



Interoffice Memorandum

July 13, 2020

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

~~FROM:~~ Carrie Mathes, Manager, Procurement Division

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

SUBJECT: Award of Invitation for Bids, Y20-189-KB, Orange County Work Uniforms

ACTION REQUESTED:

Approval to award Invitation for Bids Y20-189-KB, Orange County Work Uniforms, to the low responsive and responsible bidder, Fann Emblem & Embroidery Company, Inc., in the estimated contract amount of \$1,238,729.55 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 countywide work uniforms including shirts, pants, t-shirts, logos and embroidery.

FUNDING

Funding is available in account numbers 0001-043-1713-4175, 0001-043-1715-4175, 0001-043-1717-4175, 0001-043-1718-4175, and 0001-043-1719-4175.

APPROVALS:

The Orange County Convention Center, Utilities Department, Administrative Services Department, Public Works Department, Planning, Environmental, and Development Services Department, and Business Development Division concur with this recommendation.

REMARKS:

Nine bids were received in response to the Invitation for Bids and were evaluated for price, responsiveness, and responsibility. Based on a price analysis of current unit prices the County pays for the same items under the current contract and the County's estimated cost based on these prices, the bid submitted by Fann Emblem & Embroidery Company, Inc. is considered fair and reasonable.

Award of Invitation for Bids, Y20-189-KB, Orange County Work Uniforms

The bids submitted by Designlab Inc., Fann Emblem & Embroidery Company, Inc., North American Fire Equipment Co. and Promotional Designs Inc. contained a price calculation error and were corrected. GJ Embroidery was deemed non-responsive for not completing the revised bid response form.

<u>Bid tabulation follows:</u>	Annual Total	Extended 3 Year Total
Fann Emblem & Embroidery Company, Inc.	\$412,909.85	\$1,238,729.55
Seacoast Embroidery	\$428,129.75	\$1,284,389.25
Promotional Designs Inc.	\$450,075.60	\$1,350,226.80
North American Fire Equipment Co.	\$451,927.30	\$1,355,781.90
Global Trading, Inc.	\$462,351.35	\$1,387,054.05
Designlab Inc.	\$474,351.70	\$1,423,055.09
International Promotional Ideas	\$506,792.50	\$1,520,377.50
Galls, LLC	\$548,008.75	\$1,644,026.25
GJ Embroidery	Non-Responsive	Non-Responsive



Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

June 8, 2020

TO: Kathy Bozeman, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB-Y20-189-KB, Orange County Work Uniforms**

The Business Development Division evaluated the **eight bids** submitted for this project and found that this contract may be awarded to **Fann Emblem & Embroidery Company, Inc.**, a Certified Women Business Enterprise (WBE) firm. At the time of bid opening at least three firms were certified at the prime level in the scope of service. The Orange County certified firm is the lowest bidder. 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

BID COMPARISON

Y20-189-KB, Orange County Work Uniforms

Rank	Bidder	Bid Amount	\$ Over Low Bid	% Difference From Low Bid (5%)	\$ Over 2nd Low Bid	% Difference From 2nd Low Bid
Low Bid	Fann Emblem & Embroidery Company, Inc. (WF)	\$1,238,729.55				
2nd Low	Seascoast Embroidery	\$1,284,389.25	\$45,660	3.69%		
3rd Low	Promotional Designs Inc.	\$1,350,226.80	\$111,497	9.00%	\$65,838	5.13%
4th Low	North American Fire Equipment Co.	\$1,355,781.90	\$117,052	9.45%	\$71,393	5.56%
5th Low	Global Trading, Inc. (AM(Is)	\$1,387,054.05	\$148,325	11.97%	\$102,665	7.99%
6th Low	Designlab Inc.	\$1,423,055.09	\$184,326	14.88%	\$138,666	10.80%
7th Low	International Promotional Ideas	\$1,520,377.50	\$281,648	22.74%	\$235,988	18.37%
8th Low	Galls, LLC	\$1,644,026.25	\$405,297	32.72%	\$359,637	28.00%