



Interoffice Memorandum

July 16, 2019

To: Mayor Jerry L. Demings  
and the Board of County Commissioners

From: Carrie Mathes, Manager, Procurement Division

Contact: Sara Flynn-Kramer, Manager, Capital Projects Division  
(407) 836-0048

Subject: Award of Invitation for Bids Y19-769-RM, Capehart Park HVAC  
System Replacement

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-769-RM, Capehart Park HVAC System Replacement, to the low responsive and responsible bidder, Key Mechanical Services, Inc. in the total contract award amount of \$316,000.

PROCUREMENT:

Work under this contract includes all labor, materials, and equipment necessary to replace the heating, ventilation and air-conditioning (HVAC) system in the building at Capehart Park. The project is located in District 3.

FUNDING:

Funding is available in account number 1023 043 2049 3810.

APPROVALS:

The Capital Projects Division and Business Development Division concur with this recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The bid submitted from Key Mechanical Services, Inc. is considered reasonable based on the engineer's estimate. References provided were satisfactory for this type of work and Key Mechanical Services, Inc. has been determined to be responsible. Therefore, award is recommended to Key Mechanical Services, Inc.

Page 2

Award of Invitation for Bids Y19-769-RM, Capehart Park HVAC System Replacement

Bids Received

|                                |           |
|--------------------------------|-----------|
| Key Mechanical Services, Inc.  | \$316,000 |
| Air Mechanical & Service Corp. | \$339,500 |



**BUSINESS DEVELOPMENT DIVISION**

July 1, 2019

TO: Rolando Melo, Senior Contract Administrator  
Procurement Division

FROM: Dexter Watts, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: Y19-769-RM / Capehart Park HVAC System Replacement**

The Business Development Division evaluated the two bids submitted for this project. None of the bidders was an Orange County certified M/WBE. The scope of services for the Capehart Park HVAC System Replacement had M/WBE availability at the sub-contract level. At the time of bid opening, at least 21 M/WBE firms were certified to provide electrical and mechanical services.

The apparent low bidder, Key Mechanical Services, Inc., did not achieve good faith effort documentation. While the low bidder reported \$19,000 in M/WBE participation, they did not specify the work to be performed on attachment C-2. Therefore, the M/WBE participation could not be confirmed.

The second low bid submitted by Air Mechanical & Service Corp., achieved good faith effort documentation and reported 6.95% M/WBE participation in their bid. The bid was not within the M/WBE sliding scale range to be awarded this contract over the low bidder.

Our evaluation of these bids was based on the participation listed on the subcontractor/supplier page. If the low bidder is not chosen, please let us know so that we may obtain Letters of Intent to confirm the participation.

Attached is a spreadsheet reconciling the bidders' compliance with the Invitation for Bid's M/WBE requirements, including the percentage breakdown for all bidders and a comparison of the relative bids versus participation percentages.

c: Sheena Ferguson, Manager, Business Development Division

**BID COMPARISON****Y19-769-RM / Capehart Park HVAC System Replacement**

| <b>Rank</b> | <b>Bidder</b>                  | <b>Bid Amount</b> | <b>M/WBE<br/>\$'s in Bid</b> | <b>% M/WBE<br/>(Goal 19%)</b> | <b>GFE</b> | <b>\$ Over Low<br/>Bid</b> | <b>%<br/>Difference<br/>From Low<br/>Bid (7%)</b> | <b>\$ Over<br/>2nd<br/>Low<br/>Bid</b> | <b>%<br/>Difference<br/>From 2nd<br/>Low Bid</b> | <b>EEO %<br/>M / W</b> |
|-------------|--------------------------------|-------------------|------------------------------|-------------------------------|------------|----------------------------|---|--|--|------------------------|
| Low Bid     | Key Mechanical Services, Inc.  | \$316,000         | \$0                          | 0.00%                         | no         |                            |   |  |  | 100/0                  |
| 2nd Low     | Air Mechanical & Service Corp. | \$339,500         | \$23,600                     | 6.95%                         | yes        | \$23,500                   | 7.44%   |  |  | 38/7                   |