



CITY OF ORLANDO

MEMORANDUM

TO: Karen Elzy, Procurement and Contracts Division

THRU: Janeiro Coulter, MBE Division Manager

FROM: Dawn Chin Shue, Contract Compliance Investigator

DATE: August 7, 2017

SUBJECT: M/WBE Award Approval Memo

The Minority Business Enterprise Division concurs with the Procurement and Contracts Division and the Recreation Division's recommendations for the award of **IFB17-0252 Softball Game Officiating Services**.

No City Certified M/WBE suppliers responded.

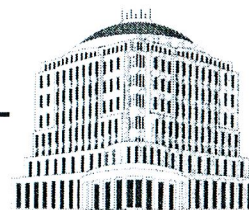
cc: David Billingsley, Chief Procurement Officer

MINORITY BUSINESS ENTERPRISE

CITY OF ORLANDO • 400 SOUTH ORANGE AVENUE • PO BOX 4990 • ORLANDO, FL 32802-4990
PHONE (407)246-2623 • FAX (407) 246-2878 • <http://cityoforlando.net>



CITY OF ORLANDO



MEMORANDUM

DATE: August 7, 2017

TO: Pablo Moran, Regional Recreation Specialist
Recreation Division

FROM: Karen Elzy, C.P.M., A.P.P., Senior Purchasing Agent
Procurement and Contracts

SUBJECT: Bid Submittals and Award Recommendation

BID NUMBER/TITLE: IFB17-0252, Softball Game Officiating Services

The bids for the subject solicitation were opened on May 31, 2017. Procurement and Contracts have reviewed the bid submittals for responsiveness. Please see the attached Bid submittals and Bid Tabulation Sheet. Pending final review by your office and MWBE, if applicable, the recommendation of award is as follows:

Line Item(s)	Recommended Award	Amount:
1-8	Steve Seither d/b/a Florida Select Officials	\$146,022.00

Once submittals have been fully evaluated by you and the Office of MWBE, please sign below to acknowledge your concurrence of this recommendation of award and return by August 11, 2017. In addition, forward a Fiscal Impact Statement* (in Word format) to the assigned Purchasing Agent.

Procurement will then prepare the Council Agenda for award approval and the timely development of the Contract(s).

*A Fiscal Impact Statement must be provided to the assigned Purchasing Agent cite funding source; original approval date and contract amount, Documentary Number, applicable recurring costs (e.g., operating & maintenance); allocation of any generated revenues; etc.

Authorized Signature

Title

Date

Department

PROCUREMENT AND CONTRACTS DIVISION

CITY HALL • 400 SOUTH ORANGE AVENUE • P.O. BOX 4990 • ORLANDO, FLORIDA 32802-4990
PHONE 407.246.2291 • FAX 407.246.2869 • CityofOrlando.net • esupplier.cityoforlando.net

Staff Assistant:
Eli Rodriguez

CITY OF ORLANDO
PROCUREMENT CONTRACTS
IFB17-0252
5/31/17 at 2:00 p.m.
Softball Game Officiating Services

Purchasing Agent:
Karen Elzy

				Florida Select Officials		Florida Professional Officials	
Vendor's City & State:				Winter Garden, FL		Winter Garden, FL	
Description	Unit	Quant	Item	Unit Price	Total	Unit Price	Total
Softball Game Officiating, Group A	Game	420	1	\$57.00	\$ 23,940.00	\$61.00	\$ 25,620.00
Softball Game Officiating, Group B	Game	750	2	\$57.00	\$ 42,750.00	\$61.00	\$ 45,750.00
Softball Game Officiating, Group C	Game	750	3	\$57.00	\$ 42,750.00	\$61.00	\$ 45,750.00
Scorekeeper	Game	1,920	4	\$19.00	\$ 36,480.00	\$22.00	\$ 42,240.00
Softball Game Officiating for One Umpire only	EA	1	5	\$42.00	\$ 42.00	\$43.50	\$ 43.50
Cost to perform criminal background check on officials	EA	1	6	N/A		\$50.00	\$ 50.00
Cost per schedule official for game canceled with less than 3 hours notice	EA	1	7	\$30.00	\$ 30.00	\$15.00	\$ 15.00
Cost per schedule official for game canceled due to rain	EA	1	8	\$30.00	\$ 30.00	\$20.00	\$ 20.00
Calculated Total:					\$ 146,022.00		\$ 159,488.50
Vendor's Total:					\$ 145,920.00		\$ 159,488.50
Discount Payment Terms:						1%-15 Days	
Visa ePayable? (Yes/No)					No		Yes
Secondary Supplier? (Yes/No)					No		No
Bidders Certification Signed & Notarized:					Yes		No
Conflict of Interest Form:					Yes		Yes
Contract & Acceptance for Solicitation:					Yes		Yes
Bidder's Questionnaire Attached:					No		Yes
VBE Certification:							
M/WBE Certification:							
Expiration Date:							
Original, Number of Copies & Electronic Copy:				1 Original & 1 Copy		1 Original	

NOTE: BID TABULATIONS ARE POSTED AS INFORMATION ONLY. BID SUBMITTALS ARE CURRENTLY UNDER EVALUATION. A NOTICE OF INTENDED ACTION WILL BE ISSUED UPON FINAL EVALUATION.