SUBJECT: PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, AND MONITORS

BID #: XF-0229-19 **OPEN DATE:** 10/10/2018

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE TIME PURCHASE

AGENCY: JACKSONVILLE SHERIFF'S OFFICE

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

NUMBER OF BIDS INVITED: 7 **NUMBERS RECEIVED:** 4 **OTHER** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Recommend approval of award to the lowest responsive, responsible bidder, Lenovo (United States), Inc. for the PC Refresh-AIOs, Desktops, Laptops, Docking Stations, and Monitors. Total not to exceed amount is $1,181,477.00.

Funding for this award to be encumbered by:
Account AFIT537-05229 to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Tabulation, Terms and Conditions.

ANALYST: Marleen Doran
MARLEEN DORAN

RESPECTFULLY SUBMITTED Greg Pease
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

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

(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 _____

CITY OF JACKSONVILLE

10/17/18 14:43:13
Procurement Division

October 16, 2018

TO: Greg Pease, Chief of Procurement Division

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

JP 10/16/18

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

RE: **XF-0229-19 PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, AND MONITORS**

Information Technologies Division submitted an RFP to the Procurement Division for the solicitation of FY2019 All-in-One Computers, Desktops, Laptops, Docking Stations, and Monitors - Bid # XF-0229-19. The bid was solicited for specific and comparative models of Dell and Lenovo computer products, which were tested by the Information Technologies Division prior to bid solicitation. Vendors were presented with the option of submitting a bid on one or both product groups to be considered for award.

Procurement Division received four (4) vendor responses and zero (0) no bids which opened on October 10, 2018. Procurement Division forwarded the bid tabulation sheet and the bid responses for review.

Vendor Name	Amount
Lenovo (United States), Inc.	**$1,181,477.00**
CDW-G Government, LLC	$1,371,882.85
Hypertec USA, Inc.	$1,691,607.01
JPT-Tech	$2,040,985.50

As indicated and recorded on the bid tabulation sheet, ITD Management recommends awarding the bid to Lenovo (United States), Inc. as the lowest, responsive, responsible bidder in the amount of $1,181,477.00 for the Lenovo computer products.

This purchase will be via purchase order.

Funding Source: AFIT537- 05229

Your favorable consideration of this request is appreciated.

Cc: Robert Gray, Technology Infrastructure Manager
Marolyn Curtis, Desktop Services Manager Marolyn Curtis

Title: PC Refresh-Desktops/Laptops/Docking Stations
Bid # XF-0229-19
Bid Date: 10/10/18
Buyer: Marleen Doran
No. Invited: 7 No. Received: 4 No Bids: 0

ITEM	MODEL #	Est. QTY	UoM	CDW-G Government, LLC UNIT PRICE	CDW-G Government, LLC EXTENDED TOTAL	Hypertec USA, Inc. UNIT PRICE	Hypertec USA, Inc. EXTENDED TOTAL	JPT-Tech UNIT PRICE	JPT-Tech EXTENDED TOTAL	Lenovo UNIT PRICE	Lenovo EXTENDED TOTAL
1	AIO Computer-Lenovo ThinkCentre M920z AIO Computer – Manufacturer Part # 10S7CTO1WW	847	EA	$985.33	$834,574.51	$1,258.83	$1,066,229.01	$1,364.85	$1,156,027.95	$798.00	$675,906.00
2	Desktop Computer-Lenovo ThinkCentre M920s Desktop Computer - Manufacturer Part # 10SKCTO1WW	528	EA	$669.18	$353,327.04	$760.00	$401,280.00	$1,023.68	$540,503.04	$590.00	$311,520.00
3	Laptop Computer-Lenovo ThinkPad T480 Laptop Computer - Manufacturer Part # 20L6CTO1WW	134	EA	$913.62	$122,425.08	$1,247.00	$167,098.00	$1,685.75	$225,890.50	$935.00	$125,290.00
4	Docking Stations-Lenovo ThinkPad USB 3.0 Ultra Dock –Manufacturer Part # 40A80045US	53	EA	$98.76	$5,234.28	$150.00	$7,950.00	$213.52	$11,316.56	$110.00	$5,830.00
5	Monitors-Lenovo ThinkVision T22i-10 monitor	327	EA	$106.11	$34,697.97	$150.00	$49,050.00	$177.12	$57,918.24	$114.00	$37,278.00
6	Imaging Service-For AIOs, Desktops, Laptops	1509	EA	$14.33	$21,623.97	$0.00	$0.00	$32.69	$49,329.21	$17.00	$25,653.00
			GRAND TOTAL:		$1,371,882.85		$1,691,607.01		$2,040,985.50		$1,181,477.00
			TERMS:		Net 30		Net 30		1%-Net 30		Net 30
			DELIVERY:		14 days		30 days		10 days		42 days
			SIGNED BID FORM:		X		X		X		X
			CONFLICT OF INTEREST:		X		X		X		X
			NOTES:		Dell Offered		Dell Offered		Lenovo Offered		Lenovo Offered

TERMS AND CONDITIONS

PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, AND MONITORS

1. SCOPE

The City of Jacksonville, Information Technologies Division is currently accepting bids to obtain source(s) of supply for the item(s) / service(s) 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 for **All-in-One Computers, Desktop Computers, Laptop Computers, Docking Stations and Monitors**, as listed in the bid documents to include warranty and pre-shipment imaging as specified.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. **Bidders must bid on ALL the items of either DELL OR LENOVO OR BOTH bid options to be considered for award, and ALL items MUST be from the same manufacturer**. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is a one-time purchase.

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. **All Products offered must be NEW. Refurbished, Remanufactured, Rebuilt or Used Parts are NOT acceptable.** All items must MEET or EXCEED the specifications listed in this solicitation. **NO substitutions for LENOVO part numbers will be accepted unless approved by City of Jacksonville.** ALL items MUST be from the same manufacturer. 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.

5. 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).

6. QUANTITIES

Quantities indicated are fixed.

7. DELIVERY

Delivery to be coordinated with the City of Jacksonville, Information Technologies Division, Project Manager-Desktop Services. All deliveries must be scheduled a minimum of one business day in advance. Vendor to provide CSV file containing serial number, make, model, warranty start and end date, ship date, and PO number. 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.

8. **ESCALATION/DE-ESCALATION**

All pricing submitted shall remain firm for the initial term period. Upon renewal (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.

9. **PRICES**

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents. **** The City of Jacksonville would like the option to purchase additional computers (no more than twenty (20) percent) at the pricing in this award within ninety (90) days of the awarded date.**

10. **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.

11. **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.

12. **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: City of Jacksonville, General Accounting Division, 117 West Duval Street, Suite 375, Jacksonville, Florida 32202.

13. **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.

14. **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.

15. **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.