




## Interoffice Memorandum

APPROVED BY ORANGE  
COUNTY BOARD OF COUNTY  
COMMISSIONERS

BCC Mtg. Date: May 10, 2016

April 20, 2016

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Acting Manager, Procurement Division

CONTACT: John Schmidt, CPPB, Contract Management Administrator  
Orange County Convention Center  
407-685-5822

SUBJECT: Award of Invitation for Bids Y16-1008-PD  
Rental of Rigging Equipment

### ACTION REQUESTED:

Approval to award Invitation for Bids Y16-1008-PD, Rental of Rigging Equipment, to the sole responsive and responsible bidder, Christie Lites Orlando, LLC, for an estimated contract amount of \$160,000 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

### PROCUREMENT:

This contract will provide rigging equipment on an as-needed basis to support customer demands. This equipment will be used to supplement the existing inventory on in-house equipment maintained at the Convention Center.

### FUNDING:

Funding is available in account number 4430-035-0919-3610.

### APPROVALS:

The Convention Center and the Business Development Division concur with this recommendation.

### REMARKS:

One bid was received in response to the Invitation for Bids. The bid was evaluated for price, responsiveness and responsibility. The responsive, responsible bid from Christie Lites Orlando, LLC meets all of the requirements of the solicitation. Therefore, Christie Lites Orlando, LLC is recommended for award. The other major supplier for these items received the Invitation for Bids, but due to an oversight on their part, failed to submit a bid.

The bid was determined to be fair and reasonable by staff when compared to prior contracts for like equipment. Christie Lites Orlando, LLC has a satisfactory record of performance with the county.

The bid tabulation is as follows:

Bid Tabulation


	<b><u>Fixed Percentage Discount Off Price List Supplied</u></b>
1. Rental of Rigging Equipment	55% Discount
	<b><u>Cost Per Delivery/Pickup</u></b>
2. Routine Delivery/Pickup 24' Truck	\$500
3. Routine Delivery/Pickup 53' Truck	\$1,100
4. Routine Delivery/Pickup Van	\$290
5. Emergency Delivery/Pickup 24' Truck	\$750
6. Emergency Delivery/Pickup 53' Truck	\$1,650
7. Emergency Delivery/Pickup Van	\$435
8. Shipping for all semi-trailer deliveries to be paid at cost	



**BUSINESS DEVELOPMENT DIVISION**

March 24, 2016

TO: Perry Davis, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y16-1008-PD, Rental of Rigging Equipment**

The Business Development Division evaluated the **1 bid** submitted for this project and found that **the 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: Sheena Ferguson, Manager, Business Development Division



Sheena Ferguson for