

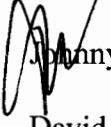


Interoffice Memorandum

APPROVED
BY ORANGE COUNTY BOARD
OF COUNTY COMMISSIONERS
JUL 16 2013 NP/JM

June 21, 2013

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Johnny Richardson, Manager, Purchasing and Contracts Division

CONTACT: David Roussel, Manager, Fleet Management Division
407-836-8201

SUBJECT: Award of Invitation for Bids Y13-1044-GJ, Term Contract -
Small Engine OEM Parts

RECOMMENDATION:

Approval to award Invitation for Bids Y13-1044-GJ, Term Contract - Small Engine OEM Parts, to the low responsive and responsible bidder, Trail Saw & Mower Service Inc., for Line Items 5, 6, 7, 10, 13, 15 and 21 for a 1-year term contract in the total estimated contract award amount of \$249,500. Further request authority for the Purchasing and Contracts Division to renew the contract for four additional 1-year periods. The Fleet Management Division, Public Works Department, Solid Waste Division, Fire Rescue Department and the Business Development Division concur with this recommendation. This is an estimated contract amount and the annual usage is uncertain. However, the using division's anticipates the entire estimated contract amount will be ordered during the initial contract term.

PURPOSE:

This contract will provide small engine OEM parts to support the maintenance requirements of multiple divisions within the County.

DISCUSSION:

Four bids were received. The bids were evaluated for price, responsiveness and responsibility. Trail Saw & Mower Service Inc. has been determined to be the low responsive and responsible bidder for Line Items 5, 6, 7, 10, 13, 15 and 21 and is recommended for award. Staff performed a technical evaluation of the bids and determined that the low bid was reasonable based on market research and experience.

Line Items 1, 2, 3, 4, 8, 9, 11, 12, 14 and 16 through 20 are not being awarded at this time.

The bid tabulation is attached.

SMALL ENGINE OEM PARTS					
IFB #Y13-1044-GJ		TRAIL SAW & MOWER SERVICE INC.	WALKER MILLER EQUIPMENT	ROBINSON OUTDOORS, INC.	BRAY ACE HARDWARE
OPENED 6/06/13					
ITEM NO.	EST. ANNUAL USAGE	DISCOUNT	DISCOUNT	DISCOUNT	DISCOUNT
5	\$400.00	20%			
6	\$1,650.00	15%			
7	\$5,400.00	20%	10%		
10	\$3,800.00	20%	10%	10%	
13	\$36,200.00	45%		36%	
15	\$201,500.00	30%	10%		25%
21	\$550.00	15%		10%	




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 24, 2013

TO: Gale Johnson, Senior Purchasing Agent
Purchasing & Contracts Division


FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y13-1044-GJ, Small Engine OEM Parts (Line Item 7)

The Business Development Division evaluated the 2 bids submitted for this project and found that the 1 Orange County Certified Minority Women Business Enterprise bidder was **not within** the allowed percentage for the highest percentage bid award. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Errick Young, Manager, Business Development Division



BID COMPARISON

Y13-1044-GJ, Small Engine OEM Parts (Line item 7)

Rank	Bidder	Percentage Amount	\$ Over Low Bid	% Difference From Low Bid (8%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Highest % Bidder	Trail Saw & Mower Service, Inc.	20%	\$0			
2nd Highest % Bidder	Walker Miller Equipment (WF)	10%	\$0	-50.00%		




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 24, 2013

TO: Gale Johnson, Senior Purchasing Agent
Purchasing & Contracts Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB-Y13-1044-GJ, Small Engine OEM Parts (Line Item 10)**

The Business Development Division evaluated the **3** bids submitted for this project and found that the **1** Orange County Certified Minority Women Business Enterprise bidder was **not within** the allowed percentage for the highest percentage bid award. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Errick Young, Manager, Business Development Division



BID COMPARISON

Y13-1044-GJ, Small Engine OEM Parts (Line item 10)

Rank	Bidder	Percentage Amount	\$ Over Low Bid	% Difference From Low Bid (8%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Highest % Bidder	Trail Saw & Mower Service, Inc.	20%	\$0			
2nd Highest % Bidder	Walker Miller Equipment (WF)	10%	\$0	-50.00%		
Lowest % Bidder	Robinson Outdoors, Inc.	10%	\$0	-50.00%	\$0	100.00%




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 24, 2013

TO: Gale Johnson, Senior Purchasing Agent
Purchasing & Contracts Division


FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB-Y13-1044-GJ, Small Engine OEM Parts (Line Item 15)

The Business Development Division evaluated the 3 bids submitted for this project and found that the 1 Orange County Certified Minority Women Business Enterprise bidder was **not within** the allowed percentage for the highest percentage bid award. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 can not be applied.

c: Errick Young, Manager, Business Development Division



BID COMPARISON

Y13-1044-GJ, Small Engine OEM Parts (Line item 15)

Rank	Bidder	Percentage Amount	\$ Over Low Bid	% Difference From Low Bid (7%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Highest % Bidder	Trail Saw & Mower Service, Inc.	30%	\$0			
2nd Highest % Bidder	Bray Ace Hardware	25%	\$0	-16.67%		
Lowest % Bidder	Walker Miller Equipment (WF)	10%	\$0	-66.67%	\$0	20.00%