



Interoffice Memorandum

May 26, 2023

To: Mayor Jerry L. Demings
-AND-
County Commissioners

Carrie Mathes Carrie Mathes, CFCM, CPPO, C.P.M., Manager II, Procurement Division

Contact: Terry Devitt, Deputy Director, Orange County Convention Center
407-685-9867

Subject: Award of Invitation for Bids Y23-138-RM, Operable Partitions and Air Walls Preventative Maintenance and Repairs

ACTION REQUESTED:

Approval to award Invitation for Bids Y23-138-RM, Operable Partitions and Air Walls Preventative Maintenance and Repairs, to the sole responsive and responsible bidder, SSE Space Management, LLC, in the estimated contract award amount of \$979,342.50, for a one-year term. Further request authorization for the Procurement Division to renew the contract for four additional one-year terms.

PROCUREMENT:

This contract will provide maintenance services and semi-annual inspection to repair and maintain operable door partitions and air walls located on both campuses of the Orange County Convention Center (OCCC). These partitions are installed and removed by OCCC staff and must be maintained in a safe and functional manner. Additionally, these partitions are a critical asset to meeting the operational requirement for clients of the OCCC.

FUNDING:

Funding is available in account number 4430-035-0922-3810.

APPROVALS:

The OCCC and Business Development Division concur with this recommendation.

REMARKS:

One bid was received in response to the Invitation for Bids (IFB) and was evaluated for responsiveness, responsibility, and price reasonableness. Price reasonableness was established by comparing labor hourly rates and parts costs with current County contracts for similar services. Daily and weekly rates for lift rentals were compared to the rates charged by United Rentals according to their online price list. SSE Space Management, LLC has the necessary qualifications, resources, and satisfactory references that support

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consideration of award. Therefore, award is recommended to SSE Space Management, LLC.

In accordance with the Procurement Ordinance, a negotiation meeting was held, resulting in reductions to numerous line item prices, decreasing the annual bid total by \$127,807.50.

To ensure an open and competitive bid process, the IFB was posted on the County's e-procurement platform. A query from staff to potential bidders that declined to compete on this solicitation resulted in the following:

- D.H. Pace Company, Inc. - No response to the inquiry.
- Gymdoors Florida, LLC - No response to the inquiry.

The bid tabulation is as follows:

<u>BIDDER:</u>	<u>TOTAL ESTIMATED ANNUAL AMOUNT</u>
SSE Space Management, LLC	\$979,342.50



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

April 10, 2023

TO: Rebeca Malave, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y23-138-RM, Operable Partition Maintenance

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 at least one firm certified at the prime level for the scope of services. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

Also, I confirm my recommendation is free of conflicts of interest.

c: Sheena Ferguson, Manager, Business Development Division

VaSantha Raysor, BDD Administrator

4/10/2023