




Interoffice Memorandum

September 19, 2022

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

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

CONTACT: Michael Hudkins, Manager, Water Reclamation Division  
407-254-9685

SUBJECT: Award of Invitation for Bids Y22-1027-MV, Staff Augmentation – Manual  
Labor

ACTION REQUESTED:

Approval to award Invitation for Bids Y22-1027-MV, Staff Augmentation – Manual Labor, to the low responsive and responsible bidder, Tampa Service Company, Inc. in the estimated contract award amount of \$879,375 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 temporary manual laborers to supplement full time staff when absences occur due to illness, vacation, excessive workload, and/or special projects. They perform manual labor in the form of maintenance support, landscape maintenance, and other general manual labor duties. Tasks are accomplished under the supervision and direction of an Orange County supervisor.

FUNDING:

Delivery orders will be issued on an as-needed basis.

APPROVALS:

The Water Reclamation Division and 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. Tampa Service Company, Inc. meets all of the requirements of this solicitation. The bid submitted by A & Associates,

Inc. was deemed non-responsive for failing to submit a complete bid package. The bid submitted by Aligned Employment Resources, LLC. was deemed non-responsive as references were unable to be verified. The bid submitted by Unique Designs Professional Services, Inc. was deemed non-responsive for failing to provide references conforming with the bid requirements.

Therefore, recommendation for award is made to Tampa Service Company, Inc.

Bid tabulation is as follows:

BIDDER:	TOTAL ESTIMATED ANNUAL BID:
Tampa Service Company, Inc.	\$879,375
A & Associates, Inc.	Non-Responsive
Aligned Employment Resources, LLC.	Non-Responsive
Unique Designs Professional Services, Inc.	Non-Responsive



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

September 16, 2022

TO: Melisa Vergara, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y22-1027-MV, Staff Augmentation – Manual Labor**

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

*Sheena Ferguson*