



Interoffice Memorandum

April 10, 2023

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

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

CONTACT: Troy Layton, Manager, Utilities Field Services Division
407-254-9794

SUBJECT: Award of Invitation for Bids Y23-130-MV, Infrastructure Locator Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y23-130-MV, Infrastructure Locator Services, to the low responsive and responsible bidder, High Tech Engineering Incorporated, in the estimated contract award amount of \$4,765,728 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

The Contractor will assist the Field Services Division in locating existing Orange County utility infrastructure to prevent damage during excavations by contractor, developers, or municipalities.

FUNDING:

Funding is available in account numbers 4420-038-1328-3197, and 4420-038-1347-3197.

APPROVALS:

The Field Services Division and Business Development Division concur with this recommendation.

DISCUSSION:

Three bids were received in response to this Invitation for Bids and evaluated for responsiveness, responsibility, and price reasonableness. The bids received by Digital Concrete Imaging, Inc. dba Breakpoint Surveying and Underground and Geopoint Surveying, Inc. were deemed non-responsible for failing to meet the required qualifications for references. A timely protest was received. The Procurement Manager held a protest review in accordance with the Procurement Ordinance, and upheld the protest, remanding the technical evaluation back to the Field Services Division for additional reference checks. The result of the additional reference checks resulted in the determination that Digital Concrete Imaging, Inc. dba Breakpoint Surveying and Underground did not meet required qualifications for references. Based on the additional due diligence and findings, the Procurement Manager denied the protest. A timely appeal was received, and a protest hearing was conducted on April 7, 2023. The protest committee unanimously voted to deny the protest. No timely

appeal was received. The bid submitted by High Tech Engineering Incorporated is considered reasonable in comparison to the engineer's estimate and current market factors. Additionally, they have performed satisfactorily throughout their contract term. Therefore, award is recommended to High Tech Engineering Incorporated.

The bid tabulation is as follows:

<u>BIDDER</u>	<u>ANNUAL ESTIMATED BID</u>	<u>TOTAL THREE-YEAR ESTIMATED BID</u>
High Tech Engineering Incorporated	\$1,588,576	\$4,765,728
Digital Concrete Imaging, Inc.	Non-Responsible	
dba Breakpoint Surveying and Underground Geopoint Surveying Inc.	Non-Responsible	



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 30, 2023

TO: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y23-130-MV, Infrastructure Locator (Revised)

The Business Development Division evaluated the **one bid** submitted for this project. **None** of the bidders are an Orange County Certified Minority/Women Business Enterprise (M/WBE) firm. At the time of bid opening, there was no M/WBE availability. 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