



October 16, 2019

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

From: Carrie Mathes, Manager, Procurement Division

Contact: Jacqueline Torbert, Manager, Water Division  
407-254-9830

Subject: Award of Invitation for Bids Y20-116-TJ, Compressed Gasses Services  
for Orange County Utilities Laboratory

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-116-TJ, Compressed Gasses Services for Orange County Utilities Laboratory, to the sole responsive and responsible bidder, Matheson Tri-Gas, Inc., in the estimated contract award amount of \$162,550.86 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 compressed gasses to the Orange County Utilities Central Laboratory for analytical testing. Compressed gasses are used in conjunction with instrumentation to detect various chemicals that are reported to regulatory agencies.

FUNDING:

Funding is available in account number 4420-038-1304-4159.

APPROVALS:

The Water 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. The bid is considered reasonable based on a decrease in contract cost by 31% with no reduction in scope. Reference checks were conducted with favorable responses.

To ensure an open and competitive bid process, the Invitation for Bids was posted on the Orange County website. A query from staff to potential bidders that declined to compete on this project resulted in the following:

- Airgas USA, LLC – Did not respond to our inquiry.
- Compressed Gas Solutions, Inc. – Did not respond to our inquiry.
- Linde Gas North America LLC– Did not respond to our inquiry.

Bidder

Estimated Bid

Matheson Tri-Gas, Inc.

\$162,550.86




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

October 8, 2019

TO: Todd Jackson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-116-TJ, Compressed Gasses Services for Orange County Utilities Laboratory**

The Business Development Division evaluated the **1 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. 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

