



August 16, 2019

To: Mayor Jerry L. Demings
and the Board of County Commissioners

From: Carrie Mathes, Manager, Procurement Division

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

Subject: Award of Invitation for Bids Y19-1139-PD, Vinyl Hazard Warning Tape and Double Coated Cloth Tape for the Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1139-PD, Vinyl Hazard Warning Tape and Double Coated Cloth Tape for the Orange County Convention Center, to the sole responsive and responsible bidder, Florida Tape Sales, in the estimated contract award amount of \$153,660 for a 3-year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide vinyl hazard warning tape and double coated cloth tape required to support shows and clients of the Convention Center.

FUNDING:

Funding is available in account number 4430-035-0928-4115.

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 and was evaluated for responsiveness, responsibility, and price reasonableness. Florida Tape Sales is the sole responsive, responsible bidder. The bid is considered reasonable based on comparison to prior similar contracts. Samples were required to be submitted with the bid and tested by staff to determine responsibility.

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To ensure an open and competitive bid process, the invitation for Bids was posted on the Orange County website. A query from staff to the other known sources who declined to participate in the bidding process resulted in the following:

1. Carolina Tape & Supply: Tape samples from the prior solicitation did not meet the minimum specification and had no alternative samples to offer.
2. Sweet Tape Enterprises dba Asian Pack Chem: No response to query.
3. Scaoana: No response to query.

Bid Tabulation is as follows:

Bidder:	Estimated Bid
Florida Tape Sales	\$153,660




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

August 28, 2019

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 #Y19-1139-PD, Vinyl Hazard Warning Tape and Double Coated Cloth Tape for the Convention Center**

The Business Development Division evaluated the **one bid** submitted for this project. **The bidder is not an Orange County Certified Minority/Women Business Enterprise (M/WBE) firm.** At the time of bid opening, there was no M/WBE availability in the scopes of service. 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