



**Interoffice Memorandum**

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: Jun. 14, 2016

May 12, 2016

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Acting Manager, Procurement Division

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

SUBJECT: Approval of Invitation for Bids Y16-1034-DG, Moving Services of  
Furniture, Equipment and Furnishings

ACTION REQUESTED:

Approval to award Invitation for Bids Y16-1034-DG, Moving Services of Furniture, Equipment and Furnishings, to the low responsive and responsible bidder, Commercial Works, Inc., in the estimated contract award amount of \$155,000 for a 1-year term. Further request authorization for the Procurement Division to renew for two additional 1-year periods.

PROCUREMENT:

To provide professional moving services for County-owned furniture, modular furniture systems, appliances, equipment, furnishings, and related items.

FUNDING:

Funding is available in account number 0001 043 0201 3520.

APPROVALS:

The Facilities Management Division and Business Development Division concur with this recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids and evaluated for responsiveness and responsibility. The bid from Commercial Works, Inc. is considered reasonable in comparison to prices for the same services under a previous County contract. Therefore, award is recommended to the lowest responsive and responsible bidder, Commercial Works, Inc.

Bids received are as follows:


Commercial Works, Inc.	\$155,000
TRR Inc. dba All Points Moving Systems	\$190,720



**BUSINESS DEVELOPMENT DIVISION**

April 27, 2016

TO: Dorothy Gordon, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y16-1034-DG, Moving Services of Furniture, Equipment and Furnishings**

The Business Development Division evaluated the **2 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

