



DEPARTMENT OF PURCHASING AND CONTRACTS

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DATE: June 9, 2022
TO: Jane Gonzalez, Purchasing Agent I
FROM: Craig Becker, Facilities Maintenance Manager
SUBJECT: Recommendation for Award Bid No. 22-T00066/JF
Project Name: Elevator Maintenance, Repair and Testing Services

The attached bid received from Right Way Elevator for the above referenced project/solicitation is submitted for your review, evaluation, and award recommendation. In accordance with the Hernando County Ordinance No. 93.16, Section 2-105 (6) and Purchasing and Contracts Department Policies and Procedures Manual, Procedure No. 130F, Paragraph 3. (D), Policy140I, Paragraph 2(H), please complete items 2 through 6 and return this award recommendation form with your technical evaluation attached, approved by your department director/manager on or by 5:00 p.m. on June 16, 2022.

- 1. Total Contract Bid Price is: \$69,120.00
2. Reference checks are satisfactory: [X] YES [ ] NO
3. Recommend award as responsive and responsible bidder [X] YES [ ] NO
4. Request Next Bidder? [ ] YES [X] NO
5. Provide a statement that addresses the reason(s) for your recommendation or rejection.

Prices are roughly 50% more than previous contract but not unreasonable, especially with today's increased costs and labor rates. Appears to have all the qualifications required and references were good.

6. Provide the funding information: Fund 0011 Dept 01701 Account 5303401 & 5303496

Recommendation Approved By: [Signature] Date: 8/9/20
Department Director/Manager

Enclosure

## TECHNICAL EVALUATION FOR BID AWARD

ITB NO. 22-T00066/JF

### ELEVATOR MAINTENANCE, REPAIR AND TESTING SERVICES

This document has been developed to facilitate your evaluation. Your evaluation should be limited to the attached. **Purchasing will ensure that all documents required by the solicitation are contained for evaluation.** This documentation will be included with the bid submitted for evaluation. Bids that are determined non-responsive by the Purchasing Division will not be submitted to you for evaluation. Please note that you should focus your attention on the areas contained within this document. Your evaluation will be a major consideration as to the responsiveness and/or responsibility of a bidder.

- A. Is the amount of the bid reasonable and realistic for the services to be performed or the item or equipment to be purchased? **Although 50% higher than the last contract, not unreasonable given today's increased costs and labor rates.**

If the bid is considered reasonable/realistic, provide justification for your conclusion.

If you consider the bid to be unreasonable and/or unrealistic, please explain in detail.

- B. Was an independent County estimate developed prior to soliciting for the procurement? **NO**

If affirmative, submit this estimate with your evaluation in the same format as the bid schedule and describe the extent the estimate was used in the analysis of the bid.

- C. Do the resources (manpower, equipment, supplies, etc.) proposed by the bidder meet the minimum requirements, if any, established by the solicitation?

**He is licensed for this type work and references were OK. As long as he has enough elevator mechanics to perform in a timely manner, should be fine.**

If minimums were not identified in the solicitation, you may request information on proposed resources from the bidder **through Purchasing.**

## TECHNICAL EVALUATION FOR BID AWARD

Page 2

When specific types and quantities of equipment are required to meet minimum standards, the bidder may address this requirement by providing purchasing with a pro-forma invoice with confirmation from a bank or lending institution to the effect that they are prepared to finance the lease or purchase of equipment necessary to perform the services if the bidder is awarded the contract.

D. Does the bidder have a satisfactory record of performance?

At a minimum, the bidder's record on previous county contracts must be considered and an attempt must be made to contact all references. The reference form attached is to be used for your documentation of your reference check. If references cannot be contacted, the Department shall contact Purchasing for additional references. Purchasing shall request from the bidder in writing of this fact, and inform that the reference must contact the project person within two business days or it will negatively impact the evaluation the bid.

Based on references, yes.

E. Provide your overall recommendation on the Recommendation for Award Form.

Proceed with award to Right Way Elevator.

**Note: At no time will the user/project person/bid evaluator discuss responsiveness, responsibility or withdrawal from the bidding process with any bidder. Moreover, it is strictly prohibited for any County representative involved in the bidding process to attempt to negotiate bids, influence or otherwise impact the business decisions of a bidder.**