



Interoffice Memorandum

June 19, 2023

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

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

CONTACT: Terry Devitt, Deputy Director, Orange County Convention Center  
407-685-9867

SUBJECT: Award of Invitation for Bids Y23-154-JA, HVAC Preventative  
Maintenance and Repairs for the Orange County Convention Center  
Term Contract

ACTION REQUESTED:

Approval to award Invitation for Bids Y23-154, HVAC Preventative Maintenance and Repairs for the Orange County Convention Center, to the low responsive and responsible bidder, Shaw Mechanical Services, LLC, a Stark Tech Company, in the estimated contract award amount of \$977,649 for a three-year term. Further request Board authorization for the Procurement Division to renew the contract for two additional one-year terms.

In the event the bidder recommended above fails to achieve timely compliance with pre-award deliverables, 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 preventative maintenance and repairs for the Orange County Convention Center.

FUNDING:

Funding is available in account number 4430-035-0922-3810.

APPROVALS:

The Convention Center and Business Development Divisions concur with the recommendation.

Award of Invitation for Bids Y23-154-JA HVAC Preventative Maintenance and Repairs for the Orange County Convention Center Term Contract

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REMARKS:

Five bids were received in response to this Invitation for Bids and were evaluated for price, responsiveness, and responsibility. The bid submitted by Johnson Controls Inc. was deemed non-responsive due to modifying the bid response form, adding additional bid lines. The bid submitted by McCloskey Mechanical Contractors, Inc. was deemed non-responsive due to exceeding the maximum percentage allowable on the Bid Response Form. Shaw Mechanical Services, LLC, a Stark Tech Company was deemed non-responsive for modifying the Bid Response Form. A timely protest was received from Shaw Mechanical Services, LLC, a Stark Tech Company. In accordance with the Procurement Ordinance, a protest review was held by the Procurement Manager, who made the determination to uphold the protest. No timely appeal was received.

Shaw Mechanical Services, LLC, a Stark Tech Company, is the current contractor for this service and has a satisfactory record of performance and has been determined to be responsible. The price for the service is considered fair and reasonable by staff when compared to the current contract for the same services.

Shaw Mechanical Services, LLC, a Stark Tech Company, meets all the requirements of this solicitation. Therefore, award is recommended to Shaw Mechanical Services, LLC, a Stark Tech Company.

The bid tabulation is as follows:

<b>BIDDERS</b>	<b>TOTAL ESTIMATED ANNUAL BID</b>	<b>TOTAL ESTIMATED THREE-YEAR COST</b>
Shaw Mechanical Services, LLC, a Stark Tech company	\$325,883	\$977,649
Strut Mechanical, Inc.	\$395,643	\$1,186,929
Air Mechanical & Service Corp.	\$398,124	\$1,194,372
Johnson Controls Inc.	Non-Responsive	
McCloskey Mechanical Contractors, Inc.	Non-Responsive	



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

June 12, 2023

TO: Jenna Allen, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y23-154-JA, HVAC Prevention Maintenance and Repair for OCCC**

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

c: Sheena Ferguson, Manager, Business Development Division

*Sheena Ferguson*