



Interoffice Memorandum

July 16, 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 Y19-769-RM, Capehart Park HVAC
System Replacement

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-769-RM, Capehart Park HVAC System Replacement, to the low responsive and responsible bidder, Key Mechanical Services, Inc. in the total contract award amount of \$316,000.

PROCUREMENT:

Work under this contract includes all labor, materials, and equipment necessary to replace the heating, ventilation and air-conditioning (HVAC) system in the building at Capehart Park. The project is located in District 3.

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:

Two bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The bid submitted from Key Mechanical Services, Inc. is considered reasonable based on the engineer's estimate. References provided were satisfactory for this type of work and Key Mechanical Services, Inc. has been determined to be responsible. Therefore, award is recommended to Key Mechanical Services, Inc.

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Award of Invitation for Bids Y19-769-RM, Capehart Park HVAC System Replacement

Bids Received

Key Mechanical Services, Inc.	\$316,000
Air Mechanical & Service Corp.	\$339,500



BUSINESS DEVELOPMENT DIVISION

July 1, 2019

TO: Rolando Melo, Senior Contract Administrator
Procurement Division

FROM: Dexter Watts, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: Y19-769-RM / Capehart Park HVAC System Replacement

The Business Development Division evaluated the two bids submitted for this project. None of the bidders was an Orange County certified M/WBE. The scope of services for the Capehart Park HVAC System Replacement had M/WBE availability at the sub-contract level. At the time of bid opening, at least 21 M/WBE firms were certified to provide electrical and mechanical services.

The apparent low bidder, Key Mechanical Services, Inc., did not achieve good faith effort documentation. While the low bidder reported \$19,000 in M/WBE participation, they did not specify the work to be performed on attachment C-2. Therefore, the M/WBE participation could not be confirmed.

The second low bid submitted by Air Mechanical & Service Corp., achieved good faith effort documentation and reported 6.95% M/WBE participation in their bid. The bid was not within the M/WBE sliding scale range to be awarded this contract over the low bidder.

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										
Y19-769-RM / Capehart Park HVAC System Replacement										
Rank	Bidder	Bid Amount	M/WBE \$'s in Bid	% M/WBE (Goal 19%)	GFE	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid	EEO % M / W
Low Bid	Key Mechanical Services, Inc.	\$316,000	\$0	0.00%	no					100/0
2nd Low	Air Mechanical & Service Corp.	\$339,500	\$23,600	6.95%	yes	\$23,500	7.44%			38/7