



January 30, 2017

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: Carrie Woodell, Manager, Procurement Division

Contact: Kris Shoemaker, Deputy Director, Orange County Convention Center
407-835-9827

Subject: Award of Invitation for Bids Y17-151-LC, Employee Shuttle Bus Services
for Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y17-151-LC, Employee Shuttle Bus Services for Orange County Convention Center, to the low responsive and responsible bidder, US Coachways, Inc. in the estimated annual contract amount of \$164,680 for a 1-year term. Further request authorization for the Procurement Division to renew the contract for two additional 1-year terms.

PROCUREMENT:

To provide transportation of Orange County Convention Center employees and contract service workers to and from various parking lots and work locations on the Center's property. It is anticipated that services will be needed a minimum of 12-14 hours a day (seven days a week) for an estimate of 300 days a year.

FUNDING:

Funding is available in account number 4430-035-0985-3197.

APPROVALS:

The Convention Center and Business Development Division concur with this recommendation.

REMARKS:

Four bids were received. US Coachways, Inc. has a satisfactory performance record on similar projects. The bid submitted by US Coachways, Inc. is considered reasonable based on technical analysis performed by the County.

Bidders:	Estimated Bid
US Coachways, Inc.	\$164,680
Transtar Transportation Group, Inc.	\$219,080
Stylus Transportation Corp.	\$247,000
American Coach Line of Atlanta Inc.	\$311,920




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

December 14, 2016

TO: Linda Carson, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y17-151-LC, Employee Shuttle Bus Services

The Business Development Division evaluated the **4 bids** submitted for this project and found that **none** of the bidders are 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

