



Orange County Government

Orange County
Administration Center
201 S Rosalind Ave.
Orlando, FL 32802-1393

Legislation Text

File #: 24-1022, **Version:** 1

Interoffice Memorandum

DATE: July 2, 2024

TO: Mayor Jerry L. Demings and County Commissioners

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

CONTACT: Diana Mendez, Manager, Youth and Family Services Division

PHONE: 407-836-9325

SUBJECT: Award of Invitation for Bids Y24-1017-AV, Professional Language Interpretation Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y24-1017-AV, Professional Language Interpretation Services, to Ad-Astra Florida Inc. in the estimated contract award amount of \$120,350 for a one-year term. Further request Board authorization for the Procurement Division to renew the contract for four 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.

([Community and Family Services Department Youth and Family Services Division] Procurement Division)

PROCUREMENT:

This contract will provide interpretation services to satisfy the cultural and linguistic needs of the citizens of Orange County.

FUNDING:

Funding is available in account number 0001-062-2451-3197.

APPROVALS:

The Youth and Family Services Division and Business Development Division concur with this

recommendation.

REMARKS:

Six bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Ad-Astra Florida Inc. is the current provider for these services and has performed satisfactorily. Homeland Language Services LLC was deemed non-responsible for failing to meet the reference requirements. Integral Technical Group LLC was deemed non-responsive for qualifying their bid with additional terms and conditions. Language line Services, Inc. and Syntes Language Group Inc. were deemed non-responsive for not meeting the minimum certification requirements. Prices have been determined to be reasonable compared to current contracted pricing. Therefore, the recommendation for award is made to the lowest responsive and responsible bidder Ad-Astra Florida Inc.

The bid tabulation is as follows:

<u>Bidder</u>	<u>Annual Estimated Bid</u>
Ad-Astra Florida Inc.	\$120,350
Albors & Associates, LLC dba Interpreters Unlimited, Inc.	\$204,600
Homeland Language Services LLC	Non-Responsible
Integral Technical Group LLC	Non-Responsive
Language line Services, Inc.	Non-Responsive
Syntes Language Group Inc.	Non-Responsive



BUSINESS DEVELOPMENT DIVISION

April 17, 2024

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y24-1017-AV, Professional Language Interpretation

The Business Development Division evaluated the **three bids** submitted for this project. **The bidders are** not 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.

Sheena Ferguson 4.24.2024