



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 Y19-1055-KB, Sporting Event Set-Up and Tear-Down Services for the Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1055-KB, Sporting Event Set-Up and Tear-Down Services for the Orange County Convention Center, to the sole responsive and responsible bidder, Eleven22 Sports LLC, in the estimated contract award amount of \$303,175 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 sporting event set-up and tear-down services for the Orange County Convention Center.

FUNDING:

Funding is available in account number 4430-035-0926-3197.

APPROVALS:

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

REMARKS:

One bid was received in response to the Invitations for Bids and was evaluated for responsiveness, responsibility, and price reasonableness. Eleven22 Sports LLC is the sole responsive, responsible bidder. The bid is considered reasonable based on comparison to the prior similar contract. The bid price is 28% higher than the previous contract. However, the difference is attributed to increases in labor and material costs within the market segment and specifically to the cost of the two-sided flooring tape required for this application.

Award of Invitation for Bids Y19-1055-KB, Sporting Event Set-Up and Tear-Down Services for the Orange County Convention Center

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. AC Design Concepts: Not the services they provide per the scope of services.
2. SSE & Associates, Inc.: No response to query.
3. Complete Partitions & Equipment: Not the services they provide per the scope of services.

Bid Tabulation is as follows:

Bidder:	Estimated Bid
Eleven22 Sports LLC	\$303,175




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

August 28, 2019

TO: Kathy Bozeman, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-1055-KB, Sporting Event Set-Up and Tear-Down Services for OCCC**

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 scope 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

