



Interoffice Memorandum

December 11, 2018

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Keith Yannessa, Senior Contract Administrator, Family Services
Department
407-836-6521

SUBJECT: Approval to award of Invitation for Bids Y19-153-MV, Staff Augmentation –
Food Service for Great Oaks Village

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-153-MV, Staff Augmentation – Food Service for Great Oaks Village, to the sole responsive and responsible bidder, AUE Staffing, Inc., in the estimated contract award amount of \$322,287.12 for a 3-year term. Further, request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide staff augmentation (cooks and food service workers) at Great Oaks Village.

FUNDING:

Funding will be available in account 0001 062 2452 3179.

APPROVALS:

The Family Services Department and Business Development Division concur with this recommendation.

REMARKS:

One bid was received in response to this Invitation for Bids and was evaluated for responsiveness, responsibility, and price reasonableness. The sole bidder, AUE Staffing, Inc., has the necessary work force and experience to perform this contract. In order to obtain competitive pricing, negotiation was conducted with AUE Staffing, Inc., resulting in savings of \$15,311.28, a decrease of 4.5%, through unit price decreases. The bidder has a satisfactory record of performance, as they have provided these services for the past several years.

Y19-153-MV Staff Augmentation – Food Service for Great Oaks Village

To ensure an open and competitive bid process, the Invitation for Bids was posted on the Orange County website. A query from staff to other known sources that declined to compete on this project resulted in the following findings:

1. Top Talent Staffing - the scope of work did not appear to be within their specialty as a staffing firm.

The purpose for the contract is to allow the Great Oaks Village kitchen to operate 365 days a year, providing three meals per day. Hiring three or four more full time positions to make this possible would be cost exorbitant based on salary and benefits. Having access to a staffing source allows us to provide our current staff with the support staff they need.

The ability to utilize augmentation services also helps throughout the year when staffing issues occur during the holidays, vacations, sick time, and for special events. The kitchen would not be able to function in the capacity it needs without access to both cooks and kitchen helpers on any given day.

Staff has determined the bid prices of AUE Staffing, Inc. are reasonable, based on comparison to previous contract prices. AUE Staffing, Inc., meets all specifications and other requirements of the solicitation. Therefore, award is recommended to AUE Staffing, Inc.

Bid tabulation is as follows:

AUE Staffing, Inc.	\$322,287.12
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Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

December 5, 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 #Y19-153-MV, Staff Augmentation – Food Services - GOV

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

