



October 23, 2018

To: Mayor Teresa Jacobs
and the Board of County Commissioners

From: 

Carrie Mathes, Manager, Procurement Division

Contact: Bryan Lucas, Manager, Fleet Management Division
407-836-8202

Subject: Award of Invitation for Bids Y18-1108-KB, Small Engine OEM Parts

ACTION REQUESTED:

Approval to award Invitation for Bids Y18-1108-KB, Small Engine OEM Parts, to the low responsive and responsible bidder, Trail Saw & Mower Service, Inc., for line items 5-7, 10, 13, and 15 for a 1-year term contract in the estimated contract award amount of \$254,000. Further request authority for the Procurement Division to renew the contract for four additional 1-year terms. This is an estimated contract amount and the annual usage is uncertain. However, the Fleet Management Division anticipates the entire estimated contract amount will be ordered during the initial contract term.

PROCUREMENT:

This contract will provide small engine OEM parts to support the maintenance requirements of multiple divisions within the County.

FUNDING:

Funding is available in account number 5530-043-2035-4163.

APPROVALS:

The Fleet Management Division and the Business Development Division concur with this recommendation.

REMARKS:

Two bids were received in response to this Invitation for Bids and were evaluated for responsiveness, responsibility, and price reasonableness. This solicitation structured as a percent discount off the manufacturer's list price. Trail Saw & Mower Service, Inc. and Bray Ace Hardware met all of the requirements of this solicitation.

Price reasonableness has been confirmed based on comparison to the current contract discounts. Bray Ace Hardware bid solely on line item #15 – Stihl Products in an estimated amount of \$201,500 annually. Trail Saw & Mower Service, Inc. the low responsive, responsible bidder responded on five additional line items. Additionally, Trail Saw & Mower Service, Inc. bid a 5% greater discount (30%) for line item #15 – Stihl Products. This additional 5% discount has an anticipated annual savings to the County of over \$10,000.

Line items 1-4, 8, 9, 11, 12, 14, and 16-20 received no bids.

The bid tabulation is as follows:

<u>BIDDER</u>		<u>DISCOUNT</u>	<u>ESTIMATED ANNUAL USAGE</u>
Trail Saw & Mower Service, Inc.	ITEM 5	20%	\$ 500
Trail Saw & Mower Service, Inc.	ITEM 6	15%	\$ 2,000
Trail Saw & Mower Service, Inc.	ITEM 7	20%	\$ 10,000
Trail Saw & Mower Service, Inc.	ITEM 10	15%	\$ 3,800
Trail Saw & Mower Service, Inc.	ITEM 13	45%	\$ 36,200
Trail Saw & Mower Service, Inc.	ITEM 15	30%	\$ 201,500
Bray Ace Hardware		15%	
			<hr/> \$ 254,000




Interoffice Memorandum

BUSINESS DEVELOPMENT DIVISION

August 15, 2018

TO: Kathy Bozeman, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division Bid Evaluation

PROJECT: IFB #Y18-1108-KB, Small Engine OEM Parts

The Business Development Division evaluated the **2 bids** submitted for this project and found that **none of the bidders** are an 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

