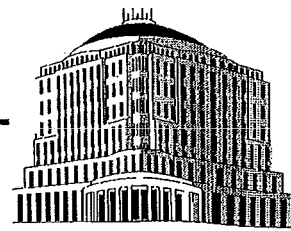




# CITY OF ORLANDO



## MEMORANDUM

**DATE:** October 16, 2014

**TO:** David Dunn, Division Manager  
Fleet/Facilities Management Division

**FROM:** Tonja Voyles, Purchasing Agent III *TW*  
Procurement and Contracts Division

**SUBJECT:** Bid Submittals and Award Recommendation

**BID NUMBER/TITLE:** Preventive Maintenance and Repair of Overhead Roll-up Doors

The bids for the subject solicitation were opened on October 15, 2014. Procurement and Contracts have reviewed the bid submittals for responsiveness. Please see the attached Bid submittals and Bid Tabulation Sheet. Pending final review by your office and MWBE, if applicable, the recommendation of award is as follows:

Line Item(s)	Recommended Award	Amount
ALL	ANR Miner, Apopka, FL	45,800.00

Once submittals have been fully evaluated by you and the Office of MWBE, please sign below to acknowledge your concurrence of this recommendation of award and return by October 17, 2014 (for Council award on November 3, 2014) or October 31, 2014 for Council award on November 17, 2014). In addition, forward a Fiscal Impact Statement\* (in Word format) to the assigned Purchasing Agent by the above mentioned deadlines. (Initial award for three years, \$45,800.00 per year for total award of \$137,400.00.)

Procurement will then prepare the Council Agenda for award approval and the timely development of the Contract(s).

\*A Fiscal Impact Statement must be provided to the assigned Purchasing Agent cite funding source; original approval date and contract amount, Documentary Number, applicable recurring costs (e.g., operating & maintenance); allocation of any generated revenues; etc.

*David Dunn* Division Mgr 10/20/14  
 Authorized Signature Title Date  
Fleet & Facilities Mgr  
 Department

### PROCUREMENT AND CONTRACTS DIVISION