



Interoffice Memorandum

November 21, 2018

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: John Goodrich, Acting Director, Health Services Department
(407) 836-7689

SUBJECT: Award of Invitation for Bids Y18-1104-AH, Burial and Cremation
Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-1104-AH, Burial and Cremation Services, to the low responsive and responsible bidder, Waldon Professional Funeral & Cremation Services, LLC, for a 3-year term in the estimated award amount of \$707,940. Further request authorization for Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To provide burial and cremation services for persons that expire in Orange County and are unclaimed, lack the financial resources, or have no relatives willing or able to provide for the burial and cremation.

FUNDING:

Funds are available in account number 0001-060-2457-3197.

APPROVALS:

The Health Services Department and Business Development Division concur with this recommendation.

REMARKS:

Three bids were received and evaluated for responsiveness and responsibility. The bid for Waldon Professional Funeral & Cremation Services, LLC is the lowest responsive and responsible bidder. Compass Pointe Cremation Services, LLC was deemed non-responsible as their references did not demonstrate the required experience.

Protests were filed by Gail & Wynn's Mortuary, Inc. and Compass Pointe Cremation Services, LLC. Protest reviews were conducted by the Procurement Manager, who denied both protests. Both firms appealed and a protest hearing was conducted.

The protest committee consisted of Eric Gassman, John Goodrich, Scott Shevenell (non-voting), and Sheena Ferguson. The Protest Committee unanimously denied both appeals and confirmed the recommendation to award to Waldon Professional Funeral & Cremation Services, LLC.

Bid Tabulation Follows:

<u>Bidder</u>	<u>Total Annual Estimated Bid</u>
Waldon Professional Funeral & Cremation Services, LLC	\$707,940
Gail & Wynn's Mortuary, Inc.	\$721,275
Compass Pointe Cremation Services, LLC	Non-Responsible




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BUSINESS DEVELOPMENT DIVISION

December 6, 2018

TO: Alina Hernandez, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB-Y18-1104-AH, Burial and Cremation Services**

The Business Development Division evaluated the 2 bids submitted for this project and found that this contract may be awarded to **Waldon Professional Funeral & Cremation Services, LLC** a Certified Minority/Women Business Enterprise bidder. The Orange County certified firm is the lowest bidder. Thus, the bid preference does not apply, per the County's M/WBE Ordinance, Section 17-324.

c: Sheena Ferguson, Manager, Business Development Division



BID COMPARISON

Y18-1104-AH, Burial and Cremation Services

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (6%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Waldon Professional Funeral & Cremation Services, LLC (AFAF)	\$707,940				
2nd Low	Gail & Wynn's Mortuary, Inc.	\$721,275	\$13,335	1.88%		