



Interoffice Memorandum

APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS

JAN 06 2015 KH/BS

December 16, 2014

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: ~~For~~ Johnny Richardson, Manager, Procurement Division

CONTACT: Ruby Rozier, Manager, Traffic Engineering Division  
836-7890

SUBJECT: Award of Invitation for Bids Y15-168-LC, Aluminum Sign Blanks

**RECOMMENDATION**

Approval to award Invitation for Bids Y15-168-LC, Aluminum Sign Blanks, to the low responsive and responsible bidder, Osburn Associates, Inc, in the estimated contract award amount of \$225,830, for a 1-year period. Further request authorization for the Procurement Division to renew the contract for two additional 1-year periods.

**PROCUREMENT:**

To provide the Traffic Engineering Division the capability to order sign blanks on an as required basis to meet operational needs.

**FUNDING:**

Funding is available in account number 1002-072-2712-4160.

**APPROVALS:**

The Traffic Engineering Division and the Business Development Division concur with this recommendation.

**DISCUSSION**

Four bids were received and evaluated for responsiveness and responsibility. The references were satisfactory and award is recommended to the low responsive and responsible bidder, Osburn Associates, Inc.

Although the bid tabulation indicates a total contract amount of \$225,830, the Traffic Engineering Division anticipates actual orders against the contract to be approximately \$90,000 per year. The estimated contract amount represents every conceivable item or service that may be generated during the contract period while the total number of actual orders estimated to be issued is based on budgetary limitations. This is an estimated contract amount and the annual usage is uncertain.

Bid tabulation follows:

<b><u>Bidder</u></b>	<b><u>Annual Total Bid Amount</u></b>
Osburn Associates, Inc.	\$225,830.00
Universal Signs & Accessories	\$230,662.00
Allmac Signs	\$236,665.50
Vulcan Inc, dba Vulcan Aluminum	\$237,496.00



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

November 21, 2014

TO: Linda Carson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y15-168-LC, Aluminum Sign Blanks**

The Business Development Division evaluated the **4 bids** submitted for this project and found that **none** of the bidders are 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

