



## Interoffice Memorandum

December 15, 2016

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Liz Frias, Administrative Supervisor, Facility Operations Division,  
Orange County Convention Center  
407-685-5838

SUBJECT: Award of Invitation for Bids Y17-139-LC, Grease Trap Cleaning,  
Maintenance and Repair

### **ACTION REQUESTED**

Approval to award Invitation for Bids Y17-139-LC, Grease Trap Cleaning, Maintenance and Repair, to the sole responsive and responsible bidder, Brownie's Septic and Plumbing, LLC, for a 1-year term contract in the estimated contract amount of \$301,045. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

### **PROCUREMENT:**

To provide the OCCC with a contract to clean grease traps using mechanical drain line cleaning devices or jetting.

### **FUNDING:**

Funding is available in 4430-035-0931-3810.

### **APPROVALS:**

The Orange County Convention Center and the Business Development Division concur with this recommendation.

### **REMARKS:**

Brownie's Septic and Plumbing, LLC has a satisfactory performance record on similar projects and their bid is considered reasonable because it is consistent with previous contract pricing.



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

November 14, 2016

TO: Linda Carson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: IFB #Y17-139-LC, Grease Trap Cleaning, Maintenance and Repair for OCCC**

The Business Development Division evaluated the **1 bid** submitted for this project and found that the **1 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