



Interoffice Memorandum

February 2, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Richard Steiger, Manager, Facilities Management Division
407-836-7473

SUBJECT: Award of Invitation for Bids Y17-156-DG
Janitorial Services – 33rd Street, Michigan Street Complex and
Miscellaneous Sites

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-156-DG, Janitorial Services – 33rd Street, Michigan Street Complex and Miscellaneous Sites, to the low responsive and responsible bidder, Grosvenor Building Services, Inc., in the estimated contract award amounts of \$417,462.58 for Lot A (Corrections, Public Works and Miscellaneous Buildings) and \$303,763.29 for Lot B (Michigan Street Complex and Miscellaneous Buildings) for a 1-year term contract. Further request authorization for the Procurement Division to renew contract for two additional 1-year periods.

PROCUREMENT:

To provide janitorial services for Orange County 33rd Street, Michigan Street Complex and miscellaneous sites.

FUNDING:

Funding is available in account numbers 0001 043 1713 3170.

APPROVALS:

The Facilities Management Division and the Business Development Division concur with this recommendation.

DISCUSSION

Contractors were prequalified in a Request for Qualifications and only prequalified contractors were allowed to bid on this Invitation for Bids. The prequalification documentations submitted are still valid and reviewed to ensure that the qualifications were met. The lowest bidder is Florida Cleaning Systems, Inc. however, they have been deemed non-responsible due to unsatisfactory performance on current contracts. Grosvenor Building Services, Inc. is the second lowest bidder, therefore, award is recommended for Grosvenor Building Services, Inc.

A bid tabulation is as follows:

Lot A

Grosvenor Building Services, Inc.	\$417,462.58
D & A Building Services, Inc.	\$500,796.93
Owens, Renz & Lee Co., Inc. dba Owens Realty Services	\$549,789.31
Sterling Building Services, Inc.	\$589,431.87
Florida Cleaning Systems, Inc.	Non-responsible

Lot B

Grosvenor Building Services, Inc.	\$303,763.29
Owens, Renz & Lee Co., Inc. dba Owens Realty Services	\$365,993.90
D & A Building Services, Inc.	\$366,448.44
Sterling Building Services, Inc.	\$435,599.88
Florida Cleaning Systems, Inc.	Non-responsible



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

February 6, 2017

TO: Dorothy Gordon, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB-Y17-156-DG, Janitorial Services – 33rd Street, Michigan Street Complex and Miscellaneous Sites (Lot A) Revised**

The Business Development Division evaluated the **4 bids** submitted for this project and found that the **1** Orange County Certified Minority Women Business Enterprise bidder **was not within 7%** of the low bid for bid awards from \$100,000.00 to \$500,000.00. 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

BID COMPARISON

Y17-156-DG, Janitorial Services - 33rd Street Michigan Street Complex and Miscellaneous Sites (Lot A)

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Grosvenor Building Services, Inc.	\$417,462.58				
2nd Low	D&A Building Services, Inc. (HM)	\$500,796.93	\$83,334	19.96%		
3rd Low	Owens, Renz & Lee Co., Inc. dba Owens Realty Services	\$549,789.31	\$132,327	31.70%	\$48,992	9.78%
4th Low	Sterling Building Services, Inc.	\$589,431.87	\$171,969	41.19%	\$88,635	17.70%



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

February 6, 2017

TO: Dorothy Gordon, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y17-156-DG, Janitorial Services – 33rd Street, Michigan Street Complex and Miscellaneous Sites (Lot B) Revised**

The Business Development Division evaluated the **4 bids** submitted for this project and found that the **1** Orange County Certified Minority Women Business Enterprises **was not within 7%** of the low bid for bid awards from \$100,000 to \$500, 000. 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

for *DeSanthe L Rayson*

BID COMPARISON

Y17-156-DG, Janitorial Services - 33rd Street Michigan Street Complex and Miscellaneous Sites (Lot B)

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Grosvenor Building Services, Inc.	\$303,763.29				
2nd Low	Owens, Renz & Lee Co., Inc. dba Owens Realty Services	\$365,993.90	\$62,231	20.49%		
3rd Low	D&A Building Services, Inc.	\$366,448.44	\$62,685	20.64%	\$455	0.12%
4th Low	Sterling Building Services, Inc.	\$435,599.88	\$131,837	43.40%	\$69,606	19.02%