




Interoffice Memorandum

January 31, 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
407 685-5854

SUBJECT: Award of Invitation for Bids Y18-151-MV, HVAC Preventative Maintenance,
Repairs and Replacement at Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-151-MV, HVAC Preventative Maintenance, Repairs and Replacement at Orange County Convention Center, to the low responsive and responsible bidder, Shaw Mechanical Services, in the estimated contract award amount of \$852,534 for a 3-year term. Further, request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To provide HVAC preventative maintenance repairs and replacements for Orange County Convention Center.

FUNDING:

Funding is available in account 4430 035 0933 3810.

APPROVALS:

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

REMARKS:

Four 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, Shaw Mechanical Services, meets all of the requirements of this solicitation.

Therefore, recommendation for award is made to Shaw Mechanical Services.

Bid Tabulation is as follows:

Shaw Mechanical Services	\$ 852,534
Mechanical Services of Central FL, Inc.	\$1,781,004
Air Mechanical & Service Co. (AMSCO)	\$1,171,689
Trane US, Inc.	\$1,902,966




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

December 22, 2017

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 #Y18-151-MV, HVAC Preventative Maintenance, Repairs & Replacements
for the OCCC**

The Business Development Division evaluated the **4 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

