SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 **OPEN DATE: 2020-07-01**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2022 through date of award.

Recommend approval to utilize the first of three (3) one year renewal options with EMTEC, INC. for Managed Desktop Services. The period of service will be from date of award through September 30, 2023. The requested annual expenditure not to exceed $675,000.00. The revised total award expenditure not to exceed $2,037,969.00.

Funding to be encumbered by account 53101.113001.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment no. 4 (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Email, Previous Awards

Analyst: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: October 25, 2022

TO: Dustin L. Freeman, Chief of Procurement - Acting

VIA: Kenneth E. Lathrop, Chief of Information Technologies / CIO

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2022.11.04 07:22:25 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

THOMAS OSSI — Digitally signed by THOMAS OSSI Date: 2022.10.25 15:36:55 -04'00'

RE: **ESC-0455-20 - Managed Desktop Services**

The Information Technologies Division (ITD) requests approval to exercise the first of three (1) one year renewal options to Bid No. ESC-0455-20 Managed Desktop Services awarded to Emtec, Inc. The period of services for the renewal option begins October 1, 2022, through September 30, 2023.

This request is to increase the award in the amount of $675,000.00. The total contract expenditure not to exceed amount will increase from $1,362,969.00 to $2,037,969.00. All other pricing, terms, and conditions of the RFP and contract shall remain in effect.

Upon award approval, ITD will request a formal contract amendment number four to City Contract #70529-21 through the Office of General Counsel.

FUNDING SOURCE:53101.113001.534100.000000.00000000.00000

Tracy Geake — Digitally signed by Tracy Geake Date: 2022.10.26 11:31:18 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachments: City Contract 70529-21
Bid No. ESC-0455-20

CC: Amy Hills, Desktop Services Manager
William Costa, Technology Infrastructure Manager
Elizabeth Brown, IT Operations Manager
Andre Conyers, IT Contract Administrator

Ola, Ruben

From: Conyers, Andre
Sent: Monday, November 14, 2022 11:09 AM
To: Ola, Ruben
Cc: Ossi, Thomas; Brown, Elizabeth
Subject: FW: ESC-0455-20 Managed Desktop Services 1st Renewal Option

Good morning Ruben,

Please see the email highlighted below showing the vendor is requesting the first renewal option as requested. Thanks

From: Goodall, Doug <Doug.Goodall@emtecinc.com>
Sent: Monday, November 14, 2022 11:06 AM
To: Ossi, Thomas <TOssi@coj.net>
Cc: Hills, Amy <ALHills@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>; Conyers, Andre <AConyers@coj.net>; Holzendorf, Kevin <Kevin.Holzendorf@emtecinc.com>; Marino, Mike <Mike.Marino@emtecinc.com>
Subject: RE: ESC-0455-20 Managed Desktop Services 1st Renewal Option

EXTERNAL EMAIL: This email originated from a non-COJ email address. Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Good morning Tom

I apologize for the delay in response. We do fully intend to exercise the 1st renewal option under the existing terms, pricing, and conditions in the Managed Desktop Services on Procurement Award ESC-0455-20 agreement.

That said, there are two areas of interest that we would like to raise for future consideration and will include those for open discussion at our next Emtec – COJ ITD formal account review. Kevin Holzendorf will be scheduling that update session with the COJ team with hopes that we can hold it between the Thanksgiving and Christmas holiday breaks. The two areas deal with "On Call" services and with Emergency Operations support services.

As always we appreciate your consideration and support. Best regards,

Doug Goodall
Managing Partner

direct: 904-672-4276
mobile: 904-402-3103
email: Doug.Goodall@emtecinc.com

www.emtecinc.com

Emtec

From: Ossi, Thomas <TOssi@coj.net>
Sent: Wednesday, November 9, 2022 3:10 PM
To: Goodall, Doug <Doug.Goodall@emtecinc.com>

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 **OPEN DATE: 2020-07-01**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the award by $40,943.00 with EMTEC, INC. for Managed Desktop Services technicians additional hours. The revised total contract expenditure not to exceed $1,362,969.00. The period of service will remain the same until September 30, 2022. All other pricing, terms and conditions shall remain in effect and unchanged.

Funding to be encumbered by account 53101.113001.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment no. 2 (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Previous Awards

Analyst: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 9/15/2022

Thomas Gase _____ OTHER: _____

Teresa R Eshap _____

Michael Reed _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 9/15/22

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20

OPEN DATE: 2020-07-01

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the contract award by $23,240.00 with EMTEC, INC. for MANAGED DESKTOP SERVICES. This is for Jacksonville Sheriff's Office (JSO) laptop deployment project. The revised total contract expenditure not to exceed $1,322,026.00. The period of service will remain the same until September 30, 2022. All other pricing, terms and conditions shall remain in effect and unchanged.

Funding to be encumbered by account 00111.552104.534100.000000.00000000.00000, to be executed by formal contract amendment (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Quote, Previous Award

Analyst: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/26/2022

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/27/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20

OPEN DATE: 2020-07-01

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the contract award by $127,490.00 with EMTEC, INC. for MANAGED DESKTOP SERVICES. City shall pay for PC Refresh Installation at the rate of $110.00 per device and will deploy an estimated 1,159 devices. The revised total contract expenditure not to exceed $1,298,786.00.
All other pricing, terms and conditions shall remain in effect and unchanged.

Funding to be encumbered by account 53104.113401.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Previous Award

Analyst: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 3 MEMBERS DISAPPROVING 0 DATE: 4/15/2021

OTHER:

ACTION OF AWARDING AUTHORIT DATE 4/15/21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 OPEN DATE: 2020-07-01

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 NUMBER RECEIVED: 2 OTHERS: 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to the highest scoring responsive, responsible bidder EMTEC, INC. in the amount of $1,171,296.00 for MANAGED DESKTOP SERVICES. Period of service will be from October 1, 2020 and continue for two (2) years with three (3) one (1) year renewal options. Below are the bidders with the following scoring ranking:

1. EMTEC, INC. – 153.00 points
2. INTERDEV, LLC – 110.67 points

Funding to be encumbered by account 53101.113001.534100, to be executed by formal contract through the Office of General Counsel.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Scoring Matrix, Description of Services

Analyst: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 8/06/20

OTHER:

ACTION OF AWARDING AUTHORITY DATE

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION