



Interoffice Memorandum

April 29, 2024

To: Mayor Jerry L. Demings
-AND-
County Commissioners

From: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

Contact: Mark Ikeler, P.E., Manager, Utilities Water Reclamation Division
407-254-9705

Subject: Award of Invitation for Bids Y24-1015-TF, SCADA Monitor for East and South Water Reclamation Facility

ACTION REQUESTED:

Approval to award Invitation for Bids Y24-1015-TF, SCADA Monitor for East and South Water Reclamation Facility, to the low responsive and responsible bidder, Realtime Services, Inc. dba TopTalent Staffing, LLC, in the estimated contract award amount of \$333,936 for a two-year term. Further request Board authorization for the Procurement Division to renew the contract for three additional one-year terms.

In the event the bidder recommended above fails to achieve timely compliance with pre-award deliverable, as defined in the Invitation for Bids, including, but not limited to, M/WBE participation sub-contract agreements, State Division of Corporations registration, E-Verify, insurance and bonds, further request authorization for the Procurement Division to award to the next low responsive and responsible bidder as listed in the bid tabulation herein, to the extent practicable and advantageous to the County.

PROCUREMENT:

This contract will provide temporary labor services for SCADA Monitor employees for the Utilities Water Reclamation Division.

FUNDING:

Funding is available in account number 4420-038-1355-3179.

APPROVALS:

The Water Reclamation and Business Development Divisions concur with the recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids and were evaluated for price, responsiveness, and responsibility. Realtime Services, Inc. dba TopTalent Staffing, LLC meets all the requirements of this solicitation. Therefore, the award is recommended to Realtime Services, Inc. dba TopTalent Staffing, LLC.

Award of Invitation for Bids Y24-1015-TF, SCADA Monitor for East and South Water Reclamation Facility
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all the requirements of this solicitation. Therefore, the award is recommended to Realtime Services, Inc. dba TopTalent Staffing, LLC.

The bid tabulation is as follows:

<u>BIDDER:</u>	<u>TWO-YEAR ESTIMATED BID TOTAL:</u>
Realtime Services, Inc. dba TopTalent Staffing, LLC	\$333,936
MG Automations, Inc.	\$980,800



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

April 12, 2024

TO: Tiffany Fulse, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y24-1015-TF, SCADA Monitor for East and South
Water Reclamation**

The Business Development Division evaluated the **two bids** submitted for this project. **The bidders are not** an Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening, there were at least one firm certified at the prime level for the scope of service. The bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

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

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson 4.12.2024