



Interoffice Memorandum

January 22, 2019

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Terry Devitt, Acting Deputy Director, Orange County Convention Center
407-865-9867

SUBJECT: Approval of Purchase Order M94392, Purchase of 12 Taylor-Dunn Utility Carts

ACTION REQUESTED:

Approval of Purchase Order M94392, Purchase of 12 Taylor-Dunn Utility Carts from Briggs Equipment, Inc. dba MacKinnon Equipment and Services, in the amount of \$202,976 minus the applied discount of \$28,719 for a final amount of \$174,257.

PROCUREMENT:

This purchase order will provide utility carts to be shared by the facility operations staff at the Convention Center. These carts will allow staff to effectively conduct business throughout the Convention Center campus.

FUNDING:

The funds are available in account number 4430-035-0922-6410, 4430-035-0927-6410, and 4430-035-0930-6410.

APPROVALS:

The Orange County Convention Center concurs with this recommendation.

REMARKS:

In April 2015, the Procurement Division approved the standardization of Taylor – Dunn utility carts for use at the Convention Center. Briggs Equipment, Inc. dba MacKinnon Equipment and Services is the sole vendor authorized to sell and repair Taylor-Dunn utility carts in Central Florida. The pricing is considered fair and reasonable based on prior purchases of similar equipment within the past 18 months.