



## Interoffice Memorandum

December 17, 2018

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

From:

Carrie Mathes, Manager, Procurement Division

Contact: Blain Mustain, Senior Monitoring and Evaluator Coordinator, Health  
Services Department  
407-836-8994

Subject: Award of Invitation to Bids Y19-158-SW, Veterinarian Supplies

### ACTION REQUESTED:

Approval to award Invitation for Bids Y19-158-SW, Veterinarian Supplies, to the three low responsive and responsible bidders, for a 1-year term, in the estimated contract award amounts listed below. Further request authorization for the Procurement Division to renew the contracts for four additional 1-year terms.

<u>Bidder</u>	<u>Estimated Contract Award Amount</u>
Medfirst Healthcare Supply, LLC	\$ 71,184.25
Suncoast Surgical and Medical Supply, LLC	\$115,145.10
Midwest Veterinary Supply, Inc.	\$204,142.70

### PROCUREMENT:

This contract will provide veterinary supplies to support the treatment and care of animals in the custody of the Animal Services Division.

### FUNDING:

Funding is available in account number 0001-060-2392.

### APPROVALS:

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

**REMARKS:**

Three bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The lowest responsive and responsible bidders, Medfirst Healthcare Supply, Suncoast Surgical and Medical Supply, LLC, and Midwest Veterinary Supply, Inc., meet all of the requirements of this solicitation.

Multiple awards are necessary to meet the projected demands. Award is made on an item by item basis to maximize cost savings. Secondary sources of supply are recommended to ensure continuity during manufacturing shortages.

Therefore, recommendation for award is made to Medfirst Healthcare Supply, Inc., Suncoast Surgical and Medical Supply, LLC, and Midwest Veterinary Supply, Inc.

The breakdown of the Primary and Secondary Source of Supply is as follows:

	<b><i>Primary Source of Supply</i></b>	<b><i>Secondary Source of Supply</i></b>	<b><i>Estimated Contract Amount</i></b>
Medfirst Healthcare Supply, LLC	Item No. 18, 19, 20, 29, 56, 57 and 73.	Item No. 31, 33, 37, 38, 45, 46, 47, 66, 67, 68, 69, 70 and 71.	\$71,184.25
Suncoast Surgical and Medical Supply, LLC	Item No. 22, 23, 24, 31, 33, 36, 37, 38, 45, 46, 47, 53, 54, 55, 59, 60, 61, 62, 63, 64, 66, 67, 68, 69, 70, and 71.	Item No. 18, 19, 20, 40, 41, 42, 56, 57, 65, 72 and 73.	\$115,145.10
Midwest Veterinary Supply, Inc.	Item No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 21, 25, 26, 27, 28, 30, 32, 34, 35, 39, 40, 41, 42, 43, 44, 48, 49, 50, 51, 52, 58, 65, 72, 74, 75, 76 and 77	Item No. 22, 23, 24, 29, 36, 53, 54, 55, 59, 60, 61, 62, 63, and 64.	\$204,142.70




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

November 29, 2018

TO: Sherry Wooten, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-158-SW, Veterinarian Supplies**

The Business Development Division evaluated the **3 bids** submitted for this project and found that the **bidders are 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

*Sheena Ferguson*