



## Interoffice Memorandum

January 29, 2018

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Elizabeth Frias, Administrative Supervisor, Orange County  
Convention Center

SUBJECT: Award of Invitation for Bids Y18-149-OW, Kitchen Exhaust  
Hood & Duct(s) Cleaning

### ACTION REQUESTED:

Approval to award Invitation for Bids Y18-149-OW, Kitchen Exhaust Hood & Duct(s) Cleaning, to the low responsive and responsible bidder, C Von Company, Inc./dba Hoodz of Orlando, in the annual contract amount of \$436,194 for a 3-year term. Further request authorization for the Procurement Division to renew for two additional 1-year terms.

### PROCUREMENT:

To clean kitchen exhaust hoods and exhaust fan ducts at the Orange County Convention Center Complex.

### FUNDING:

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

### APPROVALS:

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

### REMARKS:

Two bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility and price reasonableness. The low bidder, C Von Company, Inc./dba Hoodz of Orlando, has the necessary manpower, resources, experience and understanding of the scope required to complete the work.

The bid submitted by Ductmasters USA, Inc. was deemed non-responsive for failure to acknowledge Addendum No. 1, issued 12/5/2017.

Staff has determined the bid prices of C Von Company, Inc./dba Hoodz of Orlando are reasonable, based on an analysis of previous contract prices for this work.

Y18-149-OW, Kitchen Exhaust Hood & Duct(s) Cleaning

C Von Company, Inc./dba Hoodz of Orlando meets all specifications and other requirements of the solicitation. Therefore, recommendation for award is made to C Von Company, Inc./dba Hoodz of Orlando.

To ensure an open and competitive bid process, the Invitation for Bids was posted on the Orange County website. A query from staff to potential bidders that declined to compete on this project resulted in the following findings:

- EE&G – Did not have enough experience with the systems requiring cleaning at the OCCC to produce an estimated cost to bid on the contract.
- Triple B Cleaning, Inc. – Were not able to schedule a walk through to fully inspect the job required.  
Note: A pre-bid conference provided a representative walkthrough of the site and sample units. Blueprint drawings were also provided for the Center. Due to occupancy of the Center, a full inspection was not feasible.
- Fleetwash Inc. – Did not provide a bid based on their analysis that they would not be able to provide competitive pricing.

Bid tabulation is as follows:

C Von Company, Inc./dba Hoodz of Orlando	\$ 436,194
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Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

January 31, 2018

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 #Y18-149-ZM, Kitchen Exhaust Hood & Duct (s) Cleaning at the Orange County Convention Center**

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

