



Interoffice Memorandum

January 31, 2018

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Aneta Duhigg, Building Administrator, Division of Building Safety
407-836-2879

SUBJECT: Award of Invitation for Bids Y18-174-MV, Temporary Labor – Permit
Analyst Building Safety

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-174-MV, Temporary Labor – Permit Analyst Building Safety, to the low responsive and responsible bidder, Real Time Services, Inc. dba Top Talent Staffing, in the estimated contract award amount of \$516,975 for a 1-year term. Further, request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

Permit Analysts perform technical and clerical reviews of building plans and issue permits consistent with department regulations. These are temporary labor positions and are required due to increased permitting activities in the Division of Building Safety.

FUNDING:

Funding is available in account 1011 068 2610 3179.

APPROVALS:

The Division of Building Safety and Business Development Division concur with this recommendation.

REMARKS:

Six 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, Real Time Services, Inc. dba Top Talent Staffing, meets all of the requirements of this solicitation. The bid of Moten Tate, Inc. was deemed non-responsive for failing to submit a bid response form. Therefore, recommendation for award is made to Real Time Services, Inc. dba Top Talent Staffing.

Y18-174-MV, Temporary Labor – Permit Analyst Building Safety

Bid tabulation is as follows:

Real Time Services, Inc. dba Top Talent Staffing	\$516,975
Wave Personnel Services dba AtWork Personnel Services	\$546,080
CareersUSA, Inc.	\$589,285
Howroyd-Wright Employment Agency d/b/a	\$604,135
AppleOne Employment Services	
Personnel Solutions Plus, Inc.	\$610,500
Moten Tate, Inc.	Non-Responsive




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 26, 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-Y18-174-MV, Temporary Labor – Permit Analyst Building Safety**

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 6%** of the low bid for bid awards greater than \$500,000 to \$750,000.00. 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

Y18-174-MV, Temporary Labor - Permit Analyst Building Safety

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (6%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	RealTime Services, Inc. dba TopTalent Staffing	\$516,975				
2nd Low	Wave Personnel Services dba Atwork Personnel Services (AF(Is)	\$546,080	\$29,105	5.63%		
3rd Low	CareersUSA, Inc.	\$589,285	\$72,310	13.99%	\$43,205	7.91%
4th Low	Howroyd-Wright Employment Agency d/b/a AppleOne Employment Services	\$604,135	\$87,160	16.86%	\$58,055	10.63%
5th Low	Personnel Solutions Plus, LLC	\$610,500	\$93,525	18.09%	\$64,420	11.80%