



Staff Report

COUNTY ADMINISTRATOR APPROVED 09/15/2017

File #: 17-480D, **Version:** 1

Agenda Date: 9/30/2017

Subject:

Rejection of Bids for Requirements of Promotional and Novelty Items.

Recommended Action:

Approval by the County Administrator of the rejection of bids received for requirements of promotional and novelty items.

Bid No. 167-0112-B (JJ) in the amount of \$1,250,000.00 for a sixty (60) month term.

Strategic Plan:

Deliver First Class Services to the Public and Our Customers

5.2 Be responsible stewards of the public's resources

Summary:

Eleven (11) bid responses were received for a potential contract for promotional and novelty items for the Convention and Visitors Bureau (CVB). The bid was structured incorrectly, requesting minimum quantities of varying amounts, ranging from 500 to 30,000 for the same item. This structure made it difficult to compare pricing among firms.

A new solicitation will be released with revised specifications providing for specific minimum quantities, enabling "apples to apples" price comparison among bidders.

Background/Explanation:

On March 21, 2017, the Purchasing Department, on behalf of the CVB released an invitation to bid with the intent to establish a contract for requirements of Promotional/Novelty Items. The new contract will replace the current contract which expired June 14, 2017. The CVB requested we postpone the release of the re-solicitation of this contract until they hired a replacement employee to oversee promotional/novelty items. Current CVB promotional items are purchased as needed by invitation to quote.

Fiscal Impact:

N/A

Delegated Authority:

Authority for the County Administrator to approve the rejection of bids is granted under Code Section 2-176 (g).

Staff Member Responsible:

David Downing, Director, CVB

Joe Lauro, Director, Purchasing

Partners:

N/A

Attachments:

Bid Tabulation