



Interoffice Memorandum

August 7, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Taneya Simpson, Senior Contract Administrator
Facilities Management Division
407-836-7482

SUBJECT: Award of Invitation for Bids Y17-1087-MG
Commercial Doors and Gates Preventative Maintenance and Repair

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-1087-MG, Commercial Doors and Gates Preventative Maintenance and Repair, to the low responsive and responsible bidder, DH Pace Door Services of Orlando, A Division of DH Pace Company, Inc., for an estimated contract amount of \$450,490 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide preventative maintenance and repairs to commercial doors and gates to support the requirements of the Facilities Management Division and the Fire Rescue Department.

FUNDING

Delivery Orders for services will be issued on an as-needed basis.

APPROVALS:

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

REMARKS:

Two bids were received in response to the Invitation for Bids. The bids were evaluated for price, responsiveness and responsibility. Atlas Door & Gates, Inc. was deemed non-responsive because they failed to submit the documentation requested for the qualification of bidders in this IFB.

Y17-1087-MG Commercial Doors and Gate Preventative Maintenance and Repair

The bid for DH Pace Door Services of Orlando, A Division of DH Pace Company, Inc. was deemed responsive and responsible and has met all of the requirements for award of Invitation for Bids. Market research was conducted among other municipalities to verify the reasonability of prices submitted by DH Pace Door Services of Orlando, A Division of DH Pace Company, Inc. Based on the result of the market research it is concluded that prices submitted by this bidder are reasonable and consistent with the current market. Therefore, DH Pace Door Services of Orlando, A Division of DH Pace Company, Inc. is recommended for award.

A protest was submitted by Atlas Door & Gates, Inc. The protest was denied by the, Procurement Division Manager, and it was not appealed.

The bid tabulation is as follows:

Bid Tabulation

DH Pace Door Services of Orlando, A Division of DH Pace Company, Inc.	\$450,490
Atlas Door & Gates, Inc.	Non-Responsive




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 27, 2017

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 #Y17-1087-MG, Commercial Doors and Gates Preventative Maintenance and Repair

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

