



Interoffice Memorandum

November 11, 2019

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

FROM: *CM* Carrie Mathes, Manager, Procurement Division

CONTACT: Rich Steiner, Enterprise IT Supervisor
Information System and Services Division
(407) 254-9120

SUBJECT: Award of Invitation for Bids Y19-1050-KB, Communication Materials

ACTION REQUESTED:

Approval to award Invitation for Bids Y19-1050-KB, Communication Materials, to the sole responsive and responsible bidder, Graybar Electric Company Inc., in the estimated contract award amount of \$750,000 for a 3-year term. Further, request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

This contract will provide communication infrastructure materials such as voice, data, and video service to Orange County departments and various agencies.

FUNDING:

Funding is available in account 0001-031-0562-4121.

APPROVALS:

The Information Systems and Services Division and Business Development Division concur with this recommendation.

REMARKS:

One bid was received in response to this Invitation for Bids and was evaluated for responsiveness, responsibility, and price reasonableness. Bidder provided fixed percentage discounts for sample items. The sole responsive and responsible bidder, Graybar Electric Company Inc., meets all of the requirements of this solicitation.

The bid is considered reasonable based on comparison to the prior similar contract. Additionally, staff conducted a review comparing the proposed discount prices with other competitors. The proposed prices were deemed competitive and in most cases below other distributors. On average, Graybar Electric Company Inc. discounted prices are about 12% cheaper than other competitors. Therefore, recommendation for award is made to Graybar Electric Company Inc.

Award Invitation of Bids Y19-1050-KB, Communication Materials

To ensure an open and competitive bid process, the Invitation for Bids was posted on the Orange County website. A query from staff to potential bidders that declined to compete on this project resulted in the following:

- Alternatives – Stated they did not submit questions to understand the requirements of the solicitation
- Paloma Technologies – Did not respond to inquiry
- Electrep, Inc.- Did not respond to inquiry

Bid tabulation is as follows. The bid tabulation is based on a representative sample order based on percentage discounts.

<u>Bidder</u>	<u>Bid Total</u>
Graybar Electric Company Inc.	\$ 27,420.15




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 1, 2019

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 #Y19-1050-KB, Communication Materials**

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 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

