



Interoffice Memorandum

May 23, 2019

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

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Christine Lofye, Manager, Traffic Engineering Division
(407) 836-7891

SUBJECT: Award of Invitation for Bids Y19-1002-AH, Aluminum Sign Blanks

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1002-AH, Aluminum Sign Blanks, to the low responsive and responsible bidder, Osburn Associates, Inc., in the estimated contract award amount of \$318,940.50, for a 1-year term. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

This contract will provide the Traffic Engineering Division the capability of ordering sign blanks on an as required basis to meet operational needs.

FUNDING:

Funding is available in account number 1002-072-2712-4160.

APPROVALS:

The Traffic Engineering Division and the Business Development Division concur with this request.

REMARKS:

Four bids were received in response to this Invitation for Bids (IFB) and were evaluated for responsiveness, responsibility, and price reasonableness. The references were satisfactory, and award is recommended to the low responsive and responsible bidder, Osburn Associates, Inc. The bid received from Vital Signs of Orlando, Inc. was deemed non-responsive as the bidder failed to meet all the submission requirements of the IFB.

The bid amount is 3.70% lower than the estimate and considered reasonable and realistic with current market fluctuations. The reference checks conducted demonstrated that the bidder had satisfactorily provided similar services, and their job performance was rated very good and superb. Osburn Associates, Inc. has also provided these services to Orange County in the past, and the overall performance was very good.

The bid tabulation is as follows:

<u>Bidder</u>	<u>Bid Total</u>
Osburn Associates, Inc.	\$ 318,940.50
Vulcan, Inc. dba Vulcan Aluminum dba Vulcan Signs	\$ 321,453.50
Lauretano Sign Group	\$1,628,644.00
Vital Signs of Orlando, Inc.	Non-Responsive




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

April 19, 2019

TO: Alina Hernandez, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y19-1002-AH, Aluminum Sign Blanks**

The Business Development Division evaluated the 3 bids submitted for this project and found that the bidders are not an 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

