



Interoffice Memorandum

February 28, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Kris Shoemaker, Chief Financial Officer
Orange County Convention Center
407-685-9827

SUBJECT: Approval of Amendment No. 2, Contract Y16-1049A-DG
Shuttle Bus Service with Driver – Orange County Convention Center

ACTION REQUESTED:

Approval of Amendment No. 2, Contract Y16-1049A-DG, Shuttle Bus Service with Driver – Orange County Convention Center, with Transtar Transportation Group, Inc. in the amount of \$82,500 for a revised total contract amount of \$329,600.

PROCUREMENT:

To provide transportation services to and from various parking lots on Orange County Convention Center property as well as neighboring businesses, generally following a repeating circulating route for two pilot projects.

FUNDING:

Funding is available in account number 4430 035 0985 3197.

APPROVALS:

The Orange County Convention Center concurs with this recommendation.

REMARKS:

The Board of County Commissioners approved award of this contract on June 28, 2016 in the amount of \$247,100 and the contract was awarded on July 1, 2016.

The Convention Center intends to offer transportation services for two circulator pilot projects held in conjunction with shows and events held at the Convention Center during that time. One pilot project will be held from March 29, 2017 through April 9, 2017, and the second pilot will be held April 13, 2017 through April 16, 2017. The contractor shall provide complimentary transportation for show attendees, exhibitors and guests to and from various parking lots on Convention Center property, as well as neighboring businesses and hotels, generally following a repeating circulating route throughout the convention center district. Five to six mini-buses, operating approximately 12 hours per day, will be used during each pilot project.

A Request for Quotations was solicited from each of the three currently awarded contractors for Contract Y16-1049-DG, Shuttle Bus Service with Driver – Orange County Convention Center. These contracts include the same scope of services as needed for the pilot circulator projects, however due to the extended operational hours and the need for the mini-bus type vehicles, and not full-size transit buses, quotations were requested from each awarded contractor to ensure fairness and competition. The quotation from Escot Bus Lines was for an alternate and unacceptable bus configuration. Additionally, Pegasus provided a no-quote response due to a lack of available resources. The quoted rates offered by Transtar Transportation Group, Inc. are consistent with their current pricing for mini-bus services under Contract Y16-1049A. The requested contract increase is for an estimated 1,100 hours of bus service, at the unit price of \$75 per hour, for a total amount of \$82,500.

The following are the previous amendment to the contract:

Amendment No. 1 – First renewal period of July 1, 2017 through June 30, 2018.