



Interoffice Memorandum

April 9, 2019

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

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Keith Yannessa, Senior Contract Administrator, Youth and Family
Services Division
407-836-6521

SUBJECT: Award of Invitation for Bids Y19-1010-MV, Staff Augmentation for GOV –
Cottage Workers

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1010-MV, Staff Augmentation for GOV – Cottage Workers, to the low responsive and responsible bidder, Moten Tate, Incorporated, in the estimated contract award amount of \$222,300 for a 3-year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide staff augmentation of cottage workers at Great Oaks Village.

FUNDING:

Funding will be available in account 0001 062 2452 3179.

APPROVALS:

The Community and Family Services Department and Business Development Division concur with this recommendation.

REMARKS:

Two bid were received in response to this Invitation for Bids and evaluated for responsiveness, responsibility, and price reasonableness. The lowest responsive and responsible bidder, Moten Tate, Incorporated has the necessary work force and experience to perform this contract. The bidder has a satisfactory record of performance, as they have provided staff augmentation services to the County for the past several years.

Y19-1010-MV Staff Augmentation for GOV – Cottage Workers

Moten Tate, Incorporated meets all specifications and other requirements of the solicitation. Therefore, award is recommended to Moten Tate, Incorporated.

Bid tabulation is as follows:


Moten Tate, Incorporated	\$222,300
AUE Staffing, Inc.	\$281,730



BUSINESS DEVELOPMENT DIVISION

April 25, 2019

TO: Melisa Vergara, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-1010-MV, Staff Augmentation for GOV – Cottage Worker**

The Business Development Division evaluated the **2 bids** submitted for this project and found that this contract may be awarded to **Moten Tate, Incorporated** a Certified Minority/Women Business Enterprise bidder. The Orange County certified firm is the lowest bidder. Thus, the bid preference does not apply, per the County's M/WBE Ordinance, Section 17-324.

c: Sheena Ferguson, Manager, Business Development Division

A large, handwritten signature in black ink that reads "Sheena Ferguson". The signature is written in a cursive, flowing style.

BID COMPARISON

Y19-1010-MV, Staff Augmentation for GOV - Cottage Worker

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Moten Tate, Incorporated (AFAM)	\$222,300				
2nd Low	AUE Staffing, Inc.	\$281,730	\$59,430	26.73%		