



Interoffice Memorandum

January 29, 2018

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: Carrie Woodell, Manager, Procurement Division

Contact: Marc Cannata, Manager, Capital Planning and Building Systems,
Convention Center
407-685-5953

Subject: Award of Invitation for Bids Y18-611-PD, Valencia Pre-Function Area
Lighting

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-611-PD, Valencia Pre-Function Area Lighting, to the low responsive and responsible bidder, Mayer Electric Supply Company, Inc. in the total contract award amount of \$114,249.

PROCUREMENT:

This project consists of the purchase of a lighting system for the Valencia Pre-Function area to service client activities such as receptions, networking events, and overflow sessions into the adjoining meeting spaces. This will provide upgraded lighting, power, and ceiling finishes that will complement and enhance the entryway into the recently renovated Valencia Ballroom. The lighting system will be installed under a separate contract.

FUNDING:

Funding is available in account numbers 4430 035 0966 6210.

APPROVALS:

The Convention Center and Business Development Divisions concur with this recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids. The bids were evaluated for price, responsiveness and responsibility. Award is recommended to the low responsive and responsible bidder Mayer Electric Supply Company, Inc.

Y18-611-PD
Valencia Pre-Function Area Lighting
Page 2

Bid Tabulation:

Mayer Electric Supply Company, Inc.	\$114,249
Graybar Electric Company, Inc.	\$172,575




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

January 12, 2018

TO: Perry Davis, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: **IFB #Y18-611-PD, Valencia Pre-Function Area Lighting**

The Business Development Division evaluated the **2 bids** submitted for this project and found that **the bidders are not** Orange County Certified Minority Women Business Enterprises. Hence, the bid preference program in accordance with the County's M/WBE Ordinance, Section 17-324 cannot be applied.

c: Sheena Ferguson, Manager, Business Development Division

Sheena Ferguson