



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 20, 2025

TO: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y25-1002-MV, Tree Trimming and Related Services
for Roads and Drainage Division**

The Business Development Division evaluated the **five bids** submitted for this project. **None of the bidders** are an Orange County Registered Service-Disabled Veteran (SDV) firm. At the time of bid opening, there was no SDV availability. Hence, the bid preference program in accordance with the County's SDV Ordinance, Section 17-335, cannot be applied.

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

c: Sheena Ferguson, Manager, Business Development Division