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SUBJECT: PC REFRESH - DESKTOPS, LAPTOPS, ALL-IN-ONES, AND MONITORS

BID #: XF-0373-23 **OPEN DATE: 2023-06-07**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE ONE (1) YEAR FROM THE DATE OF AWARD

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 38 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award by $125,969.70 with EMTEC, INC. for additional equipment quantity for PC Refresh -Desktops, Laptops, All-In-Ones, Monitors. The period of service will remain the same until July 19, 2024. The revised total award expenditure not to exceed $780,736.59.

Funding Sources: 53104.113401.564270.000000.00000000.00000.0000000,
53101.113001.552290.000000.00000000.00000.0000000, to be executed by purchase order(s).

Attachments: Recommendation Memo, Previous Award

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Paul Freeman, Enterprise Applications Manager, Information Technologies Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC 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: September 7, 2023

TO: Dustin L. Freeman, Chief of Procurement Division

THRU: Paul Freeman, Enterprise Applications Manager

Paul Freeman Digitally signed by Paul Freeman Date: 2023.09.07 15:44:32 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

Thomas Ossi Digitally signed by Thomas Ossi Date: 2023.09.07 15:20:08 -04'00'

SUBJECT: **XF-0373-23 PC Refresh - Desktops, Laptops, All-In-Ones, and Monitors Award Increase**

The Information Technologies Division (ITD) submitted an Invitation to Bid (ITB) to the Procurement Division for solicitation of PC Refresh - Desktops, Laptops, All-In-Ones, and Monitors Bid # XF-0373-23. ITD Management recommended awarding the bid to the lowest responsive, responsible bidder Emtec, Inc., for the Lenovo product in the amount of $654,766.89. The term of the agreement is for one year from the date of the award.

The Procurement Division awarded the bid on July 20, 2023. In accordance with the provisions of the RFP Paragraph 7 Quantities, the City reserves the right to add items to this bid.

The current award is in the amount of $654,766.89. ITD Management is requesting an award increase in the amount of $125,969.70 for additional equipment. The new revised total not-to-exceed amount $780,736.59.

This purchase will be made by Purchase Order(s) upon award approval.

Tracy Geake Digitally signed by Tracy Geake Date: 2023.09.07 15:31:50 -04'00'

FUNDING SOURCES: 53104.113401.564270.000000.00000000.00000
53101.113001.552290.000000.00000000.00000

Your favorable consideration of ITD's request is appreciated.

Attachments: GGAC Award XF-0373-23

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

SUBJECT: PC REFRESH - DESKTOPS, LAPTOPS, ALL-IN-ONES, AND MONITORS

BID #: XF-0373-23 **OPEN DATE: 2023-06-07**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: FIXED QUANTITY – PERIOD OF SERVICE WILL BE ONE (1) YEAR FROM THE DATE OF AWARD

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 38 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, EMTEC, INC. in the amount of $654,766.89 for PC REFRESH - DESKTOPS, LAPTOPS, ALL-IN-ONES, AND MONITORS. The period of service will be one (1) year from the date of award.

Funding Sources: 53104.113401.564270.000000.00000000.00000.0000000,
53104.113401.552290.000000.00000000.00000.0000000, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Paul Freeman, Interim Chief of Information Technologies / Interim CIO

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 7/20/2023

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 7/20/23

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

TERMS AND CONDITIONS

PC REFRESH - DESKTOPS, LAPTOPS, ALL-IN-ONES, AND MONITORS

1. **SCOPE**

The Information Technologies Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the items as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/ service(s) and to obtain pricing commitments to purchase PC REFRESH - DESKTOPS, LAPTOPS, ALL-IN-ONES, AND MONITORS, as listed in the bid documents.

2. **AWARD**

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled or produced in the United States.

a. Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.

b. Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. **TERM OF AGREEMENT**

The term of the agreement will be one (1) year from the date of award.

4. **MINIMUM REQUIREMENTS**

Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

a. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

b. Bidders must provide evidence of authorized reseller status for Lenovo or DELL equipment, as

appropriate to the brand proposed in the bid.

5. **PRE-BID CONFERENCE**

None

6. **STATE CONTRACTS**

The City reserves the right to utilize contracts established by the State of Florida and or other governmental

agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

8. DELIVERY

Information Technologies Division, 214 North Hogan Street, 9th Floor, Jacksonville, Florida 32202 (**ITD Desktop Services Manager**). A packing list shall accompany all shipments, which shall indicate, at a minimum, the following: purchase order number, item number and description, date of shipment, quantity ordered and shipped, unit prices, and unit of measure. Inside DELIVERY ONLY and if on pallets must be broken down for delivery.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (if applicable), a supplier may submit in writing a request for price escalation / de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

10. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

11. PICK UP AND RETURNS

The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. INVOICING

Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_30000000806179. Invoices

can also be submitted through the 1Cloud Supplier Portal.

14. INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

15. REPORTING

The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

SPECIFICATIONS

PC REFRESH-DESKTOPS, LAPTOPS, ALL-IN-ONES, MONITORS

See: **BID PROPOSAL FORM**

1. DETAILED TECHNICAL SPECIFICATIONS

Line Item #1 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkCentre M80s SFF OR DELL OptiPlex 7000 SFF i5**
- **Windows 10 Professional 64 bit operating system**
- **Intel Core i5-12500 Processor**
- **16GB DDR4 Memory**
- **512GB SSD, 7200RPM**
- **Intel Wi-Fi 6E AX211 2x2, 11ax, Bluetooth 5.1**
- **Intel Integrated Graphics**
- **Front ports: 2x USB 3.2 Gen 2, 2x USB 3.2 Gen 1, 1x USB 3.2 Type-C Gen 1 (15W charging), 1x microphone (3.5mm), 1x headphone / microphone combo jack (3.5mm)**
- **Rear ports: 4x USB 3.2 Gen 1, 1x ethernet (RJ-45), 2x DisplayPort, 1x HDMI, 1x line-out (3.5mm)**
- **Audio Driver**
- **DVD+/-RW Disk Drive**
- **Wired Keyboard English Black**
- **USB Mouse Black**
- **3 Year On-site**

Line Item #2 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkStation P520c Tower OR DELL Precision 5820 Tower**
- **Windows 10 Professional 64 bit operating system**
- **Intel Xeon Processor W-2245 (8C, 4.70GHz Turbo, 16.5 MB)**
- **32GB DDR4 2933MHz Memory**
- **512GB SSD, M.2, PCIe NVMe**
- **2TB 7200 HDD 3.5"**
- **NVIDIA T1000 4GB (4xMini DP)**
- **Intel Integrated Controller**
- **Intel Wireless AC 8265 2x2 + Bluetooth**
- **Front ports: 2x USB 2.0 Type A, 1x USB 3.2 Type A Gen2, 1x USB Type C, 1x microphone (3.5mm), 1x headphone / microphone combo jack (3.5mm)**
- **Rear ports: 4x USB 3.2 Type A Gen2, 1x Optical Port, 1x ethernet (RJ-45), 2x DisplayPort, 1x Audio line-out**
- **BluRay Drive DVD/CD/BD +/- R/W**
- **Wired Keyboard English Black**
- **USB Mouse Black**

- **3 Year On-site**

Line Item #3 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkCentre M90a All-in-One OR DELL OptiPlex 7400 All-in-One**
- **Windows 10 Professional 64 bit operating system**
- **23.8" FHD 1920x1080 Non-Touch anti-glare display with Camera**
- **Intel Core i5-12500 processor**
- **16GB DDR4 Memory**
- **256GB PCIe SSD**
- **Intel Wi-Fi 6E AX211 2x2, 11ax, Bluetooth 5.1**
- **Intel Integrated Graphics**
- **Full function AIO stand**
- **1x ethernet RJ-45, 1x USB 3.2 Type-C Gen 1 (5V/3A Charging), 1x Headphone and Mic combo jack, 2x M.2 Card slots (one for WLAN, one for SSD/Optane) 3x USB 3.2 Gen 1, 3x USB 3.2 Gen 2, 1x HDMI**
- **High Definition (HD) Audio with internal speakers**
- **DVD+/-RW enclosed in height adjustable stand**
- **USB Keyboard – English - black**
- **USB Optical Wheel Mouse - black**
- **5 Year On-site**

Line Item #4 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkPad L14 OR DELL Latitude 5430**
- **Windows 10 Professional 64 bit operating system**
- **Intel Core i7-1265U Processor**
- **Intel Iris Xe Graphics**
- **Enabled Discrete TPM2.0**
- **14.0" FHD (1920x1080) Anti-Glare 250nits Non-Touch**
- **720p HD Camera with MIC**
- **16GB DDR4 3200MHz Onboard**
- **256GB SSD, M.2, PCIe NVMe**
- **3Cell 42Whr Internal Battery**
- **Intel Wi-Fi 6E AX211 2x2, 11ax, Bluetooth 5.1**
- **Ports: 2 x USB 3.2 Gen 1 (one Always On), 1 x USB 3.2 Type-C Gen 1 (with the function of Power Delivery and DisplayPort), 1 x USB 3.2 Type-C Gen 2 / Thunderbolt 3 (with the function of PD and DP), 1 x HDMI, 1 x Ethernet (RJ-45), 1 x headphone / microphone combo jack, 1 x microSD card reader**
- **Keyboard Black English**
- **65W Type C Adapter**
- **3 Year On-site**

Line Item #5 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkPad L14 OR DELL Latitude 5430**
- **Windows 10 Professional 64 bit operating system**
- **Intel Core i7-1265U Processor**
- **Intel Iris Xe Graphics**
- **Enabled Discrete TPM2.0**
- **14.0" FHD(1920x1080) Anti-Glare 250nits Non-Touch**
- **720p HD Camera with MIC**
- **32GB DDR4 3200MHz Onboard**
- **512GB SSD, M.2, PCIe NVMe**
- **3Cell 42Whr Internal Battery**
- **Intel Wi-Fi 6E AX211 2x2 .11ax, Bluetooth 5.1**
- **Ports: 2 x USB 3.2 Gen 1 (one Always On), 1 x USB 3.2 Type-C Gen 1 (with the function of Power Delivery and DisplayPort), 1 x USB 3.2 Type-C Gen 2 / Thunderbolt 3 (with the function of PD and DP), 1 x HDMI, 1 x Ethernet (RJ-45), 1 x headphone / microphone combo jack, 1 x microSD card reader**
- **Keyboard Black English**
- **65W Type C Adapter**
- **3 Year On-site**

Line Item #6 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkCentre M80q Tiny OR DELL OptiPlex 7000 Micro**
- **Windows 10 Professional 64 bit operating system**
- **Intel Core i5-12500 Processor**
- **16GB DDR4 Memory**
- **256GB SSD**
- **Intel Wi-Fi 6E AX211 2x2, 11ax, Bluetooth 5.1**
- **Intel Integrated Graphics**
- **Ports: 2x USB 3.2 Gen 2, 2x USB 3.2 Gen 1, 1x USB 3.2 Type-C Gen 1 (15W charging), 1x microphone (3.5mm), 1x headphone / microphone combo jack (3.5mm) 4x USB 3.2 Gen 1, 1x ethernet (RJ-45), 2x DisplayPort, 1x line-out (3.5mm)**
- **Audio Driver**
- **Wired Keyboard English Black**
- **USB Mouse Black**
- **4 Year On-site**

Line Item #7 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkCentre M80s SFF OR DELL OptiPlex 7000 SFF i7**
- **Windows 10 Professional 64 bit operating system**
- **Intel Core i7-12700 Processor**
- **32GB DDR4 Memory**

- **256GB SSD**
- **Intel Wi-Fi 6E AX211 2x2, 11ax, Bluetooth 5.1**
- **Intel Integrated Graphics**
- **Front ports: 2x USB 3.2 Gen 2, 2x USB 3.2 Gen 1, 1x USB 3.2 Type-C Gen 1 (15W charging), 1x microphone (3.5mm), 1x headphone / microphone combo jack (3.5mm)**
- **Rear ports: 4x USB 3.2 Gen 1, 1x ethernet (RJ-45), 2x DisplayPort, 1x HDMI 1x line-out (3.5mm)**
- **Audio Driver**
- **DVD+/-RW Disk Drive**
- **Wired Keyboard English Black**
- **USB Mouse Black**
- **4 Year On-site**

Line Item #8 Configured as follows. All items must MEET or EXCEED the specifications listed below.

- **Lenovo ThinkVision T24i monitor <u>OR</u> Dell P2422H Monitor**
- **3 Year Warranty**

2. <u>IMAGING (line item # 9)</u>

- There will be a maximum of 12 (twelve) images.
- Vendor to provide 2 (two) desktops, 2 (two) AIOs and 2 (two) laptops for image creation and testing. Devices to be shipped to COJ, at NO cost to COJ, for image creation and testing.
- COJ will develop and provide images and image quantities to vendor.
- Vendor to image computers before shipping.

3. <u>OTHER REQUIREMENTS</u>

- Vendor will submit a specification sheet for each item listed in the Bid Proposal Form.
- All products must be NEW.
- Refurbished, remanufactured, rebuilt or used parts are NOT acceptable. All items must MEET or EXCEED the specifications listed in this solicitation. Vendors must include in their bid package, the details of the specification contained within the alternative or equivalent product. If this detail is not provided, the bid will be considered incomplete and will NOT be considered.
- Vendor to provide CSV file containing serial number, make, model, warranty start, warranty end, ship date and PO #.