



Interoffice Memorandum

June 6, 2019

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

From:  Carrie Mathes, Manager, Procurement Division

Contact: Sara Flynn-Kramer, Manager, Capital Projects Division  
(407) 836-0048

Subject: Award of Invitation for Bids Y19-748-EB, Bithlo Community Center HVAC  
Replacement

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-748-EB, Bithlo Community Center HVAC Replacement, to the sole responsive and responsible bidder, Air Mechanical & Service Corp. in the total contract award amount of \$440,500.

PROCUREMENT:

Replacement of the existing HVAC system with a new air handling unit, variable air volume, and chiller. The project is located in District 5.

FUNDING:

Funding is available in account number 1023-043-2049-3810.

APPROVALS:

The Capital Projects Division and Business Development Division concur with this recommendation.

REMARKS:

One bid was received in response to the Invitation for Bids (IFB). The bid submitted by Air Mechanical & Service Corp. is 20% below the engineer's estimate. Staff considers the price differential to be part of the means and methods, market trends, equipment availability, and labor utilized by the contractor. The price submitted by Air Mechanical & Service Corp. is considered fair and reasonable and consistent with like contract prices. Air Mechanical & Service Corp. has a satisfactory record of performance and has been determined to be responsible. Therefore, award is recommended to Air Mechanical & Service Corp.

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There is a high level of construction throughout the Central Florida Region, which may have affected the response to this bid. This, combined with the project being located in Bithlo and the nature of the work in an occupied facility, may have contributed to the limited response to this IFB. The corresponding feedback of bidders that did not submit a bid appears to be due to contractors' workload, which reflects the current market conditions of the industry.

To ensure an open and competitive bid process, the IFB was posted on the Orange County website. Emails announcing the solicitation were sent to a list of 100+ HVAC contractors doing business in the state whose names were obtained from the Small Business Administration website.

A query from staff to known sources who declined to compete on this project resulted in the following findings:

- Bryan Morris – Indicates that a bid was submitted to AMSCO as a subcontractor
- Precision Automation, Inc. – Travis Paul – Did not respond to inquiry.
- Comfort Aircon, Inc. - Chetam Patal – Indicated that the performance period was too long for a small job like this one and the requirement for pollution liability made it too expensive, so they declined to submit a bid.
- Dittmer Air & Heat – Jennifer – Indicated that they had the intention of submitting a bid but had to go out of town that week.

Staff considers Air Mechanical & Service Corp.'s price to be fair and reasonable and based on their technical review recommend award of the contract to Air Mechanical & Service Corp.

**Bids Received:**

Air Mechanical & Service Corp

**Bid Amount:**

\$440,500



**BUSINESS DEVELOPMENT DIVISION**

June 21, 2019

TO: Elia Batista, Senior Contract Administrator  
Procurement Division

FROM: Dexter Watts, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

**PROJECT: Y19-748-EB / Bithlo Community Center HVAC Replacement**

The Business Development Division evaluated the one bid submitted for this project. The bidder was not an Orange County certified M/WBE. The scope of services for the Bithlo Community Center HVAC Replacement had M/WBE availability at the sub-contract level. At least 7 M/WBE firms are certified to provide mechanical and electrical services.

The apparent low bidder, Air Mechanical & Service Corp., achieved good faith effort documentation and reported 6.07% M/WBE participation in their bid. Please note the following certified M/WBE participation:

|                                  |                    |                         |
|----------------------------------|--------------------|-------------------------|
| Wbe-wf                           | ABC Cleaning, Inc. | \$7,500                 |
| Mbe-afam                         | Celectsys, Inc.    | \$19,250                |
| <b>Total M/WBE Participation</b> |                    | <b>\$26,750 (6.07%)</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 Invitation for Bid'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****Y19-748-EB / Bithlo Community Center HVAC Replacement**

| <b>Rank</b> | <b>Bidder</b>                  | <b>Bid Amount</b> | <b>M/WBE<br/>\$'s in Bid</b> | <b>% M/WBE<br/>(Goal 25%)</b> | <b>GFE</b> | <b>\$ Over Low Bid</b> | <b>%<br/>Difference<br/>From Low<br/>Bid (7%)</b> | <b>\$ Over<br/>2nd<br/>Low<br/>Bid</b> | <b>%<br/>Difference<br/>From 2nd<br/>Low Bid</b> | <b>EEO %<br/>M / W</b> |
|-------------|--------------------------------|-------------------|------------------------------|-------------------------------|------------|------------------------|---------------------------------------------------|----------------------------------------|--------------------------------------------------|------------------------|
| Low Bid     | Air Mechanical & Service Corp. | \$440,500         | \$26,750                     | 6.07%                         | yes        |                        |                                                   |                                        |                                                  | 34/7                   |