



## Interoffice Memorandum

April 22, 2019

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

From: Carrie Mathes, Manager, Procurement Division

Contact: Jennifer Humphrey, Utilities Manager, Operation and Support  
Division  
407-254-9655

Subject: Award of Invitation for Bids Y19-740-TA, Chiller Replacements at  
Utilities Administration Building

### ACTION REQUESTED:

Approval to award Invitation for Bids Y19-740-TA, Chiller Replacements at Utilities Administration Building, to the low responsive and responsible bidder, Air Mechanical & Service Corp., in the total contract award amount of \$379,000.

### PROCUREMENT:

The project includes the replacement of two air-cooled chillers at the Central Administration Building, including, but not limited to, fire protection, mechanical, and electrical trade work. This project is located in District 4.

### FUNDING:

Funding is available in account number 4420-038-1543-6410.

### APPROVALS:

The Fiscal and Operation Support Division and the Business Development Division concur with this recommendation.

### REMARKS:

Three bids were received in response to the Invitation for Bids and evaluated for responsiveness, responsibility, and price reasonableness. Comfort Aircon Incorporated and Westbrook Service Corporation were deemed non-responsive for qualifying their bids. Air Mechanical & Service Corp. has a satisfactory record of performance and is considered responsible. Therefore, award is recommended to Air Mechanical & Service Corp.

Award of Invitation for Bids Y19-740-TA, Chiller Replacements at Utilities Administration Building

**Bids Received**

Air Mechanical & Service Corp.  
Comfort Aircon Incorporated  
Westbrook Service Corporation

**Total Bid**

\$379,000  
Non-Responsive  
Non-Responsive



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

April 16, 2019

TO: Tracy Attenasio, Senior Contract Administrator  
Procurement Division

FROM: Dexter Watts, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: Y19-740-TA / Chiller Replacements at Utilities Administration Building**

The Business Development Division evaluated the one bid submitted for this project and found that the apparent low bidder Air Mechanical & Service Corp. achieved good faith effort documentation and reported 7.44% MWBE participation in their bid. Please note the following certified MWBE participation:

Mbe-hm	Lakeside Electrical Services, LLC	\$28,200
<b>Total MWBE Participation</b>		<b>\$28,200 (7.44%)</b>

Our evaluation of these bids was based on the participation listed on the subcontractor/supplier page. If the low bidder is not chosen, please let us know so that we may obtain Letters of Intent to confirm the participation.

Attached is a spreadsheet reconciling the bidders' compliance with the IFB's M/WBE requirements, including the percentage breakdown for all bidders and a comparison of the relative bids versus participation percentages.

c: Sheena Ferguson, Manager, Business Development Division

**BID COMPARISON****Y19-740-TA / Chiller Replacements at Utilities Administration Building**

<b>Rank</b>	<b>Bidder</b>	<b>Bid Amount</b>	<b>M/WBE \$'s in Bid</b>	<b>% M/WBE (Goal 25%)</b>	<b>GFE</b>	<b>\$ Over Low Bid</b>	<b>% Difference From Low Bid (7%)</b>	<b>\$ Over 2nd Low Bid</b>	<b>% Difference From 2nd Low Bid</b>	<b>EEO % M / W</b>
Low Bid	Air Mechanical & Service Corp.	\$379,000	\$28,200	7.44%	yes					30/8