



Interoffice Memorandum
July 10, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Kris Shoemaker, Deputy Director/CFO, Convention Center
407-685-9827

SUBJECT: Selection of Contractor, Request for Proposals Y17-1027-DG,
Business Center Services for the Orange County Convention
Center

RECOMMENDATION

Selection of one firm and an alternate to provide Business Center Services for the Orange County Convention Center, Request for Proposals Y17-1027-DG, on a revenue sharing basis for a 5-year term from the following firms listed alphabetically. Further request authorization for the Procurement Division to renew the contract for 2 additional 1-year terms.

Docubox, Inc. dba The UPS Store
FedEx Office and Print Services, Inc.

This item was evaluated by the Procurement Committee on June 21, 2017. Commissioner Emily Bonilla was assigned to the Procurement Committee.

PURPOSE

To provide business center services for clients, exhibitors and attendees of the Orange County Convention Center on a revenue sharing basis. Services shall include copying, faxing, posters, computer workstations, packaging, shipping, receiving packages, and sales/rentals of office supplies and equipment.

DISCUSSION

The Convention Center will receive a one-time signing bonus upon contract award and a percentage of net sales generated from business centers on site at the Convention Center. In addition, the firm will pay an annual marketing fee to the Convention Center. This fee is used to assist the Convention Center in the promotion of the firm's services to show managers, exhibitors and attendees with the goal of increasing gross sales. The total estimated annual revenue share is approximately \$300,000.

Two proposals were received in response to the Request for Proposals. The Procurement Committee evaluated the proposals in accordance with the criteria set forth in the Request for Proposals. Consensus scores from the Procurement Committee's evaluation are attached.

EVALUATION SCORESHEET


RFP#:Y17-1027-DG	Qualifications		Scope		Financial		Revenue Share		M/WBE		Welfare		TOTAL
	Experience/Firm		Response		Capability		Fee Proposal				Hires		
WEIGHT	30		20		20		20		10		5		
BUSINESS CENTERS SERVICES AT THE ORANGE COUNTY CONVENTION CENTER	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	
FedEx Office and Print Services, Inc.	3	90	4	80	3	60	4.65	93	3	30		1	354
Docubox, Inc. dba The UPS Store	2	60	4	80	2	40	5	100	3	30		0	310



Interoffice Memorandum

June 19, 2017

To: Dorothy Gordon, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: **RFP #Y17-1027-DG, Business Center Services for the Orange County Convention Center**

Below are the respondents to the subject RFP with their firm's certified sub-consultants and M/WBE participation score on a 1 – 5 rating:

1.	FedEx Office and Print Services, Inc.		3 Points
*	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	63%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
**	Welfare Recipients:	1	

*The sub listed in the proposal is not certified as an Orange County M/WBE. Therefore, the evaluator cannot access points.

**The proposer indicates that they will hire "1-current employee" Welfare Recipients. The evaluator cannot access bonus points because the hire will have to be new based on the new proposal.

2.	Docubox, Inc. dba The UPS Store		3 Points
*	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	60%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Welfare Recipients:	5	

*The subs listed in the proposal are not certified as Orange County M/WBE's. Therefore, the evaluator cannot access points.

Sheena Ferguson