



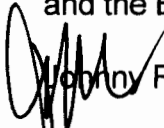
**Interoffice Memorandum**

April 28, 2015

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS

JUN 02 2015 CS/BS

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Johnny Richardson, Manager, Procurement Division

CONTACT: Dianne Arnold, HFS Administrator, Citizen Resource & Outreach Office  
836-7588

SUBJECT: Award of Invitation for Bids Y15-199-LC, Burial and Cremation Services

**ACTION REQUESTED**

Approval to award Invitation for Bids Y15-199-LC, Burial and Cremation Services, to the low responsive and responsible bidder, Waldon Professional Funeral & Cremation Services, for a 3-year term contract in the estimated contract award amount of \$721,440. Further request authorization for Procurement Division to renew the contract for two additional 1-year periods.

**PROCUREMENT**

To provide burial and cremation services for persons that die in Orange County who are unclaimed, lack the financial resources or have no relatives willing or able to provide for the burial or cremation.

**FUNDING**

Funding is available in account number 0001-062-2457-3197.

**APPROVALS**

The Citizen Resource & Outreach Office and the Business Development Division concur with this recommendation.

**REMARKS**

Two bids were received and evaluated for responsiveness and responsibility. Waldon Professional Funeral & Cremation Services is the low responsive and responsible bidder.

A protest was filed by Gail & Wynn's Mortuary, Inc. and heard by the Protest Committee on April 24, 2015. The Protest Committee rejected the protest and confirmed the initial decision to recommend award to Waldon Professional Funeral Homes and Cremation Services, Inc.

Bid tabulation follows:

<b><u>Bidder</u></b>	<b><u>Annual Total Bid Amount</u></b>
Waldon Professional Funeral & Cremation Services	\$721,440
Gail & Wynn's Mortuary, Inc.	\$737,484




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

February 2, 2015

TO: Linda Carson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y15-199-LC, Burial and Cremation**

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: Errick W. Young, Manager, Business Development Division

