



**Interoffice Memorandum**

November 9, 2020

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

**FROM:** 

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

**CONTACT:** Ray Walls, CFO, Orange County Convention Center  
(407) 685-5684

**SUBJECT:** Award for Invitation for Bids Y20-1088-WA, Temporary Labor – Traffic and Parking Operations for Orange County Convention Center

**ACTION REQUESTED:**

Approval to award Invitation for Bids Y20-1088-WA, Temporary Labor – Traffic and Parking Operations for Orange County Convention Center, to the low responsive and responsible bidders, Elite Parking Management Services, LLC in the estimated contract award amount of \$397,500 for the base year and Tampa Service Company, Inc. dba Pacesetter Personnel Services in the estimated contract award amount of \$411,170 for the base year. Further request authorization for the Procurement Division to exercise option years one and two for each contract.

**PURPOSE:**

These contracts will provide temporary labor for traffic and parking operation to supplement the work force during large convention/tradeshaw events at the Orange County Convention Center.

**FUNDING:**

Funding is available in account numbers 4430-035-0985-3197 and 4430-035-0939-3197.

**APPROVALS:**

The Orange County Convention Center and Business Development Division concur with the recommendation.

**REMARKS:**

Seven bids were received in response to this Invitation to Bids and were evaluated for responsiveness, responsibility, and price reasonableness. Corestaff Services, Lanier Parking Solutions, LAZ Florida Parking LLC, Personnel Solutions Plus, LLC, and Top Talent Staffing, LLC were deemed non-responsive for failing to provide required documents with their bid submissions.

Award of Invitation for Bids Y20-1088-WA, Temporary Labor – Traffic and Parking Operations for Orange County Convention Center

Elite Parking Management Services, LLC and Tampa Service Company, Inc. dba Pacesetter Personnel Services met all requirements necessary to fulfil the scope of service and operational needs. Pricing is also considered reasonable, as pricing is within three percent of the prior contract.

Two contracts are necessary to allow for varying quantities of temporary labor required and to provide adequate coverage on an as needed basis throughout the entire contract term. Work being first given to the primary contractor shall be subject to the overriding goal to ensure that the availability and continuation of services is maintained throughout the contract term among all awarded Contractors.

<u>Bidder</u>	<u>Bid Total</u>
Elite Parking Management Services, LLC	Base Year: \$397,500 Option Year 1: \$397,500 Option Year 2: <u>\$423,500</u> Total Bid: \$1,218,500
Tampa Service Company, Inc. dba Pacesetter Personnel Services	Base Year: \$411,170 Option Year 1: \$418,970 Option Year 2: <u>\$426,770</u> Total Bid: \$1,256,910
Corestaff Services	Non-responsive
Lanier Parking Solutions	Non-responsive
LAZ Florida Parking LLC	Non-responsive
Personnel Solutions Plus, LLC	Non-responsive
Top Talent Staffing, LLC	Non-responsive




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

October 13, 2020

TO: William Arcè, Contracting Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y20-1088-WA, Temporary Labor – Traffic and Parking Operations for OCCC

The Business Development Division evaluated the two bids submitted for this project. None of the bidders were an Orange County Certified Minority/Women Business Enterprise (M/WBE) firms. At the time of bid openings there were at least three firms certified at the prime level for the scope of service. 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

