



Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

BCC Mtg. Date: May 10, 2016

April 20, 2016

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Acting Manager, Procurement Division

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

SUBJECT: Award of Invitation for Bids Y16-1045-JS, Emergency and Temporary HVAC Equipment Rental and Installation Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y16-1045-JS, Emergency and Temporary HVAC Equipment Rental and Installation Services, to the low responsive and responsible bidder, Portable Air, LLC, in the estimated contract award amount of \$188,982 for a 1-year term contract. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To provide HVAC equipment and installation on an as needed basis and 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 Business Development Division concur with this recommendation.

DISCUSSION:

Five bids were received in response to Invitation for Bids Y16-1045-JS and were evaluated for responsiveness, responsibility and price. The low bidder, Portable Air, LLC has a satisfactory performance record on previous contracts for these services. Following is the bid tabulation.


Portable Air, LLC	\$188,982
Trane US, Inc.	\$204,216
Carrier Rental Systems	\$232,746
Sunbelt Rentals, Inc.	\$240,015
United Rentals North America, Inc.	\$243,730



BUSINESS DEVELOPMENT DIVISION

April 7, 2016

TO: Jim Schell, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division 

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y16-1045-JS, Emergency and Temporary HVAC Equipment Rental and Installation Services**

The Business Development Division evaluated the **5 bids** submitted for this project and found that **none** of the bidders are Orange County Certified Minority Women Business Enterprises. 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