



## Interoffice Memorandum

October 9, 2019

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

FROM: Carrie Mathes, Manager, Procurement Division

CONTACT: Anthony Rios, Division Chief, Fire Rescue Department  
407-254-7786

SUBJECT: Award of Invitation for Bids Y19-1156-AV, Janitorial Supplies for the Fire  
Rescue Department

### ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1156-AV, Janitorial Supplies for the Fire Rescue Department, to the low responsive and responsible M/WBE compliant bidder, Premier Janitorial Supply, Inc., in the estimated contract award amount of \$633,849.90 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 janitorial supplies for the Fire Rescue Department.

### FUNDING:

Funding will be available in account 1009-034-0687-3170.

### APPROVALS:

The Fire Rescue Department and Business Development Division concur with this recommendation.

### REMARKS:

Five bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Nisa Cleaning Systems "LLC" was determined to be non-responsive for failing to provide references. Premier Janitorial Supply, Inc., is a certified M/WBE firm whose bid is within the 6% allowed by the solicitation for award to other than the low bidder in accordance with the County's M/WBE Ordinance, Section 17-324. Premier Janitorial Supply, Inc. has the necessary manpower and equipment to perform this contract. Therefore, award is recommended to Premier Janitorial Supply, Inc.

Bid tabulation is as follows:

**Bidder**

**Estimated Bid Amount**

Cypress Supply Inc.	\$ 604,849.20
Premier Janitorial Supply, Inc.	\$ 633,849.90
Continental & Global Services Inc.	\$ 708,395.60
Dade Paper & Bag, LLC dba Imperial Dade	\$ 822,925.71
Nisa Cleaning Systems "LLC"	Non-Responsive




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

September 23, 2019

TO: Ana Villalona, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y19-1156-AV, Janitorial Supplies for the Fire Rescue Department

The Business Development Division evaluated the **four bids** submitted for this project and found that this contract may be awarded to **Premier Janitorial Supply, Inc.** a Certified Women Business Enterprise (WBE) firm. At the time of bid opening at least one firm was certified at the prime level in the scope of service. The Orange County Certified Women Business Enterprise firm did not exceed the low bid by more than 6% on contract awards greater than \$500,000 to \$750,000. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can be applied.

c: Sheena Ferguson, Manager, Business Development Division



## BID COMPARISON

IFB #Y19-1156-AV, Janitorial Supplies for the Fire Rescue Department

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (6%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Cypress Supply Inc.	\$604,849.20				
2nd Low	Premier Janitorial Supply, Inc. (WF)	\$633,849.90	\$29,001	4.79%		
3rd Low	Continential & Global Services Inc.	\$708,395.60	\$103,546	17.12%	\$74,546	11.76%
4th Low	Dade Paper & Bag, LLC dba Imperial Dade	\$822,925.71	\$218,077	36.05%	\$189,076	29.83%