



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 13, 2024

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y24-1098-AV, Janitorial Services – Sun Rail Stations

The Business Development Division evaluated the **30 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 13 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 \$500,000.00 Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

Also, I confirm that my recommendation is free of conflicts of interest.

Sheena Ferguson 10.16.2024