



## Interoffice Memorandum

December 30, 2021

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

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M.. Manager,  
Procurement Division

CONTACT: Ray Walls, Deputy Director, Orange County Convention  
Center  
(407) 685-5684

SUBJECT: Award for Invitation for Bids Y22-136-RM, Temporary Labor –  
Traffic and Parking Operations at the Orange County Convention  
Center

### ACTION REQUESTED:

Approval to award Invitation for Bids Y22-136-RM, Temporary Labor – Traffic and Parking Operations at the Orange County Convention Center, to the low responsive and responsible bidders. Careers USA, Inc. in the estimated contract award amount of \$517,900 for the base year and Tampa Service Company, Inc. dba Pacesetter Personnel Services, in the estimated contract award amount of \$595,500 for the base year. Further request authorization for the Procurement Division to exercise option years one and two for each contract.

### PURPOSE:

These contracts will provide temporary labor for traffic and parking operations to supplement the work force during large convention/tradeshow events at the Orange County Convention Center.

### FUNDING:

Funding is available in account numbers 4430-035-0985-3197 and 4430-035-0939-3197.

### APPROVALS:

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

### REMARKS:

Three bids were received in response to this Invitation to Bids (IFB) and were evaluated for responsiveness, responsibility, and price reasonableness. Sunshine Enterprise USA, L.L.C. was deemed non-responsive for failing to comply with the IFB requirements and for qualifying their bid with terms and conditions. Careers USA, Inc. and Tampa Service

Award of Invitation for Bids Y22-136, Temporary Labor – Traffic and Parking Operations  
at the Orange County Convention Center  
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Company, Inc. dba Pacesetter Personnel Services met all requirements necessary to fulfill the scope of service and operational needs. Pricing is also considered reasonable, as unit pricing is within the current industry standard for temporary labor.

Two contracts are necessary to allow for varying quantities of temporary labor required and to provide adequate coverage on an as needed basis throughout the entire contract term.

Bid tabulation is as follows:

<u>Bidder</u>		<u>Bid Total</u>
Careers USA, Inc.	Base Year	\$ 517,900
	Option Year 1	\$ 533,310
	Option Year 2	\$ 549,240
	Total Bid Price	\$ <b>1,600,450</b>
Tampa Service Company, Inc. dba Pacesetter Personnel Services	Base Year	\$ 595,500
	Option Year 1	\$ 603,440
	Option Year 2	\$ 611,380
	Total Bid Price	\$ <b>1,810,320</b>
Sunshine Enterprise USA, L.L.C.	Non-responsive	



Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

December 20, 2021

TO: Rebeca Malave, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator  
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y22-136-RM, Temporary – Traffic and Parking

The Business Development Division evaluated the **two bids** submitted for this project. **None of the bidders** were an Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid openings there were at least five firms 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 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

*Sheena Ferguson*