



Interoffice Memorandum

April 24, 2019

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

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Michael Hudkins P.E., Manager, Water Reclamation Division  
407-254-9685

SUBJECT: Award of Invitation for Bids Y19-610-AV, Yard Tractor for South Water Reclamation Facility

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-610-AV, Yard Tractor for South Water Reclamation Facility, to the sole responsive and responsible bidder, Briggs Equipment dba Mackinnon Equipment and Services, in the estimated contract award amount of \$105,838.

PROCUREMENT:

This contract will provide a yard tractor for the South Water Reclamation Facility.

FUNDING:

Funding will be available in account 4420-038-1351-6430.

APPROVALS:

The Water Reclamation Division and Business Development Division concur with this recommendation.

REMARKS:

One bid was received in response to this Invitation for Bids and was evaluated for responsiveness, responsibility, and price reasonableness.

Staff has determined the bid price from Briggs Equipment dba Mackinnon Equipment and Services is reasonable, based on comparison to previous contract prices. Briggs Equipment dba Mackinnon Equipment and Services meets all specifications and other requirements of the solicitation. Therefore, recommendation for award is made to Briggs Equipment dba Mackinnon Equipment and Services.

To ensure an open and competitive bid process, the Invitation for Bids was posted on the Orange County website. A query from staff to potential bidders that declined to compete on this project resulted in the following:

- Construction Sales and Service, Inc. – They should have submitted but did not submit a bid document.

Bid tabulation is as follows:

Briggs Equipment dba Mackinnon Equipment and Services	\$ 105,838
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Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

March 28, 2019

**TO:** Ana Villalona, Senior Purchasing Agent  
Procurement Division

**FROM:** Kesi Warren, Senior Contract Administrator   
Business Development Division

**SUBJECT:** Business Development Division Bid Evaluation

**PROJECT:** **IFB #Y19-610-AV, Yard Tractor for South Water Reclamation**

The Business Development Division evaluated the **1 bid** submitted for this project and found that **the bidder is 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 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

