



Interoffice Memorandum

November 3, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM: Carrie Woodell, Manager, Procurement Division

CONTACT: Christy Lofye, Manager, Traffic Engineering Division  
407-836-7891

SUBJECT: Award of Invitation for Bids Y18-105-LC, Aluminum Sign  
Blanks

**ACTION REQUESTED:**

Approval to award Invitation for Bids Y18-105-LC, Aluminum Sign Blanks, to the low responsive and responsible bidder, Universal Signs & Accessories a division of McCain Sales of Florida, Inc, in the estimated contract award amount of \$236,690 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 the Traffic Engineering Division the capability to order sign blanks on an as required basis to meet operational needs.

**FUNDING:**

Funding is available in account number 1002-072-2712-4160.

**APPROVALS:**

The Traffic Engineering Division and the Business Development Division concur with this recommendation.

**DISCUSSION:**

Four bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility and price reasonableness. The references were satisfactory and award is recommended to the low responsive and responsible bidder, Universal Signs & Accessories a division of McCain Sales of Florida, Inc. The bid is considered reasonable because it is consistent with previous contract pricing.

Although the bid tabulation indicates a total contract amount of \$236,690, the Traffic Engineering Division anticipates actual orders against the contract to be approximately \$95,000 per year. The estimated contract amount represents every conceivable item or service that may be generated during the contract period while the total number of actual orders estimated to be issued is based on budgetary limitations. This is an estimated contract amount and the annual usage is uncertain.

Bid tabulation follows:

<b><u>Bidder</u></b>	<b><u>Annual Total Bid Amount</u></b>
Universal Signs & Accessories a division of McCain Sales of Florida, Inc	\$236,690.00
Osburn Associates, Inc.	\$239,337.50
Vulcan Inc., dba Vulcan Aluminum; Vulcan Signs	\$248,344.50
Traffic Supplies Distribution, LLC	\$259,355.00




Interoffice Memorandum

**BUSINESS DEVELOPMENT DIVISION**

October 12, 2017

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 #Y18-105-LC, Aluminum Sign

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

