



Interoffice Memorandum

August 23, 2023

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

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

CONTACT: Lynnsey Hicks, Senior Contract Administrator, Community and Family Services Department
407-836-6521

SUBJECT: Award of Invitation for Bids Y23-1018-MV, Staff Augmentation – Food Service for Great Oaks Village

ACTION REQUESTED:

Approval to award Invitation for Bids Y23-1018-MV, Staff Augmentation – Food Service for Great Oaks Village, to the low responsive and responsible bidder, AUE Staffing, Inc., in the estimated contract award amount of \$327,032.16, for a three-year term. Further, request 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 staff augmentation (cooks and food service workers) at Great Oaks Village.

FUNDING:

Funding is available in account number 0001-062-2452-3179.

APPROVALS:

The Community and Family Services Department 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. Ace Staffing, Inc. was deemed non-responsible for failing to demonstrate previous experience placing staff on commercial grade kitchen environments. Authenus Staffing, LLC. was deemed non-responsible for failing to provide conforming references required on the solicitation. AUE Staffing, Inc. has the necessary work force and experience to perform this contract. Additionally, references were satisfactory. The bidder has a satisfactory record of performance, as they have provided these services for the past several years.

The purpose for the contract is to allow the Great Oaks Village kitchen to operate 365 days a year, providing three meals per day. Hiring three or four more full time positions to make this possible would be cost exorbitant based on salary and benefits. Having access to a staffing source allows us to provide our current staff with the support staff they need.

The ability to utilize augmentation services also helps throughout the year when staffing issues occur during the holidays, vacations, sick time, and for special events. The kitchen would not be able to function in the capacity it needs without access to both cooks and kitchen helpers on any given day.

Staff has determined the bid prices of AUE Staffing, Inc. are reasonable, based on comparison to previous contract prices. AUE Staffing, Inc., meets all specifications and other requirements of the solicitation. Therefore, award is recommended to AUE Staffing, Inc.

The bid tabulation is as follows:

<u>Bidder</u>	<u>Total Estimated Annual Bid</u>	<u>Total Estimated Three-Year Bid</u>
AUE Staffing, Inc.	\$109,010.72	\$327,032.16
Sunshine Enterprise USA	\$123,324.00	\$369,972.00
Ace Staffing, Inc.		Non-Responsible
Authenus Staffing, LLC.		Non-Responsible



BUSINESS DEVELOPMENT DIVISION

August 23, 2023

TO: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y23-1018-MV, Staff Augmentation for GOV

The Business Development Division evaluated the **two 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 openings there were at least nine firms 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

BID COMPARISON

Y23-1018-MV, Staff Augmentation for GOV

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	Difference From 2nd Low Bid
Low Bid	AUE Staffing, Inc.	\$327,032.16				
2nd Low	Sunshine Enterprise USA	\$369,972	\$42,940	13.13%		