



**Interoffice Memorandum**

January 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: Troy Layton, P.E., Manager II, Utilities, Field Services Division  
407-254-9794

SUBJECT: Award of Invitation for Bids Y23-1056-RM, Sealing Chemicals Line Items 3 and 4

ACTION REQUESTED:

Approval to award Invitation for Bids Y23-1056-RM, Sealing Chemicals Line Items 3 and 4, to the low responsive and responsible bidder, Alchatek, LLC, in the estimated contract award amount of \$555,600 for a three-year term. Further request Board authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

The contract will provide sealing chemicals used for the maintenance and repair of the Orange County Utilities collection system.

FUNDING:

Funding is available in account number 4420-038-1344-4154.

APPROVALS:

The Field Services Division and Business Development Division concur with this recommendation.

REMARKS:

Four bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Chemline, Inc. was deemed non-responsive for failure to submit required documents. Avanti Material Sales, Ltd. dba Avanti International and Prime Resins, Inc. were deemed non-responsible for failure to meet the reference requirements.

Alchatek, LLC has a satisfactory record of performance, is considered responsible, and has the necessary manpower to perform the contract. Alchatek, LLC is the low responsive responsible bidder for line items 3 and 4. Alchatek, LLC did not submit a bid for line items 1 and 2, therefore are not included in the award. Therefore, recommendation for award is made to Alchatek, LLC.

The bid tabulation is as follows:

<b>Bidder:</b>	<b>Item 3</b>	<b>Item 4</b>	<b>Estimated Annual Bid Amount</b>	<b>Estimated Three-Year Bid Amount</b>
Alchatek, LLC	\$161,000	\$24,200	\$185,200	\$555,600
Avanti Material Sales, Ltd. dba Avanti International				Non-responsive
Prime Resins, Inc.				Non-responsive
Chemline, Inc.				Non-responsive



**BUSINESS DEVELOPMENT DIVISION**

January 10, 2024

TO: Rebeca Malave, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y23-1056-RM, Sealing Chemicals**

The Business Development Division evaluated the **three bids** submitted for this project. **None** of the bidders are an 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.

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

c: Sheena Ferguson, Manager, Business Development Division

*Sheena Ferguson 1.26.2024*