




Interoffice Memorandum

July 3, 2018

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Carla Johnson, Director of Strategic Planning and Development, Orange County
Convention Center
(407) 685-9854

SUBJECT: Award of Invitation for Bids Y18-1027-AV, Shuttle Bus Services for Orange County
Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-1027-AV, Shuttle Bus Services for Orange County Convention Center, to the low responsive and responsible bidder for lot 2, Space Tours LLC, for an estimated contract award amount of \$281,500 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

To provide shuttle bus services for events held in the Orange County Convention Center. Services covered by this contract include transportation for employees and events.

FUNDING:

Funding is available in account 4430-035-0985-3197.

APPROVALS:

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

REMARKS:

Eleven bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The Board approved award on June 5, 2018, to Luxury Transportation Group Incorporated, Colstar Transportation Services Inc, Empire Coach Line, Inc., JB Bus Inc., and Owl, Inc., for Lot 2. Subsequently, JB Bus Inc was deemed non-responsible for not providing acceptable insurance; therefore, award is recommended to the next lowest responsive, responsible bidder for Lot 2, Space Tours LLC.

Bid Tabulation is as follows:

LOT 2

45 TO 60 SEATED PASSENGER FULL SIZE TRANSIT/CHARTER SHUTTLE BUS

Luxury Transportation Group Incorporated	\$235,700
Colstar Transportation Services Inc	\$249,000
Empire Coach Line, Inc.	\$258,430
JB Bus Inc	Non-Responsive
Owl, Inc.	\$266,500
Space Tours LLC	\$281,500
Academy Bus, LLC	Non-Responsive
Phoenix Bus, Inc.	Non-Responsive
Maingate Transportation	Non-Responsive
Trinity Coach, Inc.	Non-Responsive
Express Transportation, Inc.	Non-Responsive




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

May 21, 2018

TO: Ana Villalona, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y18-1027-AV, Shuttle Bus Services for OCCC

The Business Development Division evaluated the **6 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: Sheena Ferguson, Manager, Business Development Division

