



July 30, 2019

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

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Jennifer Humphrey, Utilities Manager, Utilities Department  
407-254-9655

SUBJECT: Award of Invitation for Bids Y19-1141-PD, Locksmith Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1141-PD, Locksmith Services, to the sole responsive and responsible bidder, TFL Orlando, LLC, in the estimated contract award amount of \$271,750 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

This contract will provide labor, equipment, and materials to perform locksmith services to include key cutting, keying, installing cores, installation, and on-site services of mechanical locks and associated hardware such as panic bars and closers.

FUNDING:

Funding is available in account numbers 4420-038-1359-3810, 4420-038-1301-3810, 4420-038-1310-3810, 4420-038-1013-3810, 4410-038-1034-3810, 4410-038-1016-3810, and 4410-038-1031-3810.

APPROVALS:

The Utilities Department 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. TFL Orlando, LLC is the low responsive and responsible bidder. Staff has determined the price is fair and reasonable based on comparison to previous purchase orders for the same service and the Lee County contract. The bid from Affordable Lock and Security was determined to be non-responsive due to not submitting references.

Bid tabulation is as follows:

<u>Bidder</u>	<u>Total Bid</u>
TFL Orlando, LLC	\$271,750
Affordable Lock and Security	Non-Responsive




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

August 9, 2019

TO: Perry Davis, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-1141-PD, Locksmith Services**

The Business Development Division evaluated the **1 bid** submitted for this project. **The bidder is not** an Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening there was no M/WBE availability in the scopes of service. 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

