



## Interoffice Memorandum

March 21, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Bruce Faust, Fire Marshall, Fire Rescue Department  
407-836-8301

SUBJECT: Award of Invitation for Bids Y17-199-DG, Professional  
Consultant to Provide Fire Plans Review Services for the  
Fire Rescue Department

### ACTION REQUESTED:

Approval to award Invitation for Bids Y17-199-DG, Professional Consultant to Provide Fire Plans Review Services for the Fire Rescue Department, to the low responsive and responsible bidders, SAFEbuilt, LLC as the primary contractor, in the estimated contract award amount of \$239,672 and Universal Engineering Sciences as the secondary contractor in the estimated contract award amount of \$256,920, for a 1-year term. Further request authorization for the Procurement Division to renew for two additional 1-year terms.

### PROCUREMENT:

To provide fire plans review services on an as needed basis to assist during peak volume periods or other circumstances to expedite fire plans review to meet the needs of developers, contractors and business owners.

### FUNDING:

Funding is available in account number 1009 034 0656 3197.

### APPROVALS:

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

Page 2 of 2

Agenda Item Y17-199-DG

Professional Consultant to Provide Fire Plans Review Services for the Fire Rescue Department

REMARKS:

Two bids were received in response to the Invitation for Bids and were evaluated for responsiveness, responsibility and price. Establishing contracts with two firms will ensure that we avoid a conflict of interest if either firm was involved in the original design.

Plans to be reviewed will be assigned on a weekly basis and will be alternated between firms to ensure equal distribution.

Bid tabulation is as follow:

SAFEbuilt, LLC	\$239,672
Universal Engineering Sciences	\$256,920




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

March 1, 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 #Y17-199-DG, Professional Consultant to Provide Fire Plans Review Services for the Fire Rescue Department**

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

