




Interoffice Memorandum

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS

October 12, 2015

NOV 03 2015 NP/BS

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Johnny Richardson, Manager, Procurement Division

CONTACT: Elizabeth Frias, Administrative Supervisor, Convention Center
407-685-5854

SUBJECT: Award of Invitation for Bids Y16-116-DG
Soap and Paper Products for the Orange County Convention
Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y16-116-DG, Soap and Paper Products for the Orange County Convention Center, to the low responsive and responsible bidder, Dade Paper Co, in the estimated contract award amount of \$328,490. Further request authority for the Procurement Division to renew the contract for four additional one year periods.

PROCUREMENT:

To provide soap, toilet tissue and hand towels for the Convention Center.

FUNDING:

Funding is available in account number 4430 035 0927 3170.

APPROVALS:

The Convention Center and Business Development Division concur with this recommendation.

DISCUSSION:

Six bids were received in response to the solicitation. The bids were evaluated for price, responsiveness and responsibility. The bid from Unisource is non-responsive due to their failure to bid all line items on the bid proposal form as required by the solicitation. The bids from Peninsular Paper Co. of Central Florida and Interline Brands, Inc. are non-responsive due to failure to comply with the specifications. The acceptance of these bids would require the replacement of approximately 1,025 dispensers which was specifically not allowed by the specifications.

The estimated quantities in the solicitation were based on historical and projected usage. Where possible, estimates were reduced to ensure that they represented the minimum needs of the Convention Center.

Dade Paper Co. is the low responsive and responsible bidder. Therefore, award is recommended to Dade Paper Co.

The bid tabulation is as follows:

Dade Paper Co.	\$328,490
Buckeye Cleaning Center Orlando	\$376,705
Garden State Medical Supply	\$820,061
Unisource	Non-responsive
Peninsular Paper Co. of Central Florida	Non-responsive
Interline Brands, Inc.	Non-responsive



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 20, 2015

TO: Dorothy Gordon, Senior Purchasing Agent
Procurement Division

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

SUBJECT: Business Development Division Bid Evaluation (Revised)

PROJECT: **IFB #Y16-116-DG, Soap and Paper Products for the Orange County Convention Center**

The Business Development Division evaluated the **3 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

Sheena Ferguson