder	Total Estimated Annual Bid
Dade Paper & Bag, LLC	\$655,450
RR Cleaning Service	Non-Responsible
Southeastern Paper Group, Inc.	Non-Responsible
Grainger, Inc.	Non-Responsive



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 22, 2020

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-1107-AV, Paper Products and Soap for the Orange County Convention Center**

The Business Development Division evaluated the **one bids** submitted for this project. **The bidder is not** an Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. 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

