



## Interoffice Memorandum

September 2, 2022

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

FROM:  Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Terry Devitt, Deputy Director, Orange County Convention Center  
407-685-9867

SUBJECT: Approval of Purchase Order M108598, Orange County Convention Center  
Campus Portable Stages

### ACTION REQUESTED:

Approval of Purchase Order M108598, Orange County Convention Center Campus Portable Stages, with StageRight Corporation, in the total amount of \$291,655.

### PROCUREMENT:

This purchase order will provide staging and riser products to the Orange County Convention Center (OCCC). The performance period for this purchase order is October 1, 2022 through September 30, 2023.

### FUNDING:

Funding is available in account number 4430-035-0960-80-6410.

### APPROVALS:

The Orange County Convention Center concurs with this recommendation.

### DISCUSSION:

The Procurement Division approved standardization of StageRight equipment July 21, 2022.

In an effort to identify any additional sources able to provide these services, the Procurement Division posted a notice of intent to sole source StageRight Corporation on the County's eProcurement website for a period of 10 business days. No other firms responded to the posting.

The OCCC is comprised of two buildings, the West Building and North/South Building, which gross 7.1 million square feet in area. Event Set up has increased our StageRight inventory over the years due to increased client demands. Additionally, OCCC has many Clients that have excessive and continued increases in demand for portable staging.

In an effort to determine price reasonableness, staff has received a quote from StageRight Corporation in the amount of \$291,655. The pricing associated with this sole source requisition has been negotiated with the StageRight Corporation based on fair market prices. Staff has determined that the prices and cost elements are fair and reasonable.