




Interoffice Memorandum

January 26, 2018

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Lee Isbell, Senior Monitoring & Evaluation Coordinator, Corrections Department
407-836-0208

SUBJECT: Award of Invitation for Bids Y18-150-MV, Temporary Labor – Inmate Records Management

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-150-MV, Temporary Labor – Inmate Records Management, to the low responsive and responsible bidder, AUE Staffing, Incorporated, in the estimated contract award amount of \$342,876.80 for a 1-year term. Further, request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

Temporary labor for inmate records management to disseminate information relating to inmate status on a twenty-four hour, seven days a week basis. At any one time, a minimum of 11 records support clerk workers may be assigned to provide these services.

FUNDING:

Funding is available in account 0001 081 3817 3179.

APPROVALS:

The Corrections Department and Business Development Division concur with this recommendation.

REMARKS:

Seven bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility and price reasonableness. The lowest responsible and responsible bidder, AUE Staffing, Incorporated, meets all of the requirements of this solicitation.

The bid of CareersUSA, Inc. was deemed non-responsive because they qualified their bid by stipulating price ranges. The bid of J Costa Group, LLC. was deemed non-responsible for submitting references unrelated to the scope of services for this solicitation. Therefore, recommendation for award is made to AUE Staffing, Incorporated.

Y18-150-MV, Temporary Labor – Inmate Records Management

Bid tabulation is as follows:

AUE Staffing, Incorporated	\$342,876.80
Staff Today, Inc.	\$379,723.20
Moten Tate, Inc.	\$384,458.00
Howroyd-Wright Employment Agency d/b/a	\$385,480.00
AppleOne Employment Services	
Healthcare Staffing Professionals, Inc.	\$605,127.70
J Costa Group, LLC.	Non-Responsible
CareersUSA, Inc.	Non-Responsive




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 29, 2018

TO: Melisa Vergara, Senior Purchasing Agent
Procurement Division

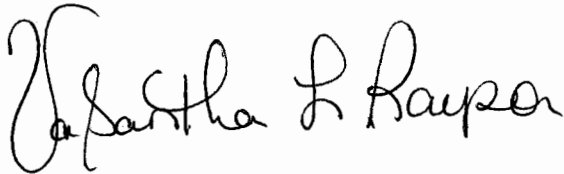
FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y18-150-MV, Temporary Labor – Inmate Records Management

The Business Development Division evaluated the **5 bids** submitted for this project and found that the **one (1)** Orange County Certified Minority Women Business Enterprise bidder **was not within 7%** of the low bid for bid awards from \$100,000.01 to \$500,000. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division



BID COMPARISON

Y18-150-MV, Temporary Labor - Inmate Records Management

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	AUE Staffing, Incorporated	\$342,876.80				
2nd Low	Staff Today, Inc. (STI)	\$379,723.20	\$36,846	10.75%		
3rd Low	Moten Tate, Inc. (AFAM)	\$384,458.00	\$41,581	12.13%	\$4,735	1.25%
4th Low	Howroyd-Wright Employment Agency d/b/a AppleOne Employment Services	\$385,480.00	\$42,603	12.43%	\$5,757	1.52%
5th Low	Healthcare Staffing Professionals, Inc.	\$605,127.70	\$262,251	76.49%	\$225,405	59.36%