3

**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 increase the award with Emtec, Inc. by $128,540.00 for the FY24 PC Refresh of 988 devices. The revised estimated annual expenditure not to exceed $873,540.00. The revised total award expenditure not to exceed $3,074,545.00.

**Funding Source:** 53104.113401.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment no. 7 (City Contract #70529-21) through the Office of General Counsel.

**Attachments:** Recommendation Memo, Vendor Email, Previous Awards

**Analyst:** _____
Corey Sidlo

**RESPECTFULLY SUBMITTED:** _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** Wanyoni Kendrick, 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: _____

_____ _____

_____ _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

# INFORMATION TECHNOLOGIES DIVISION

A NEW DAY

**DATE:** March 19, 2024

**TO:** Dustin Freeman, Chief of Procurement Division

**THRU:** Wanyonyi Kendrick, Chief of Information Technologies / CIO

Wanyonyi Kendrick — Digitally signed by Wanyonyi Kendrick Date: 2024.03.20 12:45:13 -04'00'

**FROM:** Thomas Ossi, Technology Contract and Records Manager

Thomas Ossi — Digitally signed by Thomas Ossi Date: 2024.03.19 16:32:23 -04'00'

**RE:** **ESC-0455-20 Managed Desktop Services – Award Increase**

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The Information Technologies Division (ITD) requests approval to increase the award for supply contract ESC-0455-20 Managed Desktop Services awarded to Emtec, Inc. The period of services will continue through September 30, 2024.

ITD Management is requesting an increase to the award in the estimated amount of $128,540.00 for the FY2024 PC Refresh of 988 devices at $130.00 each per deployment.

The current award will increase from $2,946,005.00 to a revised total expenditure not to exceed the amount of $3,074,545.00 Upon award approval, ITD will request a formal contract amendment number seven to City Contract #70529-21 through the Office of General Counsel.

FUNDING SOURCE: 53104.113401.534100.000000.00000000.00000

Tracy Geake — Digitally signed by Tracy Geake Date: 2024.03.19 17:10:29 -04'00'

Your favorable consideration of ITD's request is appreciated.

**Attachments:** City Contract 70529-21
ESC-0455-20

**CC:** Elizabeth Brown, Technology Infrastructure Manager
Tracy Geake, IT Finance Manager
Ruben Ola, Contract Compliance Analyst

**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, 2023 through date of award.

Recommend approval to utilize the second 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, 2024. Revised estimated annual expenditure not to exceed $745,000.00. The revised total award expenditure not to exceed $2,946,005.00.

**Funding Source:** 53101.113001.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment no. 6 (City Contract #70529-21) through the Office of General Counsel.

**Attachments:** Recommendation Memo, Vendor Email, Previous Awards

**Analyst:** _____ Corey Sidlo

**RESPECTFULLY SUBMITTED:** _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** Wanyoni Kendrick, 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: 12/7/2023

OTHER: _____

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**ACTION OF AWARDING AUTHORITY** DATE 12/8/2023

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

**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 award by $163,036.00 with EMTEC, INC. for Managed Desktop Services for additional hours to complete on-going projects for JSO, JFRD, and FY2023 budgeted Hardware Refresh deployments. The revised total award expenditure not to exceed $2,201,005.00. The period of service will remain the same until September 30, 2023.

Funding Source(s): 53101.113001.534100.000000.00000000.00000.0000000
53104.113401.534100.000000.00000000.00000. 0000000

To be executed by formal contract amendment no. 5 (City Contract #70529-21) through the Office of General Counsel.

**Attachments:** Recommendation Memo, Previous Awards

**Analyst:** RUBEN OLA

**RESPECTFULLY SUBMITTED:** For: 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 5 MEMBERS DISAPPROVING 0 DATE: 7/6/2023

OTHER:

**ACTION OF AWARDING AUTHORITY** DATE 7/10/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

**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 W TH 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:** _____ JUSTIN 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 5 MEMBERS DISAPPROVING 0 DATE. 12/1/2022

Thomas Ossi _____ OTHER _____

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_____

_____

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**ACTION OF AWARDING AUTHORITY** DATE 12/1/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

SUBJECT: MANAGED DESKTOP SERVICES

B D #: 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 Ossi

Teresa R Echegoyen

Michael Reed

OTHER

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**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-0459-20 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 3 MEMBERS DISAPPROVING 0 DATE: 4/15/2021

OTHER:

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. INTEROEV, 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.

CTION OF AWARDING AUTHORITY DATE

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION