




Interoffice Memorandum

July 17, 2020

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

From:  Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement
Division

Contact: Joshua Stephany, M.D., Medical Examiner
407-254-9622

Subject: Award of Invitation for Bids Y20-1038-WA, Medical Examiners
Forensic Laboratory Analysis

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-1038-WA, Medical Examiners Forensic Laboratory Analysis, to the low responsive and responsible bidder, Steward Reference Lab, in the estimated contract award amount of \$2,032,803 for a three-year term. Further, request authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

The contract will provide forensic toxicology services (postmortem biological specimen analysis) where toxicology is a primary factor of death, consultation services with the Medical Examiner's Office, and court testimony when such evidence must withstand a challenge in criminal or civil court litigation. Additionally, this testing is the basis to support investigations by local law enforcement agencies, the Florida Department of Law Enforcement, and the United States Drug Administration.

FUNDING:

Funding is available in account number 0001-060-2530-3275.

APPROVALS:

The Medical Examiner's Office and Business Development Division concur with this recommendation.

REMARKS:

Three bids were received in response to the Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Axis Forensic Toxicology was deemed non-responsive for submitting an incomplete bid form. Steward Reference Lab has the necessary qualifications, resources, and references that would support the acceptance of this award. Therefore, award is recommended to Steward Reference Lab.

Award of Invitations for Bids Y20-1038-WA, Medical Examiners Forensic Laboratory Analysis

The bid tabulation is as follows:

<u>BIDDER:</u>	<u>1-YEAR TOTAL AMOUNT:</u>	<u>3-YEAR TOTAL AMOUNT:</u>
Steward Reference Lab	\$667,601	\$2,032,803
National Medical Services, Inc.	\$731,103	\$2,193,309
Axis Forensic Toxicology	Non-responsive	Non-responsive



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 19, 2020

TO: William Arce, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-1038-WA, Medical Examiners Forensic Laboratory**

The Business Development Division evaluated the **two bids** submitted for this project. **None of the bidders** are Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. 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.

c: Sheena Ferguson, Manager, Business Development Division