



## Interoffice Memorandum

March 17, 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, Transtar Transportation Group, Inc. in the estimated annual contract amount of \$219,080 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.

The bid tabulation is attached.

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Agenda Item Y17-151-LC

Employee Shuttle Bus Services for Orange County Convention Center

REMARKS:

Four bids were received in response to the solicitation. U.S. Coachways, Inc. is the lowest responsive bidder and was approved for award by the Board on February 21, 2017. However, U.S. Coachways, Inc. was unable to provide the required certificates of insurance, and therefore, award is recommended to the second lowest bidder, Transtar Transportation Group, Inc.

<u>Bidder</u>	<u>Estimated Bid</u>
U.S. Coachways, Inc.	\$164,680
Transtar Transportation Group, Inc.	\$219,080
Stylus Transportation Corp.	\$347,000
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

