



Interoffice Memorandum

October 9, 2018

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: Carrie Mathes, Manager, Procurement Division

Contact: Jennifer Humphrey, Acting Utilities Manager, Fiscal and Operational
Support Division
407-254-9655

Subject: Award of Invitation for Bids Y18-1142-TJ, Temporary Labor
Services-Maintenance Technician

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-1142-TJ, Temporary Labor Services-Maintenance Technician, to the low responsive and responsible M/WBE compliant bidder, Moten Tate, Inc., in the estimated annual contract award amount of \$165,637. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

The purpose of this procurement is to provide temporary labor for both long term and short term assignments to assist in meeting the employment needs of the Utilities Department.

FUNDING:

Funding is available in account numbers 4420-038-1310-3179

APPROVALS:

The Utilities Department and the Business Development Division concur with this recommendation.

REMARKS:

Seven bids were received in response to the Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The bid submitted by Spur Employment, Inc. was determined to be non-responsible due to an unfavorable reference result.

Moten Tate, Inc. is a certified M/WBE firm whose bid is within the 7% allowed by the solicitation for award to other than the low bidder in accordance with the County's M/WBE Ordinance, Section 17-324.

BIDDERS	BID AMOUNT
Precision Staffing, Inc. dba AP Recruiters & Associates	\$155,840.00
Moten Tate, Inc.	\$165,637.00
Careers USA	\$173,616.10
Infojini, Inc.	\$177,998.00
PackPlus Inc. dba Josmar Medical Staffing	\$188,221.80
Diskriter, Inc.	\$201,695.10
Spur Employment, Inc.	Non-Responsible




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 11, 2018

TO: Todd Jackson, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y18-1142-TJ, Temporary Labor Services-Maintenance Technician
(Revised)

The Business Development Division evaluated the 6 bids submitted for this project and found that this contract may be awarded to **Moten Tate, Inc.**, a certified Minority/Women Business Enterprise bidder. The Orange County certified firm did not exceed the low bid by more than 7% on contract awards from \$100,000 to \$500,000, in accordance with the County's M/WBE Ordinance, Section 17-324.

c: Sheena Ferguson, Manager, Business Development Division



BID COMPARISON

Y18-1142-TJ, Temporary Labor Services-Maintenance Technician (Revised)

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Precision Staffing, Inc. dba AP Recruiters & Associates	\$155,840				
2nd Low	Moten Tate, Inc. (AFAM)	\$165,637	\$9,797	6.29%		
3rd Low	Careers USA	\$173,616.10	\$17,776	11.41%	\$7,979	4.82%
4th Low	Infojini, Inc.	\$177,998	\$22,158	14.22%	\$12,361	7.46%
5th Low	PackPlus Inc. dba Josmar Medical Staffing	\$188,221.80	\$32,382	20.78%	\$22,585	13.64%
6th Low	Diskriter, Inc.	\$201,695.10	\$45,855	29.42%	\$36,058	21.77%