



Interoffice Memorandum

February 13, 2023

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

A handwritten signature in black ink, appearing to read "C. Mathes".

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

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

SUBJECT: Approval of Amendment No. 4, Contract Y21-137, Infrastructure Locator

ACTION REQUESTED:

Approval of Amendment No. 4, Contract Y21-137, Infrastructure Locator, with High Tech Engineering Incorporated, in the amount of \$402,000, for a revised total contract amount of \$3,511,331.61.

PROCUREMENT:

This amendment will provide additional funding to assist the Field Services Division in locating existing Orange County utility infrastructure to prevent damage during excavations by the contractor, developers, or municipalities. A new solicitation is pending award by May, 2023.

FUNDING:

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

APPROVALS:

The Field Services Division concurs with this recommendation.

DISCUSSION:

On March 23, 2021, the Board authorized award of contract Y21-137 to High Tech Engineering Incorporated in the estimated contract award amount of \$2,961,268.20 for a three-year term and authorized the Procurement Division to renew the contract for two additional one-year terms.

The funds estimated by Orange County Utilities (OCU) at the issuance of this contract turned out to be insufficient to carry on the services through the end of the first term as a result of an unexpected increase of the locate tickets generated by the system. It was estimated contract funds would be depleted by February, 2023. As such, OCU requested a new solicitation for the Infrastructure Locator services. Bids were opened on November 30, 2022. The recommendation of award was posted and a timely protest has been received. This amendment is necessary to ensure continuity of services while the protest is resolved in accordance with the Procurement Ordinance, and a recommendation of award is advanced to the Board.

Prior contract amendments are as follows:

Amendment No. 1: Changed the Scope of Services. The total contract amount remained unchanged.

Amendment No. 2: Changed the Scope of Services and Appendix A. The total contract amount remained unchanged.

Amendment No. 3: Increased the total contract amount by \$148,063.41, for a revised total contract amount of \$3,109,331.61.