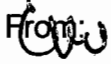




Interoffice Memorandum

April 18, 2018

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From:  Carrie Woodell, Manager, Procurement Division

Contact: Dil Luther, Manager, Animal Services Division,
Health Services Department
407-836-8994

Subject: Award of Invitation for Bids Y18-606-KB, Cat Housing Units for
Animal Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-606-KB, Cat Housing Units for Animal Services, to the low responsive and responsible bidder, Suburban Surgical Co. Inc., in the total contract award amount of \$324,000.

PROCUREMENT:

To provide cat housing units for the Animal Services Division. This includes delivery, installation, and a one-year warranty. The initial total contract amount for 50 units is \$162,000 with an optional additional quantity of 50 units for \$162,000.

FUNDING:

Funding is available in account numbers 1023-060-0252-6410.

APPROVALS:

The Animal Services Division and 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. Price reasonableness has been determined through comparison of similar purchases by the County of Fayette, Georgia and the City of Garden Grove, California. Suburban Surgical Co. Inc. is the lowest responsive, responsible bidder. The bid from Schroer Manufacturing Co. a.k.a. Shor-line was determined to be non-responsive due to submitting conflicting terms and conditions with their bid.

The Guidelines for Standards of Care in Animal Shelters recommends two feet of triangulated distance between litterbox, resting place and feeding area. This feature provides multiple environments for the cat to utilize within the cage, ultimately reducing stress and potentially improving overall health of the animal during the time its with Animal Services. The existing containers do not meet this guideline.

Selected cages built with non-porous stainless steel permits staff to easily disinfect repeatedly. Features such as separate, sequestered housing areas in each cage reduce the need to individually handle cats during cleaning, which reduces the spread of virus and disease. Cleaning time is lessened, thus reducing employee time spent on that task. No additional staff training is required.

Bid tabulation is as follows:


<u>Bidders</u>	<u>Price</u>
Suburban Surgical Co., Inc.	\$324,000
Schroer Manufacturing Co. a.k.a. Shor-line	Non Responsive



BUSINESS DEVELOPMENT DIVISION

March 9, 2018

TO: Kathy Bozeman, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y18-606-KB, Cat Housing Units for Animal Services

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

