



Interoffice Memorandum

March 16, 2020

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

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

CONTACT: Rich Steiger, Manager, FMA, Facilities Management Division
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SUBJECT: Ratification of Emergency Purchase Order M100160, Chiller Coils Replacement, Orange County Medical Examiner's Facility

ACTION REQUESTED:

Ratification of Emergency Purchase Order M100160, Chiller Coils Replacement, Orange County Medical Examiner's Facility, with Mechanical Services of Central Florida, Inc., in the amount of \$144,781.

PROCUREMENT:

This procurement is to replace eight failing condenser coils and deteriorating chiller barrels that are impacting the reliability and performance of the Trane chillers that provide air conditioning to the Medical Examiner's Facility.

FUNDING:

Funding is available in account number 1023-043-2049-3810.

APPROVALS:

The Facilities Management Division concurs with this request.

REMARKS:

Due to the critical function of the Medical Examiner's Office, an emergency procurement process was conducted. Emergency quotes were solicited by the Procurement Division. Five quotes were received in response to the Request for Quotations and were evaluated for responsiveness, responsibility, and price reasonableness. Shaw Mechanical was deemed non-responsible due to submitting a quote that did not meet the requirements specified in the scope of services. Price reasonableness was determined through competitive solicitation process. Therefore, award is recommended to Mechanical Services of Central Florida, Inc.

Emergency quote tabulation is as follows:

Quote Received	Amount
Mechanical Services of Central Florida, Inc.	\$144,781
Air Mechanical & Service Corp. (AMSCO)	\$153,548
Carrier Corporation	\$152,429
Trane	\$190,085