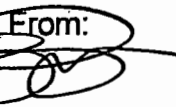




Interoffice Memorandum

July 13, 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, 407-685-9867

Subject: Award of Invitation for Bids Y20-1071-WA, Operable Partition
Maintenance

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-1071-WA, Operable Partition Maintenance, to the low responsive and responsible bidder, Hufcor, in the total estimated contract award amount of \$1,822,710 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

This contract will provide maintenance services and semi-annual inspection to repair and maintain operable door partitions located on both campuses of the Orange County Convention Center (OCCC). These partitions are installed and removed by OCCC staff and must be maintained in a safe and functional manner. Additionally, these partitions are a critical asset to meeting the operational requirement for clients of the OCCC.

FUNDING:

Funding is available in account number 4430-035-0922-3810.

APPROVALS:

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

REMARKS:

Two bids were received in response to the Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Hufcor has the necessary qualifications, resources and satisfactory references that support consideration of award. Therefore, award is recommended to Hufcor.

Award of Invitation for Bids Y20-1071-WA, Operable Partition Maintenance

The bid tabulation is as follows:

<u>BIDDER:</u>	<u>1-YEAR TOTAL AMOUNT</u>	<u>3-YEAR TOTAL AMOUNT</u>
Hufcor	\$607,570	\$1,822,710
SSE and Associates, Inc.	\$1,067,282.50	\$3,201,847.50



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

July 15, 2020

TO: William Arce, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-1071-WA, Operable Partition Maintenance**

The Business Development Division evaluated the two bids submitted for this project. None of the bidders was an Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid openings there was at least one firm 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