



Interoffice Memorandum

May 10, 2024

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

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

Contact: Terry Devitt, Deputy Director, Orange County Convention Center
407-685-9867

Subject: Award of Invitation for Bids Y24-185-MM, Pest Control Services for the
Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y24-185-MM, Pest Control Services for the Orange County Convention Center, to the low responsive and responsible bidder, Massey Services, Inc., in the estimated contract award amount of \$298,500 for a three-year term. Further request Board authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

This contract procures services and supplies required to ensure effective pest control at the Convention Center.

FUNDING:

Funding is available in account number 4430-035-0927-3810.

APPROVALS:

The Convention Center and Business Development Division concur with this recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids (IFB) and evaluated for responsiveness, responsibility, and price reasonableness. Sanford Federal, Inc. was deemed non-responsive for not meeting the minimum requirements of the IFB. Massey Services, Inc. meets all the solicitation requirements and has a satisfactory record of performance for services. The prices are considered reasonable based on comparison of previous contracts for the same scope of work.

Massey Services, Inc. was determined to be the low responsive and responsible bidder and is therefore recommended for award.

Award of Invitation for Bids Y24-185-MM, Pest Control Services for the Orange County
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The bid tabulation is as follows:

<u>BIDDERS</u>	<u>BID TOTAL</u>
Massey Services, Inc.	\$298,500
Sanford Federal, Inc.	Non-Responsive



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

April 4, 2024

TO: Megan Miller, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y24-185-MM, Pest Control Services for the Orange
County Convention Center**

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 opening, there was at least one firm certified at the prime level in the scope of service. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

Also, I confirm my recommendation is free of conflicts of interest.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson 4.10.2024