



CITY OF ORLANDO

July 11, 2017

MEMORANDUM

TO: David Billingsley, CPSM, C.P.M., Chief Procurement Officer
Procurement and Contracts Division

THRU: Karen Elzy, Senior Purchasing Agent *KE*

FROM: Diane Wetherington, Purchasing Agent III *DW*

SUBJECT: Single Response for IFB17-0332, Odor Control Media

The Procurement and Contracts Division opened IFB17-0332, Odor Control Media on June 29, 2017 at 2:00 p.m. The only bid received was from Biorem Environmental.

Per City Code Sec. 7.300. C. Single Response, the Chief Procurement Officer may award to the sole respondent if he determines the following criteria have been met:

1. The Price submitted is fair and reasonable. Procurements and Contracts and Wastewater Division have reviewed the bid from Biorem Environmental and determined the price was fair and reasonable.
2. Other prospective respondents had a reasonable opportunity to respond. This bid was posted on the City's eSupplier website with thirty-five (35) planholders listed. The bid was open for thirty (30) days with only one (1) response submitted.
3. It is in the best interest of the City to proceed with award. IFB17-0207 was posted earlier this year with no responses. Biorem Environmental has previously been awarded a contract for Odor Control Media for the City of Orlando.

Based on the information provided above, my recommendation is that it is in the best interest of the City to award the subject contract to Biorem Environmental, the lowest responsive and responsible bidder.

 / Concur

David Billingsley
David Billingsley, CPSM, C.P.M.
Chief Procurement Officer

PROCUREMENT AND CONTRACTS DIVISION

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