



Interoffice Memorandum

October 18, 2023

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

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

Contact: John Petrelli, Director, Risk Management Division
407-836-9636

Subject: Award of Invitation for Bids Y23-1082-SH, Maintenance and Compliance
Testing of Fuel Systems

ACTION REQUESTED:

Approval to award Invitation for Bids Y23-1082-SH, Maintenance and Compliance Testing of Fuel Systems, to the low responsive and responsible bidder, Don Wood, Inc., in the estimated contract award amount of \$235,375 for a one-year term. Further request Board authorization for the Procurement Division to renew the contract for four additional one-year terms.

In the event the bidders recommended above fails to achieve timely compliance with pre-award deliverables, as defined in the Invitation for Bids, including, but not limited to, M/WBE participation sub-contract agreements, State Division of Corporations registration, E-verify, insurance and bonds, further request authorization for the Procurement Division to award to the next low responsive and responsible bidder as listed in the bid tabulation herein, to the extent practicable and advantageous to the County.

PROCUREMENT:

Work under this contract shall encompass the maintenance, testing, and repairs of both regulated and unregulated above-ground storage tanks and underground storage tanks as well as fuel pumps used to fuel vehicles and standby generators throughout the County.

FUNDING:

Funding is available from account numbers countywide.

APPROVALS:

The Risk Management Division concurs with this recommendation.

Award of Invitation for Bids Y23-1082-SH, Maintenance and Compliance Testing of Fuel Systems

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REMARKS:

Two bids were received in response to this Invitation for Bids and were evaluated for responsiveness and responsibility. Don Wood, Inc. has a satisfactory record of performance for this type of work and has been determined to be responsible. Therefore, award is recommended to Don Wood, Inc.

The bid tabulation is as follows:

<u>Bidder:</u>	<u>Total Bid:</u>
Don Wood, Inc.	\$235,375
Petrotech Southeast, Inc.	\$268,965



BUSINESS DEVELOPMENT DIVISION

July 21, 2023

TO: Sean Hynes, Contracting Agent
Procurement Division

From: Kesi Warren, Senior Contract Administrator
Business Development Division

Subject: Y23-1082-SH, Maintenance and Compliance Testing Fuel
Systems

Business Development Division has reviewed the preliminary scopes of Services for the Maintenance and Compliance Testing Fuel.

After reviewing this information, Business Development has determined there is limited M/WBE availability for the proposed scopes of service with less than 1% availability as such, there will not be a M/WBE goal for this project.

If the scope of services for this project changes, let us know.

Sheena Ferguson