



Interoffice Memorandum

October 22, 2019

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

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Rich Steiger, Manager, Facilities Management Division
407-836-7473

SUBJECT: Award of Invitation for Bids Y19-1138-MV, Emergency and Temporary Heating, Ventilation and Air Conditioning (HVAC) Equipment Rental and Installation Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1138-MV, Emergency and Temporary Heating, Ventilation and Air Conditioning (HVAC) Equipment Rental and Installation Services, to the sole responsive and responsible bidder, Portable Air L.C., in the estimated contract award amount of \$545,820 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 HVAC equipment and installation on an as needed basis for projects which may interrupt heating and cooling equipment at various buildings throughout the County.

FUNDING:

Funds are available in account numbers 0001-043-1713-3610, 0001-043-1715-3610, 0001-043-1717-3610, 0001-043-1718-3610, and 0001-043-1719-3610.

APPROVALS:

The Facilities Management Division and the 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 low bidder, Portable Air L.C. has a satisfactory performance record on previous contracts for these services. The bid submitted is acceptable, prices are considered realistic, and the performance record for this bidder is satisfactory.

Page 2 of 2

Y19-1138-MV, Emergency and Temporary Heating, Ventilation and Air Conditioning (HVAC) Equipment Rental and Installation Services

The price is considered reasonable in comparison with the previous contract. Therefore, award is recommended to Portable Air L.C.

Following is the bid tabulation

<u>Bidder</u>	<u>Bid Total</u>
Portable Air L.C.	\$545,820




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

September 20, 2019

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 # Y19-1138-MV, Emergency and Temporary Heating, Ventilation and Air Conditioning (HVAC) Equipment Rental and Installation Services**

The Business Development Division evaluated the **one bid** submitted for this project. **The bidder is not an** Orange County Certified Minority/Women Business Enterprise (M/WBE) firm. At the time of bid opening, there was no M/WBE availability in the scope of service. 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

