



Legislation Text

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Interoffice Memorandum

DATE: July 19, 2024

TO: Mayor Jerry L. Demings and County Commissioners

FROM: Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement Division

CONTACT: Eric Blanc, Deputy Director, Orange County Convention Center

PHONE: 407-685-9875

SUBJECT: Selection of Contractor, Request for Proposals, Y24-1057-KC, Business Center Services at the Orange County Convention Center

ACTION REQUESTED:

Selection of FedEx Office and Print Services, Inc., to provide Business Center Services for the Orange County Convention Center, Request for Proposals, Y24-1057-KC. Further request Board authorization for the Procurement Division to negotiate and execute a contract in the total estimated revenue of \$2,170,500 for a five-year term. Further request Board authorization for the Procurement Division to renew the contract for one additional five-year term. ([Orange County Convention Center Fiscal and Operational Support Division] Procurement Division)

PROCUREMENT:

This contract will procure services for clients, exhibitors, and attendees of the Orange County Convention Center (OCCC) on a revenue sharing basis which may include, but not be limited to, copying, faxing, printing, packaging, shipping, couriating, and receiving of packages, creating and mounting of static signage and banners, design and sales of promotional items, graphics and marketing collateral, sales/rental of office equipment, supplies and shall provide mobility scooter and wheelchair rental equipment and services.

The OCCC will receive a one-time signing bonus upon contract award and a net sales generated from business centers on site at the Convention Center.

FUNDING:

Revenue funds will be captured in account number 4430-035-0900-4196.

APPROVALS:

The Convention Center and Business Development Division concurs with this recommendation.

REMARKS:

This contract will provide revenue to the OCCC based on a percentage of net sales generated from business center services performed on site. The contract includes an annual marketing allocation fund and a contract execution bonus to be provided by the firm. The total estimated annual revenue share is approximately \$424,100. The revenue share percentages are approximately 9.9% higher than the current contract.

One proposal was received in response to this Request for Proposals (RFP). FedEx Office and Print Services, Inc. is the current provider for these services and has performed satisfactorily.

To ensure an open and competitive solicitation process, the RFP was posted to the County's e-procurement platform. A total of 5,466 vendors were notified, and of these, 76 vendors downloaded the RFP. Due to the niche market sector, limited competition exists to support a contract of this scope.

The proposal was evaluated by the Procurement Committee on July 17, 2024. Commissioner Michael Scott was assigned to the Procurement Committee.

The Procurement Committee evaluated the proposal received in accordance with the criteria set forth in the RFP. The Procurement Committee's consensus scores are attached.