



## Interoffice Memorandum

October 23, 2023

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

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

CONTACT: Alan C. Plante, Manager, Building Safety Division  
407-836-5816

SUBJECT: Award of Invitation for Bids Y23-1032-TF, Staff Augmentation –  
Permit Analysts Building Safety

### ACTION REQUESTED:

Approval to award Invitation for Bids Y23-1032-TF, Staff Augmentation – Permit Analysts Building Safety to the low responsive and responsible bidder, Sunshine Enterprise USA, LLC, in the estimated amount of \$461,000 for a one-year term. Further request Board authorization for the Procurement Division to renew the contract for four additional one-year terms.

In the event the bidder recommended above fails to achieve timely compliance with pre-award deliverables, as defined in the Invitation for Bids, including, but not limited to, M/WBE participation sub-contract agreements, State Division of Corporations registration, E-verify, insurance and bonds, further request authorization for the Procurement Division to award to the next low responsive and responsible bidder as listed in the bid tabulation herein, to the extent practicable and advantageous to the County.

### PURPOSE:

This contract will provide temporary staffing services for technical and clerical review of building plans and issue permits consistent with department regulations.

### FUNDING:

Funding is available in account number 1011-068-2610-3179.

### APPROVALS:

The Building Safety Division and Business Development Division concur with this recommendation.

REMARKS:

Five bids were received in response to this Invitation for Bids and were evaluated for price reasonableness, responsiveness, and responsibility. Sunshine Enterprise USA, LLC meets the specifications and requirements of the solicitation and all references confirmed satisfactory performance. Staff has determined that the bid from Sunshine Enterprise USA, LLC is fair and reasonable, based on a comparison to the previous contract. Therefore, the award is recommended to Sunshine Enterprise USA, LLC.

The bid tabulation is as follows:

<b>Bidders</b>	<b>Total Estimated Annual Bid</b>
Sunshine Enterprise USA, LLC	\$461,000.00
Personnel Solutions Plus, LLC	\$532,200.00
Aligned Employment Resources, LLC	\$601,110.00
Ace Staffing, Inc	\$607,650.00
Diskriter, Inc.	\$767,402.50



**BUSINESS DEVELOPMENT DIVISION**

October 17, 2023

TO: Tiffany Fulse, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT:** IFB - Y23-1032-TF, Staff Augmentation Temporary Labor – Permit Analyst

The Business Development Division evaluated the **5 bids** submitted for this project. Two of the bidders are Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening at least 7 firms were certified at the prime level in the scope of service. The **two** Orange County Certified Minority/Women Business Enterprise firms **were not within 7%** of the low bid for bid awards greater than \$100,000 to \$5,000,000 Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

*Sheena Ferguson*