



Interoffice Memorandum

March 16, 2020

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

FROM: Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Yulita Osuba, Deputy Director, Orange County Convention Center
(407) 685-9875

SUBJECT: Award of Invitation for Bids Y20-123-TJ, Promotional Video Production
Services for the Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-123-TJ, Promotional Video Production Services for the Orange County Convention Center, to the low responsive and responsible bidder, Convention News Television, LLC in the estimated contract award amount of \$255,000 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 facilitate the creation of promotional and informational videos to pre-promote client events, showcase the Orange County Convention Center destination, highlight Capital Improvement projects, and showcase the Client Advisory Board Meeting.

FUNDING:

Funding is available in account number 4430-035-0905-4412.

APPROVALS:

The Orange County Convention Center and Business Development Division concurs with this request.

REMARKS:

Seven bids were received in response to this Invitation for Bids (IFB) and were evaluated for price, responsiveness, and responsibility. Concrete Lion Pictures, LLC, CSK Creative, LLC, and Fiat Luxx Productions was deemed non-responsible due to submitting bids that did not meet the requirements specified in the IFB. Price reasonableness was determined through competitive solicitation process. Convention News Television, LLC has a satisfactory record of performance and is considered responsible. Therefore, award is recommended to Convention News Television, LLC.

Award of Invitation for Bids Y20-123-TJ, Promotional Video Production Services for the Orange County Convention Center

Bid tabulation is as follows:

Bidder	Total Estimated Annual Amount	Total Estimated Three-Year Amount
Convention News Television, LLC	\$85,000	\$255,000
Omni World Productions, Inc.	\$86,250	\$258,750
Full Moon Creative, LLC	\$87,500	\$262,500
S Cook Productions, LLC	\$167,720	\$503,160
Concrete Lion Pictures, LLC		Non-Responsible
CSK Creative, LLC		Non-Responsible
Fiat Luxx Productions		Non-Responsible




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

March 16, 2020

TO: Todd Jackson, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y20-123-TJ, Promotional Video Production Services for the
Orange County Convention Center

The Business Development Division evaluated the **four bids** submitted for this project. **None of the bidders** are Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid opening, there were at least five firms certified at the prime level 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

