



**BUSINESS DEVELOPMENT DIVISION**

January 28, 2025

TO: Jenna Allen, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation Revised

**PROJECT: IFB #Y24-1026-JA, HVAC Preventative Maintenance and Repairs for Leased Facilities**

The Business Development Division evaluated the **eight 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 at least one firm certified at the prime level in the scope of service. 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.

*Sheena Ferguson 2.10.2025*