



Interoffice Memorandum

APPROVED BY ORANGE
COUNTY BOARD OF COUNTY
COMMISSIONERS

BCC Mtg. Date: November 29, 2016

November 11, 2016

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: Michelle Janes, Financial Advisor, Fleet Management Division
407-836-8215

SUBJECT: Approval of Invitation for Bids Y17-126-MG, OEM Replacement
Parts for Dodge Automotive and Light Trucks

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-126-MG, OEM Replacement Parts for Dodge Automotive and Light Trucks, to the sole responsive and responsible bidder Orlando Dodge, Inc., for 1-year term contract, in the total estimated contract award of \$132,000. Further request authorization for the Procurement Division to renew the contract for four additional 1-year terms.

PROCUREMENT:

This contract will provide Dodge parts for the Fleet Management Division to complete repairs on the County's vehicles.

FUNDING

Funding is available in account number 5530-043-2035-4163.

APPROVALS:

The Fleet Management Division and the Business Development Division concur with this recommendation.

REMARKS:

One bid was received and evaluated for price, responsiveness and responsibility. The bid from Orlando Dodge, Inc. is considered reasonable in comparison to the previous contract Y11-1136B awarded in 2012 at an 8% mark-up. Staff contacted the plan holders for this bid. One representative stated they were not capable of providing Dodge parts and one stated they did not have sufficient time to provide a bid.

The bid tabulation is as follows:

<u>Vendor</u>	<u>Percentage Mark-up</u>	<u>Extended Annual Price</u>
Orlando Dodge, Inc.	10%	\$132,000




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

October 24, 2016

TO: Maria Guevara-Hall, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y17-126-MG, OEM Replacement Parts for Dodge Automotive and Light Trucks

The Business Development Division evaluated the **1 bid** submitted for this project and found that the bidder **is not an** Orange County Certified Minority Women Business Enterprises. 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

