



Interoffice Memorandum

February 7, 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

SUBJECT: Award of Invitation for Bids Y20-158-AV, Temporary Labor for Skilled General Maintenance

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-158-AV, Temporary Labor for Skilled General Maintenance, to the two low responsive and responsible bidders, Personnel Solutions Plus, LLC, in the estimated contract award amount of \$3,580,890 and Moten Tate, Incorporated in the estimated contract award amount of \$3,647,000 for the base year. Further request authorization for the Procurement Division to renew the contracts for option years one and two.

PROCUREMENT:

This contract will provide skilled general maintenance staffing for events held at the Convention Center.

FUNDING:

Funding is available in account number 4430-035-0922-3197.

APPROVALS:

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

REMARKS:

Four bids were received in response to the Invitation for Bids (IFB) and were evaluated for price, responsiveness, and responsibility. Top Talent Staffing, LLC was deemed non-responsive for failure to submit required documentation. Hire Quest, L.L.C. was deemed non-responsive for failing to submit a complete bid response form.

Award of Invitation for Bids Y20-158-AV, Temporary Labor for Skilled General Maintenance

In accordance with the IFB, the County reserves the right to make multiple all-or-none awards. Due to the need to support multiple events simultaneously in all three convention center buildings, it is vital to have multiple contracts to provide these labor services.

Staff performed a technical evaluation of the bids and determined that each low bid was reasonable based on performance and experience. Moten Tate, Incorporated is a certified M/WBE firm whose bid is within the 4% allowed by the solicitation for award to other than the low bidder, in accordance with the County's M/WBE Ordinance, Section 17-324. As a result, Moten Tate, Incorporated will be established as the primary contractor. Personnel Solutions Plus, LLC will be established as the secondary contractor.

The primary shall be given the first opportunity to provide labor services; however, if they decline due to the inability to provide labor, the secondary, shall be given the opportunity to provide labor services. The bidders were determined to be the low responsive and responsible bidders for the items listed and were recommended for award.

Bid Tabulation is as follows:

Personnel Solutions Plus, LLC	Base Year	\$1,136,870
	Option Year 1	\$1,149,300
	Option Year 2	\$1,294,720
	Total Estimated Bid	\$3,580,890
Moten Tate, Incorporated	Base Year	\$1,166,900
	Option Year 1	\$1,166,900
	Option Year 2	\$1,313,200
	Total Estimated Bid	\$3,647,000
Top Talent Staffing, LLC		Non-Responsible
Hire Quest, L.L.C.		Non-Responsible




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

February 3, 2020

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **Y20-158-AV, Temporary Labor for Skilled General Maintenance**

The Business Development Division evaluated the **two bids** submitted for this project and found that this contract may be awarded to **Moten Tate Incorporated** a Certified Minority/Women Business Enterprise firm. At the time of bid opening at least five firms were certified at the prime level in the scope of service. The Orange County Certified Minority Business Enterprise firm did not exceed the low bid by more than 4% on contract awards from \$2,000,000 to \$5,000,000. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can be applied.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson

BID COMPARISON

Y20-158-AV, Temporary Labor for Skilled General Maintenance

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (4%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Personnel Solutions Plus, LLC	\$3,580,890				
2nd Low	Moten Tate, Incorporated (AFAM)	\$3,647,000	\$66,110	1.85%		