




Interoffice Memorandum

November 1, 2017

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: John Schmidt, Contract Management Administrator
Fiscal and Operations Support Division
407-685-5822

SUBJECT: Award of Invitation for Bids Y18-109-OW, Temporary Labor-Traffic and Parking-Orange County Convention Center

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-109-OW, Temporary Labor-Traffic and Parking-Orange County Convention Center, to the low responsive and responsible bidders CareersUSA. Inc., in the estimated annual contract award amount of \$465,050, and Lanier Parking Solutions, in the estimated annual contract award amount of \$497,900. Further request authorization for the Procurement Division to renew the contract for two option years.

PROCUREMENT:

To provide temporary labor for traffic and parking operation to supplement the work force during large convention/tradeshow events at the Orange County Convention Center West and North/South buildings.

FUNDING:

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

APPROVALS:

The Fiscal and Operations Support Division concurs with this recommendation and anticipates the entire estimated contract amount will be ordered on an annual basis.

REMARKS:

Seven bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. A & Associates Staffing, Inc. and Personnel Solutions Plus, LLC were deemed non-responsible for failing to meet similar experience requirements.

CareersUSA, Inc. and Lanier Parking Solutions each met all requirements necessary to fulfill the scope of service and operational needs.

Two contracts are necessary to allow for varying quantities of temporary labor required and to provide adequate coverage on an as needed basis throughout the entire contract term.

Bid tabulation is as follows:

CareersUSA, Inc.

Base Bid \$465,050

Option Year 1 \$474,400

Option Year 2 \$483,760

Total \$1,423,210

Lanier Parking

Base Bid \$497,900

Option Year 1 \$512,810

Option Year 2 \$528,340

Total \$1,539,050

AAA Parking

Base Bid \$562,000

Option Year 1 \$577,500

Option Year 2 \$585,500

Total \$1,725,000

LAZ Parking

Base Bid \$665,970

Option Year 1 \$665,970

Option Year 2 \$685,900

Total \$2,017,840.00

SP Plus Corporation

Base Bid \$895,900

Option Year 1 \$922,560

Option Year 2 \$950,460

Total \$2,768,920

A & Associates

Personnel Solutions Plus

Non- Responsible

Non- Responsible




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

November 2, 2017

TO: Ontario Washington, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y18-109-OW, Temporary Labor - Traffic and Parking Operations-
Orange County Convention Center**

The Business Development Division evaluated the **5 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

