




Interoffice Memorandum

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS  
MAY 13 2014 KTH/BS

April 30, 2014

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Jimmy Richardson, Manager, Procurement Division

CONTACT: Bradley W. Campbell, Contract Management  
Administrator, Convention Center, 407-685-5822

SUBJECT: Award of Invitation for Bids Y14-1031-GJ  
Sporting Event Set-Up and Tear-Down Services for the Orange  
County Convention Center

**ACTION REQUESTED:** Approval to award Invitation for Bids Y14-1031-GJ, Sporting Event Set-Up and Tear-Down Services for the Orange County Convention Center, to the sole responsive and responsible bidder, SSE & Associates Inc., in the estimated contract award amount of \$558,425 for a 1-year term contract. Further request authority for the Procurement Division to renew the contract for four additional years.

**PROCUREMENT:** This procurement will provide all supervision and labor required to set-up and tear-down the portable equipment and flooring needed to support future athletic tournaments and sporting events at the Orange County Convention Center (OCCC).

**FUNDING:** Funding is available in account number 4430-035-0926-3197.

**APPROVALS:** The OCCC and Business Development Division concur with this recommendation.

**REMARKS:** One bid was received and evaluated for price, responsiveness and responsibility. SSE & Associates, Inc. has been determined to be responsive and responsible and is recommended for award. Staff performed a technical evaluation of the bid. Due to the specialized nature of this work, there are limited comparables to review. Similar services were contracted by Osceola County for the purchase and installation of sports floors in 2010 from the same vendor. The pricing in this contract are comparable to the bid received for this procurement. Since only one bid was received, the staff entered into negotiations with SSE & Associates Inc. The negotiations reduced the bid by \$39,790. The attached bid tabulation shows the original bid pricing and the negotiated pricing. See chart below for comparison:

## Award of Invitation for Bids Y14-1031-GJ

	Osceola County ITB-10-602-WV Contract	IFB Y14-1031 Current Negotiated Pricing	Percentage of Historical Pricing
Full Court Basketball Set-Up & Tear Down	\$3,000.00	\$2,850.00	95%
Taping of Game Lines – Full Court	\$500.00	\$450.00	90%
3M Double Sided Tape	\$95.00	\$123.00	129%
3M Game Line Tape	\$65.00	\$69.00	106%
AT 7 Storage Tape	\$30.00	\$15.00	50%

This review shows that the labor portion of this bid is actually priced at 5% less than the Osceola County's 2010 contracted pricing. A comparison of the material costs shows both an increase and decrease. Due to the almost 5 year gap between the original Osceola County bid and IFB Y14-1031, this is not be an unrealistic shift in costs, due to the specialized nature of the products.

Also, staff surveyed all potential bidders and received the following reasons for their failure to compete:

1. Impact Sports Surfaces - The magnitude of the scope of work and the labor needed to support the contract satisfactorily was beyond their capability.
2. Coloradot Time System – Niche is in commodity sales.
3. JMI Staffing – Believed that the vendor providing the products should also provide installation. Therefore, did not bid.

IFB Y14-1031-GJ

**Portable Sports Floor Installation and Set Up  
for the Orange County Convention Center**

**Open April 29, 2014**

		<b>SSE and Associates</b>			<b>Negotiated Pricing</b>	
Item No.	Description	Qty	Unit Price	Extended Price	Unit Price	Extended Price
<b>Lot 1: Set Up and Tear Down</b>						
1	Full-Court Basketball Court	22	\$2,975.00	\$65,450.00	\$2,850.00	\$62,700.00
2	Half-Court Basketball Court	24	\$1,375.00	\$33,000.00	\$1,375.00	\$33,000.00
3	Volleyball Court	88	\$1,375.00	\$121,000.00	\$1,350.00	\$118,800.00
4	Wrestling/Tae Kwon Do	25	\$1,375.00	\$34,375.00	\$1,325.00	\$33,125.00
5	Taping of Game Lines - Full Court Basketball	22	\$495.00	\$10,890.00	\$450.00	\$9,900.00
6	Taping of Game Lines - All Other Courts	140	\$325.00	\$45,500.00	\$300.00	\$42,000.00
<b>TOTAL BID LOT 1 (ITEMS 1 THRU 6)</b>				\$310,215.00		\$299,525.00
<b>Lot 2: Supervisor and Additional Labor</b>						
7	Supervisor	800	\$55.00	\$44,000.00	\$55.00	\$44,000.00
8	Worker	500	\$25.00	\$12,500.00	\$25.00	\$12,500.00
9	Two Man Support Crew	600	\$75.00	\$45,000.00	\$75.00	\$45,000.00
<b>TOTAL BID LOT 2 (ITEM 7-9)</b>				\$101,500.00		\$101,500.00
<b>Lot 3: Tape</b>						
10	3M D300 Double Sided Tape	800	\$135.00	\$108,000.00	\$123.00	\$98,400.00
11	3M #471 Game Line Marking Tape	750	\$95.00	\$71,250.00	\$69.00	\$51,750.00
12	AT 7 Single Sided Tape	350	\$15.00	\$5,250.00	\$15.00	\$5,250.00
13	Additional Materials	\$2,000		\$2,000.00		\$2,000.00
<b>TOTAL BID LOT 3 (ITEM 10 thru 13)</b>				\$186,500.00		\$157,400.00
<b>TOTAL BID LOTS 1, 2 &amp; 3 (ITEMS 1 thru 13)</b>				\$598,215.00		\$558,425.00




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

May 1, 2014

TO: Gale Johnson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y14-1031-GJ, Sporting Events Set-up and Tear-Down for the Orange County Convention Center**

The Business Development Division evaluated the **1 bid** submitted for this project and found that the 1 bidder **is not** an 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: Errick W. Young, Manager, Business Development Division

*Sheena Ferguson*