



Interoffice Memorandum

January 31, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Nekia Ingram, Contract Administrator, Roads and Drainage
Division
407-836-8001

SUBJECT: Award of Invitation for Bids Y17-122-MV, Rental of Portable
Toilets

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-122-MV, Rental of Portable Toilets, to the low responsive and responsible bidder, United Site Services, Inc. in the estimated contract award amount of \$145,041, for an initial three year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To procure portable rental units for use on Orange County properties. The contract will include servicing and cleaning of the portable units.

FUNDING:

Funds are available in account number 1002 072 2906 3610.

APPROVALS:

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

REMARKS:

Two bids were received in response to Invitation for Bids, Y17-122-MV and were evaluated for responsiveness, responsibility and price reasonableness. The bid of United Site Services, Inc. is considered fair and reasonable in comparison to past term contracts for the same services. United Site Services, Inc. submitted satisfactory references to support their responsibility.

Recommendation for award is therefore made to United Site Services, Inc.

The bid tabulation is below.

United Site Services, Inc.	\$145,041
Comfort House, Inc.	\$169,275




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

December 22, 2016

TO: Melisa Vergara, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y17-122-MV, Rental of Portable Toilets

The Business Development Division evaluated the **2 bids** submitted for this project and found that **none** of the bidders are 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

