



## Interoffice Memorandum

April 22, 2020

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

Handwritten signature of Carrie Mathes.

Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Dr. Tracy Salem, Manager, Youth and Family Services Division,  
(407) 836-6521

SUBJECT: Award of Invitation for Bids Y20-188-KB, Food Products for Family Services

### ACTION REQUESTED:

Approval to award Invitation for Bids Y20-188-KB, Food Products for Family Services, to the sole responsive and responsible bidder, Sysco Central Florida, Inc., in the estimated contract award amount of \$150,906.05 for a one-year term. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

### PROCUREMENT:

This contract will provide food for Great Oaks Village children.

### FUNDING:

Funding is available in account number 0001-062-2452-4135.

### APPROVALS:

The Community and Family Services Department and Business Development Division concur with this recommendation.

### REMARKS:

One bid was received in response to this Invitation for Bids (IFB) and was evaluated for responsiveness, responsibility, and price reasonableness. Staff contacted Sysco Central Florida Inc., to negotiate prices; however during negotiations, the bidder advised that due to Covid-19, there was a surge in demand for several items, resulting in a 1.8% pricing increase. This solicitation opened prior to Covid-19, and the bidders pricing was competitive to the market value. Staff has further determined that bid prices are reasonable based upon comparison to current contracted pricing and market conditions. Sysco Central Florida, Inc. meets all specifications and requirements of the solicitation. Therefore, recommendation for award is made to Sysco Central Florida, Inc.

To ensure an open and competitive bid process, the IFB was posted on the Orange County Website to over 70 potential bidders. Included in the number of potential bidders notified were small business owners and known contractors that perform this specific service. The remaining was the result of a general commodity code search for these services. A query to known potential bidders that declined to submit a bid resulted in the following findings:

- Estorino Coffee Company, Llc dba Javatino: Could not meet the bid specifications.
- Interboro Packaging Corp.: Does not meet specifications.
- The First Community Christian Pentecostal Church of God Inc: Was not aware of the solicitation. Vendor was on the Plan Holder List.
- Total Nutrition Technology: Was not aware of the solicitation. Vendor was on Plan Holders List

Bid tabulation is as follows:

**Bidder**  
Sysco Central Florida, Inc

**Negotiated**  
**Annual Bid Price**  
\$150,906.05




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

March 12, 2020

**TO:** Kathy Bozeman, Contracting Agent  
Procurement Division

**FROM:** Kesi Warren, Senior Contract Administrator   
Business Development Division

**SUBJECT:** Business Development Division Bid Evaluation

**PROJECT:** IFB #Y20-188-KB, Food Products for Family 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. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

