




Interoffice Memorandum

September 24, 2021

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

 FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,
Procurement Division

CONTACT: Edgar Cuartas, Manager, Utilities Customer Service Division

SUBJECT: Selection of Contractor, Request for Proposals, Y21-1023-TJ, Statement
Printing and Mailing Services-Orange County Utilities Department

RECOMMENDATION:

Selection of one firm and two ranked alternates to provide Statement Printing and Mailing Services-Orange County Utilities Department, Request for Proposals, Y21-1023-TJ, from the following firms listed alphabetically:

Cathedral Corporation
Envelopes and Forms, Inc. dba SureBill
Infosend, Inc.

Request authority for the Procurement Division to negotiate and execute a one-year contract within a budget of \$807,620. Further request authorization to renew the contract for four additional one-year terms.

Proposals were evaluated by the Procurement Committee on September 22, 2021. Commissioner Christine Moore was assigned to the Procurement Committee.

PURPOSE:

Services will be provided for utility statement and notification letter printing, folding, inserting, metering, and mailing for the Utilities Department.

APPROVALS:

The Utilities Department and Business Development Division concur with this recommendation.

REMARKS:

Eight proposals were received in response to this Request for Proposals (RFP).

The Procurement Committee evaluated the proposals in accordance with the criteria set forth in this RFP.

Datamax Corporation was deemed non-responsive for modifying the Fee Schedule form. Doxim (Pinnacle Data Systems) was deemed non-responsive for failing to complete all lines on the Fee Schedule form and added terms that conflict with the RFP. Form Maker Software, Inc. dba Kubra was deemed non-responsive for failing to comply with the confirmation statement in TAB 1 Pre-requisite Requirement. The proposals for Northeast II, Inc. dba TC Delivers, and Sebis Direct, Inc. scored too low for Board consideration.

The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting - September 22, 2021
Y21-1023-TJ, STATEMENT PRINTING AND MAILING SERVICES-ORANGE COUNTY UTILITIES DEPARTMENT

CRITERIA	Qual. of Staff	Qual of Firm	Technical Approach	M/WBE	Location	Dislocated Worker (B)	SDV Subs (B)	SDV Prime (B)	Fee Proposal	Total Weighted Points
Weighted Value	20	20	20	10	10	5	10	5	20	120
(B) Indicates Bonus Points (Maximums Bonus Points Above)										
Infosend, Inc.	60.00	60.00	80.00	25.00	10.00	0.00	0.00	0.00	88.17	323.17
Envelopes and Forms, Inc. dba SureBill	60.00	80.00	80.00	0.00	0.00	0.00	0.00	0.00	100.00	320.00
Cathedral Corporation	60.00	65.00	60.00	0.00	50.00	0.00	0.00	0.00	82.79	317.79

POINT STRUCTURE:

1= Poor 4= Above Avg.
2= Below Avg. 5= Excellent
3= Average



INTEROFFICE MEMORANDUM

August 27, 2021

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y21-1023-TJ / Statement Printing and Mailing Services – Orange County Utilities
Department

APPROVED: _____

Sheena Ferguson

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

1. Cathedral Corporation
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*The Schedule of Sub-Contracting – M/WBE Participation Form states "N/A" and the proposer indicates that they will perform all the work with their own forces.
Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 08%
Total WBE Workforce: 36%
Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation Form states “N/A”
Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Displaced Worker(s) Proposed: 0
Displaced Worker(s) Bonus Points: 0

*The Displaced Worker form states “N/A” Therefore, the evaluator cannot assess bonus points

Total Bonus Points: 0
(Includes SDV & Displaced workers)

2. Envelops and Forms, Inc. dba SureBill
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*The Schedule of Sub-Contracting – M/WBE Participation Form was not submitted with the proposal and a note states “Not Applicable” in reference to tab 8 (B-F). Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 13%
Total WBE Workforce: 13%
*Minority Workforce and Women Workforce Weighted Score: 0

*The Equal Opportunity Workforce Schedule form is blank

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation Form was not submitted with the proposal and a note states “Not Applicable” in reference to tab 8 (B-F). Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Displaced Worker(s) Proposed: 0
Displaced Worker(s) Bonus Points: 0

*The Displaced Worker form was not submitted with the proposal and a note states "Not Applicable" in reference to tab 8 (B-F). Therefore, the evaluator cannot assess bonus points

Total Bonus Points: 0
(Includes SDV & Displaced workers)

3. Infosend, Inc.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

* The Schedule of Sub-Contracting – M/WBE Participation Form states "N/A" and the proposer indicates that they will perform all the work with their own forces.
Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 33%
Total WBE Workforce: 31%

*Minority Workforce and Women Workforce Weighted Score: 24

*The Equal Opportunity Workforce Schedule form is blank

Total M/WBE Participation Weighted Score: 24

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

* The Schedule of Sub-Contracting – SDV Participation Form states "N/A"
Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Displaced Worker(s) Proposed: 0
Displaced Worker(s) Bonus Points: 0

Total Bonus Points: 0
(Includes SDV & Displaced workers)

4. Northeast II dba TC Delivers
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

* The Schedule of Sub-Contracting – M/WBE Participation Form indicates the proposer will perform all the work with their own forces. Therefore, the evaluator cannot assess points

Total M/WBE Participation Proposed: 0%

M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 0%

Total WBE Workforce: 0%

***Minority Workforce and Women Workforce Weighted Score: 0**

*The Equal Opportunity Workforce Schedule form is blank

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation Form is blank.
Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0

SDV Bonus Points: 0

Displaced Worker(s) Proposed: 0

Displaced Worker(s) Bonus Points: 0

Total Bonus Points: 0

(Includes SDV & Displaced workers)

5. Sebis Direct Inc.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*			

*The Schedule of Sub-Contracting – M/WBE Participation Form was not submitted with the proposal and a note states “Sebis Direct is not able to receive credit for tab 8 (A-F).” Therefore, the evaluator cannot assess points.

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 0%
Total WBE Workforce: 0%

***Minority Workforce and Women Workforce Weighted Score: 0**

*The Equal Opportunity Workforce Schedule form is blank. Therefore, the evaluator cannot assess points.

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*		

*The Schedule of Sub-Contracting – SDV Participation Form was not submitted with the proposal and a note states “Sebis Direct is not able to receive credit for tab 8 (A-F)” Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

*Displaced Worker(s) Proposed: 0
Displaced Worker(s) Bonus Points: 0

*The Displaced Worker form was not submitted with the proposal and a note states “Sebis Direct is not able to receive credit for tab 8 (A-F).” Therefore, the evaluator cannot assess bonus points

Total Bonus Points: 0
(Includes SDV & Displaced workers)