



## Interoffice Memorandum

September 1, 2023

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

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

CONTACT: Bryan Lucas, Manager II, Fleet Management Division  
407-836-8202

SUBJECT: Award of Invitation for Bids Y23-171-KK, Kubota Parts and Labor

### ACTION REQUESTED:

Approval to award Invitation for Bids Y23-171-KK, Kubota Parts and Labor, to the sole responsive and responsible bidder, Crystal Tractor LLC, in the estimated annual amount of \$1,509,000 for a three-year term. Further request authorization of the Procurement Division to renew the contract for two additional one-year terms.

### PROCUREMENT:

This contract will provide repairs and parts for Kubota vehicles and equipment.

### FUNDING:

Funding is available in account numbers 5530-043-2035-4163, 5530-043-2035-4164, and 4410-038-1025-3820.

### APPROVALS:

The Fleet Management Division and Business Development Division concur with this recommendation.

### REMARKS:

One bid was received in response to this Invitation for Bids (IFB) and was evaluated for responsiveness, responsibility, and price reasonableness. Price reasonableness was established by comparison to the similar County contracts for heavy equipment parts and labor. All references for services of a similar scope and magnitude were found to be positive. Therefore award is recommended to Crystal Tractor, LLC.

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

- Florida Coast Equipment: did not submit because deadline had passed.

- Keaton Bros Transportation, LLC: did not submit due to project specifications did not match up with capability.
- Idemia: did not submit due to timing on their part.

The bid tabulation is below:

<b>Bidder:</b>	<b>Annual Bid Total</b>	<b>Three-Year Bid Total</b>
Crystal Tractor, LLC	\$503,000	\$1,509,000



**BUSINESS DEVELOPMENT DIVISION**

August 17, 2023

**TO:** Kaitlin Kolhoff, Contracting Agent  
Procurement Division

**FROM:** Kesi Warren, Senior Contract Administrator  
Business Development Division

**SUBJECT:** Business Development Division Bid Evaluation

**PROJECT:** **IFB #Y23-171-KK, Kubota Parts and Labor**

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. 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

*Sheena Ferguson*