



Interoffice Memorandum

March 17, 2021

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

From:  Carrie Mathes, CFM, NIGP-CPP, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Rich Steiger, FMA, Manager, Facilities Management Division
407-836-7473

SUBJECT: Award of Invitation for Bids Y21-145-WA, Golf Cart Preventative Maintenance and Repair for Facilities Management

ACTION REQUESTED:

Approval to award Invitation for Bids Y21-145-WA, Golf Cart Preventative Maintenance and Repair for Facilities Management, to the sole, responsive and responsible bidder, Circuit Motorsports Corp., in the estimated contract award amount of \$383,700 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

PROCUREMENT:

This contract will provide golf cart preventative maintenance and repairs.

FUNDING:

Funding is available in account numbers: 0001-043-1713-3810, 0001-043-1715-3810, 0001-043-1717-3810, 0001-043-1718-3810, and 0001-043-1719-3810.

APPROVALS:

The Facilities Management and Business Development Divisions 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. To ensure an open and competitive bid process, the IFB was posted on the Orange County website. A query to known potential bidders that declined to participate in the bidding opportunity resulted in the following findings:

Award of Invitation for Bids Y21-145-WA, Golf Cart Preventative Maintenance and Repair for Facilities Management

- Golf Cart Rentals Orlando: Was not aware of the solicitation. Email address was undeliverable.
- JM Trade and Distribution LLC: Did not respond to inquiry
- The Forklift Medic: Not enough work proposed for their company to bid on.
- Advantage Golf Cars: Did not respond to inquiry.
- Jeffery Allen Inc.: Did not respond to inquiry.

The Procurement Ordinance authorizes negotiations in an Invitation for Bids process when there is a sole bidder. As such, Circuit Motorsports Corp. was contacted to negotiate the mark-up percentage and the bidder agreed reduce their mark-up for parts from 20% to 10%, which is consistent with the Bid Response Form. Staff determined that bid prices are reasonable based upon comparison to current and past County contracts for similar services. Circuit Motorsports Corp. meets all specifications and requirements of the IFB. Therefore, recommendation for award is made to Circuit Motorsports Corp.

Bid tabulation is as follows.

BIDDER	ANNUAL TOTAL	EXTENDED THREE-YEAR TOTAL
Circuit Motorsports Corp.	\$127,900	\$383,700



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

April 7, 2021

TO: Kathy Bozeman, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y21-145-WA, Golf Cart Preventative Maintenance and Repair for Facilities Management Revised**

The Business Development Division evaluated the **one bid** submitted for this project. **The bidder is not an** are 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.

c: Sheena Ferguson, Manager, Business Development Division