



November 15, 2018

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

From: Carrie Mathes, Manager, Procurement Division

Contact: Terry Devitt, Acting Deputy Director, Orange County Convention Center  
407-865-9867

Subject: Award of Invitation for Bids Y19-143-PD, HVAC Filters for the Convention Center

**ACTION REQUESTED:**

Approval to award Invitation for Bids Y19-143-PD, HVAC Filters for the Convention Center, to the low responsive and responsible bidder, Andrews Filter & Supply Co., in the estimated contract award amount of \$414,636.56 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

**PROCUREMENT:**

This contract will provide HVAC Filters for the operation and maintenance of the Convention Center.

**FUNDING:**

Funding is available in account number 4430 035 0933 3810.

**APPROVALS:**

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

**REMARKS:**

Three bids were received and evaluated for responsiveness, responsibility, and price. Andrews Filter & Supply Co. is the low responsive and responsible bidder. The bid is considered reasonable based on the technical evaluation and recommendation of staff. The bid from Radwell International was determined to be non-responsive due to submitting conflicting terms and conditions.

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Bid Tabulation

Bidder	Bid Amount
Andrews Filter & Supply Co.	\$414,636.56
American Environmental Systems, LLC	\$482,397.30
Radwell International	Non-Responsive




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

November 5, 2018

TO: Perry Davis, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-143-PD, HVAC Filters for the Convention Center**

The Business Development Division evaluated the **2 bids** submitted for this project and found that the **bidders are not** an Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

