




## Interoffice Memorandum

March 20, 2018

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Mark Robinson, Assistant Manager, Water Reclamation Division  
407-254-6791

SUBJECT: Award of Invitation for Bids Y18-175-MV, Temporary Labor – Manual

### ACTION REQUESTED:

Approval to award Invitation for Bids Y18-175-MV, Temporary Labor – Manual, to the low responsive and responsible bidder, Ace Staffing, Inc., in the estimated contract award amount of \$369,820 for a 1-year term. Further, request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

### PROCUREMENT:

Temporary manual laborers are employed countywide to supplement full time staff when absences occur due to illness, vacation, excessive workload and/or special projects. They perform manual labor in the form of maintenance support, landscape maintenance and other general manual labor duties. Tasks are accomplished under the supervision and direction of an Orange County supervisor.

### FUNDING:

Delivery orders will be issued on an as-needed basis.

### APPROVALS:

The Water Reclamation Division 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, Ace Staffing, Inc. meets all of the requirements of this solicitation. The bid of Sunshine Enterprise USA, L.L.C. was deemed non-responsible for failing to submit references related to the scope of work. AUE Staffing, Inc. is deemed non-responsible for inability to provide manpower to meet requirements of the scope of work.

Careers USA, Inc. and Hire Quest, L.L.C. dba Trojan Labor were both deemed non-responsive for failing to submit a complete bid response form.

Therefore, recommendation for award is made to Ace Staffing, Inc.

Bid tabulation is as follows:

Ace Staffing, Inc.	\$369,820
Wave Personnel Services LLC dba AtWork Personnel Services	\$393,540
Sunshine Enterprise USA, L.L.C.	Non-Responsible
AUE Staffing, Inc.	Non-Responsible
Careers USA, Inc.	Non-Responsive
Hire Quest, L.L.C. dba Trojan Labor	Non-Responsive




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

March 15, 2018

TO: Melisa Vergara, Senior Purchasing Agent  
Procurement Division

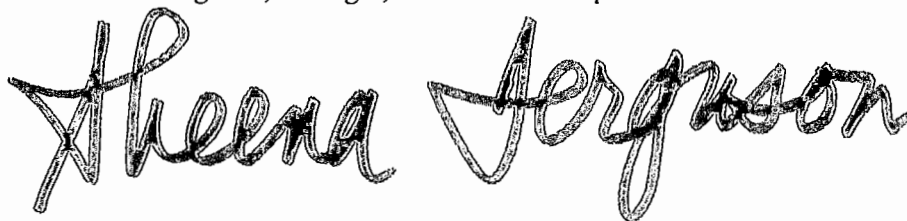
FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y18-175-MV, Temporary Labor – Manual

The Business Development Division evaluated the 2 bids submitted for this project and found that this contract may be awarded to Ace Staffing, Inc. a Certified Minority/Women Business Enterprise bidder. The Orange County certified firm is the lowest bidder. Thus, the bid preference does not apply, per the County's M/WBE Ordinance, Section 17-324.

c: Sheena Ferguson, Manager, Business Development Division



## BID COMPARISON

### Y18-175-MV, Temporary Labor - Manual

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Ace Staffing, Inc. AF(Is)	\$369,820				
2nd Low	Wave Personnel Services, LLC dba Atwork Personnel Services AF(Is)	\$393,540	\$23,720	6.41%		