




## Interoffice Memorandum

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: September 20, 2016

September 2, 2016

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

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

SUBJECT: Award of Invitation for Bids Y16-1092-DG  
Janitorial Services for the Orange County Courthouse and Juvenile  
Justice Center

### ACTION REQUESTED:

Approval to award Invitation for Bids Y16-1092-DG, Janitorial Services for the Orange County Courthouse and Juvenile Justice Center, to the low responsive and responsible bidder, Building Maintenance Services, Inc., in the estimated contract award amount of \$809,645.92, for a 1-year term contract. Further request authorization for the Procurement Division to renew contract for two additional 1-year periods.

### PROCUREMENT:

To provide janitorial services for the Orange County Courthouse and Juvenile Justice Center.

### FUNDING:

Funding is available in account numbers 0001 043 1713 3170.

### APPROVALS:

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

### DISCUSSION

Contractors were prequalified in a Request for Quotes and only prequalified contractors were allowed to bid on this Invitation for Bids. Grosvenor Building Services was initially recommended for award, but a protest was submitted by the lowest bidder, Building Maintenance Services, Inc. A protest review was held and it was the decision of the procurement manager to revise the recommendation to reflect Building Maintenance Services, Inc. as the recommended bidder.

A bid tabulation is as follows:

Building Maintenance Services, Inc.	\$ 809,645.92
Grosvenor Building Services	\$ 822,162.69
JMC Services Incorporated	\$ 889,904.95
American Maintenance	\$ 978,524.56
Owens, Renz & Lee Co., Inc. dba Owens Realty Services	\$1,046,174.13
United States Services Industries dba USSI	\$1,059,523.36
Marsden South	\$1,299,702.17



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

September 2, 2016

TO: Dorothy Gordon, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation Revised

PROJECT: **IFB #Y16-1092-DG, Janitorial Services for the Orange County Courthouse and Juvenile Justice Center**

*K.W.*

The Business Development Division evaluated the 7 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*