



Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

BCC Mtg. Date: Aug. 16, 2016

July 26, 2016

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: Carrie Woodell, Manager, Procurement Division

Contact: Maria Provido, Utilities Section Manager,
Customer Service Division

Subject: Award of Invitation for Bids Y16-144-MG, Statement Printing and
Mailing Services

ACTION REQUESTED:

Approval to award Invitation for Bids Y16-144-MG, Statement Printing and Mailing Services, to the low responsive and responsible bidder, Pinnacle Data Systems L.L.C., in the estimated contract award amount of \$119,270 for a 1-year term. Further request authorization of the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

To provide the Utilities Department a turnkey service for printing and mailing of customers' monthly water statements.

FUNDING:

Funding is available in account number 4420-038-1308-3197.

APPROVALS:

The Utilities Customer Service and Business Development Divisions concur with this recommendation.

REMARKS:

Eight bids were received and evaluated for responsiveness, responsibility and price. Pinnacle Data Systems L.L.C. is the low responsive, responsible bidder. The bid is considered reasonable based on the technical evaluation and recommendation of staff.

Bid tabulation is as follows:


| | TOTAL ESTIMATED BID |
|--|---------------------------|
| Pinnacle Data Systems L.L.C. | \$119,270.00 |
| Level One | \$139,968.00 |
| Kubra Data Transfer LTD | \$142,012.00 |
| Sourcelink Acquisition, LLC | \$145,742.00 |
| Envelopes and Forms, Inc. DBA Surebill | \$149,512.00 |
| Cathedral Corporation | \$160,654.10 |
| Northeast II, DBA TC Delivers | \$178,708.00 |
| Southwest Direct, Inc. | \$221,775.00 |



BUSINESS DEVELOPMENT DIVISION

May 23, 2016

TO: Maria Guevara-Hall, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y16-144-MG, Statement Printing and Mailing Service

The Business Development Division evaluated the **8 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 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson