




Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

September 26, 2016

BCC Mtg. Date: October 18, 2016

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division 

CONTACT: Rosa Walker, Fiscal Officer, Corrections Department
407-836-8215

SUBJECT: Approval of Invitation for Bids Y16-1065-MG, Lot 1, Inmate
Personal Care and Recreation Products

ACTION REQUESTED:

Approval to award Invitation for Bids Y16-1065-MG, Lot 1, Inmate Personal Care and Recreation Products, to the low responsive and responsible bidder, ICS Jail Supplies, Inc., in the estimated contract award amount of \$142,722 for a 3-year term contract. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide inmates with items to maintain daily personal hygiene and grooming.

FUNDING

Funding is available in account number 0001-081-3835-4115.

APPROVALS:

The Corrections Department and the Business Development Division concur with this recommendation.

REMARKS:

Four bids were received in response to the Invitation for Bids. The bids were evaluated for price, responsiveness and responsibility. Bob Barker Company and Phoenix Trading, Inc. dba Amercare Products Inc were determined to be non-responsible for Lot 1 because the samples they provided failed to meet specifications listed in the bid. The bid submitted by Charm-Tex, Inc. was non-responsive for failing to bid on all lines within the lot as required. The bid of ICS Jail Supplies, Inc. is the lowest responsive and responsible bidder. Therefore, award is recommended to ICS Jail Supplies, Inc. Lot 2 was awarded within the Procurement Division's authority.

A protest was submitted by Bob Barker Company. The protest was denied by the Procurement Division manager and it was not appealed.

The bid tabulation is as follows:

ICS Jail Supplies, Inc.	\$142,722
Bob Barker Company	NON-RESPONSIBLE
Phoenix Trading, Inc. dba Amercare Products Inc.	NON-RESPONSIBLE
Charm-Tex, Inc.	NON-RESPONSIVE




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 3, 2016

TO: Maria Guevara-Hall, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y16-1065-MG, Inmate Personal Care and Recreation Products**

The Business Development Division evaluated the **1 bid** submitted for this project and found that **the bidder is not an** Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Sheena Ferguson, Manager, Business Development Division

