




Interoffice Memorandum

October 16, 2019

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

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Liz Frias, Administrative Supervisor, Facility Operations, Orange County Convention Center
407-685-5854

SUBJECT: Award of Invitation for Bids Y20-124-TJ, Golf Cart Preventative Maintenance and Repair for Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-124-TJ, Golf Cart Preventative Maintenance and Repair for Orange County Convention Center, to the low responsive and responsible bidder, The Forklift Medic LLC, in the estimated contract award amount of \$1,365,000 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 preventive maintenance tasks, as-needed repairs, and supply all necessary equipment, service manuals, labor, and supplies required to perform the services on golf/utility carts for the Orange County Convention Center (OCCC).

FUNDING:

Funding will be available in account 4430-035-0922-3820.

APPROVALS:

The OCCC and Business Development Division concur with this recommendation.

REMARKS:

Four bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. The Forklift Medic LLC has the necessary manpower and equipment to perform this contract. Sustainability initiatives are achieved by providing preventative maintenance on OCCC golf/utility carts to prolong the life of the units by at least five years and to also improve air quality of the environment by adhering to federal and state guidelines when utilizing and monitoring oil and gas products that are high quality and have low pollution emittance.

Award of Invitation for Bids Y20-124-TJ, Golf Cart Preventative Maintenance and Repair for Orange County Convention Center

Bid tabulation is as follows:

<u>Bidder</u>	<u>3-Year Bid Total</u>
The Forklift Medic LLC	\$1,365,000
Advantage Golf Cars, Inc.	\$1,492,500
Ring Power Lift Trucks	\$1,636,125
Briggs Equipment, Inc. dba MacKinnon Equipment & Services	\$1,862,625




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 11, 2019

TO: Todd Jackson, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y20-124-TJ, Golf Cart Preventative Maintenance and Repair for Orange County Convention Center**

The Business Development Division evaluated the **four bids** submitted for this project. **None of the bidders** were an Orange County Certified Minority/Women Business Enterprise (M/WBE) firm. At the time of bid openings there was one firm certified at the prime level for the scope of service. 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

