




## Interoffice Memorandum

February 13, 2023

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

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

CONTACT: John Westmoreland, Division Chief, Fire Rescue Department  
407-836-9178

SUBJECT: Award of Invitation for Bids Y23-136-AV, Janitorial Supplies for Fire Rescue

### ACTION REQUESTED:

Approval to award Invitation for Bids Y23-136-AV, Janitorial Supplies for Fire Rescue, to the low responsive and responsible bidder, Premier Janitorial Supply, Inc., in the estimated contract award amount of \$1,101,423.60 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

### PROCUREMENT:

This contract will provide janitorial consumable and durable goods for fire stations and fire rescue facilities in Orange County.

### FUNDING:

Funding is available in account number 1009-034-0687-3170.

### APPROVALS:

The Fire Rescue Department and Business Development Division concur with this recommendation.

### REMARKS:

Seven bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Bunburys Learning Center dba Protouch Services, LLC, Central Poly Bag Corp, Continental and Global Services, Foxhole Holding Group LLC, and Trusted and Dependable Solutions were deemed non-responsive for failing to submit required documentation. Cypress Supply Inc. was deemed non-responsible for failing to meet the minimum satisfactory reference requirement. Premier Janitorial Supply, Inc., has a satisfactory record of performance, is considered responsible, and has the necessary manpower to perform this contract. Therefore, recommendation for award is made to Premier Janitorial Supply, Inc.

Bid tabulation is as follows:

<b>Bidder</b>	<b>Annual Estimated Bid</b>	<b>Three-Year Estimated Bid</b>
Premier Janitorial Supply, Inc	\$367,141.20	\$1,101,423.60
Bunburys Learning Center dba Protouch Services, LLC	Non-Responsive	Non-Responsive
Central Poly Bag Corp	Non-Responsive	Non-Responsive
Continental and Global Services	Non-Responsive	Non-Responsive
Cypress Supply Inc.	Non-Responsive	Non-Responsive
Foxhole Holding Group LLC	Non-Responsive	Non-Responsive
Trusted and Dependable Solutions	Non-Responsive	Non-Responsive



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

February 22, 2023

TO: Ana Villalona, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB-Y23-136-AV, Janitorial Supplies for Fire Rescue  
Revised**

The Business Development Division evaluated the **one bid** submitted for this project and found that this contract may be awarded to **Premier Janitorial Supply, Inc.** a Certified Minority Business Enterprise (WBE) firm. At the time of bid opening at least one firm was certified at the prime level in the scope of service. The Orange County certified firm is the lowest bidder. 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

## BID COMPARISON

Y23-136-AV, Janitorial Supplies for Fire Rescue (Revised)

Rank	Bidder	Bid Amount	\$ Over Low Bid	Difference From Low Bid (7%)	\$ Over 2nd Low Bid	Difference From 2nd Low Bid
Low Bid	Premier Janitorial Supply, Inc. (WF)	\$367,141.20				