City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

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MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **February 20, 2019**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure services for **CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

02/19/19 08:58:07
Procurement Division

February 19, 2019

TO: **Greg Pease, Chief of Procurement Division**

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

GP 2/15/19

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

SUBJECT: **CSPEC Memorandum - RFP for City Council Chambers Audio and Video Upgrade**

Information Technologies Division requests approval to proceed with issuance of a Request for Proposal (RFP) for the subject services. ITD is proposing the RFP on behalf of City Council to upgrade the existing Audio Visual (AV) Equipment and Broadcast System, that has reached end-of-life. The new equipment will be located within the City Council Chambers and associated committee, conference and meeting rooms. This information is provided in accordance with Section 126.204 Competitive Sealed Proposal Evaluation Process.

ITD requests permission to utilize a Competitive Sealed Proposal evaluation process in order to purchase technical system design services. installation of new equipment, associated hardware and software.

The evaluated bid process is appropriate due to the complexity of the project, the differences among vendor's competency and the overall cost. The evaluation criteria and maximum points are provided in the evaluation matrix. The maximum points a vendor can score is 100. Vendors must bid both Package A Requirements and Package B Optional Requirements "Optional Functionality". These services will be awarded by purchase order upon selection of the winning vendor and will require a formal contract through the Office of General Counsel.

Bids will be evaluated by a sub-committee consisting of the following members: Steve Cassada, Information Systems Administrator, City Council, 630-4482, Paula Shoup, Information Systems Administrator, City Council, 630-7234 and Robert Gray, Enterprise Technology Infrastructure Manager, ITD 255-8065.

Your favorable consideration of this request is appreciated.

Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

February 20, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri
Jacksonville Small and Emerging Businesses (JSEB) Compliance Office

RE: **City Council Chambers Audio and Video upgrade**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-Aside %

Our outreach efforts are documented and available upon request. Please let us know if you have any questions or concerns.

If you need additional information I may be reached at (904) 255-8833.

cc: Ruben Ola

214 North Hogan Street, Suite 800 □ Jacksonville, FL 32202 □ 904-255-8840 □ Fax 904-255-8842 □ www.jseb.coj.net

Ola, Ruben

From: Proctor, John
Sent: Wednesday, February 20, 2019 10:14 AM
To: Gray, Robert; Ola, Ruben; Brown, Elizabeth
Cc: Ossi, Thomas; Ciprian, Alexander; Young, Michael; Freeman, Dustin
Subject: RE: CSPEC - RFP for City Council Chambers Audio and Video Upgrade

FYI – the total maximum budget for this project is actually $566,900 given a $46,900 Finance Committee approved amendment made during the budgetary legislative cycle.

Thank$

John Proctor
AITO – IT Manager – Finance
City of Jacksonville | Information Technologies Division
214 N. Hogan Street, 9th Floor
Jacksonville, Florida 32202
(904) 255-8104
www.coj.net

From: Gray, Robert <GrayR@coj.net>
Sent: Wednesday, February 20, 2019 10:03 AM
To: Ola, Ruben <RubenO@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>
Cc: Ossi, Thomas <TOssi@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Young, Michael <MichaelY@coj.net>; Freeman, Dustin <DustinF@coj.net>; Proctor, John <JProctor@coj.net>
Subject: RE: CSPEC - RFP for City Council Chambers Audio and Video Upgrade

Hi,

I'm not sure if this is what you are asking for, but here is the budgeted amount we have planned for this project: $520,000
These are estimated amounts and we will be trying to get the cost total range within $350,000 - $420,000 as best possible

Copying John Proctor (Finance Manager) for awareness

Thank you,

Robert Gray
ITD - Enterprise Technology Infrastructure Manager
Office: (904) 255-8065 | Cell: (614) 949-3271

Level of Service Impact:
1) Supports public access to online viewing of legislative meetings. 2) Ensures ADA compliance for live streaming ar meeting video. 3) Enables meeting attendees to clearly view presentations and displayed meeting documents. 4) En access through indexing of meeting discussion by subject matter. 5) Assists with records management and retention from unnecessary hardware repairs.

Capitalized Costs:	Total Est. Cost	Prior Yrs. Funding	FY 18-19	FY 19-20	FY 20-21	FY 21
Software	$ -	$ -				
Hardware	$ 400,000	$ -	$ 400,000			
Professional Svcs	$ 120,000	$ -	$ 120,000			
	$ 520,000	$ -	$ 520,000	$ -	$ -	$

From: Ola, Ruben <RubenO@coj.net>
Sent: Tuesday, February 19, 2019 4:47 PM
To: Brown, Elizabeth <ElizabethB@coj.net>; Gray, Robert <GrayR@coj.net>
Cc: Ossi, Thomas <TOssi@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Young, Michael <MichaelY@coj.net>; Freeman, Dustin <DustinF@coj.net>
Subject: RE: CSPEC - RFP for City Council Chambers Audio and Video Upgrade

Also, can you please provide the Independent Government Estimate (IGE) Cost for this project.

Thanks,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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From: Ola, Ruben
Sent: Tuesday, February 19, 2019 4:29 PM
To: Brown, Elizabeth; Gray, Robert
Cc: Ossi, Thomas; Ciprian, Alexander; Young, Michael; Freeman, Dustin
Subject: RE: CSPEC - RFP for City Council Chambers Audio and Video Upgrade

Good Afternoon,

Mandatory pre-bid and site visit meeting must be at least 7 days after advertised date, we can schedule say March 7 or 8.

I made some changes to the bid documents, see attached original document in red ink and suggestion in blue ink. Please let me know if the changes satisfies your requirements or you may need to edit for some corrections. Let me know your final bid document.

Thanks,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net

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From: Brown, Elizabeth
Sent: Tuesday, February 19, 2019 4:11 PM
To: Gray, Robert; Ola, Ruben
Cc: Ossi, Thomas; Ciprian, Alexander; Young, Michael; Freeman, Dustin
Subject: RE: CSEPEC - RFP for City Council Chambers Audio and Video Upgrade

Robert,

I'm looping in Ruben for his feedback on the proposed schedule (below) for the mandatory pre-bid conference and mandatory walkthrough.

Ruben,

Do you foresee any issues with these dates?

Thank you,

Elizabeth Brown
IT Operations Manager
Office: 904.255.8199
Cell: 904.652.9186

From: Gray, Robert <GrayR@coj.net>
Sent: Tuesday, February 19, 2019 2:06 PM
To: Brown, Elizabeth <ElizabethB@coj.net>; Young, Michael <MichaelY@coj.net>
Cc: Ossi, Thomas <TOssi@coj.net>; Ciprian, Alexander <Aciprian@coj.net>
Subject: RE: CSEPEC - RFP for City Council Chambers Audio and Video Upgrade

Elizabeth,

- After speaking with Mr. Young these need to occur within the first and second week once the 21 day BID begins
- The Pre-Bid Questionnaire day on the first week, then afterwards the mandatory walk-through, the following week (for example)
- All vendors show up together

Let me know if this works please – Thank you !
Robert

Updated and estimated time-line:

2/25/2019 – RFP is on CSPEC agenda
2/28/2019 – Once approved, publish RFP for 21 days
PRE-BID and Mandatory Walk Through – Somewhere here ? 2/28 - 3/8
3/27/2019 – End of 21 days
4/1/2019 – Procurement provides Bid tabulation sheet to ITD (results)
4/5/2019 – ITD completes Bid evaluations (per score sheet)
4/12/2019 – Award recommendation memo submitted to Procurement
4/17/2019 – 5/3/2019 – Contract negotiations and finalization
5/6/2019 – 5/10/2019 – Risk management review
5/24/2019 - Contract Fully Executed Includes SOW
5/27/2019 – Purchase Order Issued
June 26th – Begin implementation throughout Mid-July

From: Gray, Robert
Sent: Tuesday, February 19, 2019 12:47 PM
To: Brown, Elizabeth <ElizabethB@coj.net>; Young, Michael <MichaelY@coj.net>
Cc: Ossi, Thomas <TOssi@coj.net>; Ciprian, Alexander <Aciprian@coj.net>
Subject: RE: CSEPEC - RFP for City Council Chambers Audio and Video Upgrade

Elizabeth,

I need to chime in Michael Young for feedback without impacting our timeline (no delays)

Michael can you please answer to Elizabeth ?

Thank you,

Robert Gray
Enterprise Technology Infrastructure Manager
City of Jacksonville | Finance & Administration | Information Technologies Division
214 N. Hogan St. 9th Floor
Jacksonville, Florida 32202
grayr@coj.net
(904) 255-8065 Office
(614) 949-3271 Cell
www.coj.net

From: Brown, Elizabeth <ElizabethB@coj.net>
Sent: Tuesday, February 19, 2019 11:31 AM
To: Gray, Robert <GrayR@coj.net>
Cc: Ossi, Thomas <TOssi@coj.net>; Ciprian, Alexander <Aciprian@coj.net>
Subject: FW: CSEPEC - RFP for City Council Chambers Audio and Video Upgrade

Robert,

Have you determined where you want to place the mandatory pre-bid conference and walkthroughs to fall in your schedule?

Please let me know if you'd like to review together, as this will impact your timeline. We may need input from Ruben on this as well.

Thank you,

Elizabeth Brown
IT Operations Manager
Office: 904.255.8199
Cell: 904.652.9186

From: Willis, Ann <AnnW@coj.net>
Sent: Tuesday, February 19, 2019 11:15 AM
To: Brown, Elizabeth <ElizabethB@coj.net>
Cc: Ola, Ruben <RubenO@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Freeman, Dustin <DustinF@coj.net>; RiskReview <RiskReview@coj.net>; Gray, Robert <GrayR@coj.net>
Subject: Re: CSEPEC - RFP for City Council Chambers Audio and Video Upgrade

Risk Management has reviewed the attached and find no changes necessary.

Sent from my iPhone

On Feb 19, 2019, at 10:46 AM, Brown, Elizabeth <ElizabethB@coj.net> wrote:

> Ruben,
>
> I am forwarding this high priority CSPEC package which went to FormalBid on Friday at 5pm, for your awareness.
>
> Alex will bring you the hard copy memo to accompany this.
>
> Due to the necessity of completing the project work during City Council's recess, this request has a tight and unmovable timeline.
>
> I am including Ann Willis and **RiskReview** to start the review process in order to get this on the 2/25 CSPEC agenda.
>
> Thank you,
>
> *Elizabeth Brown*
> IT Operations Manager
> Office: 904.255.8199
> Cell: 904.652.9186
>
> ---
>
> **From:** Ossi, Thomas <TOssi@coj.net>
> **Sent:** Friday, February 15, 2019 5:00 PM
> **To:** FormalBid <FormalBid@coj.net>
> **Cc:** Brown, Elizabeth <ElizabethB@coj.net>; Gray, Robert <GrayR@coj.net>
> **Subject:** CSEPEC - RFP for City Council Chambers Audio and Video Upgrade

Good afternoon,

Please find attached the RFP for City Council Chambers Audio and Video Upgrade to be on the next scheduled GGAC meeting.

Sincerely,

Thomas Ossi
Technology Contract and Records Manager
City of Jacksonville
Finance & Administration
Information Technologies Division
214 N. Hogan Street, 9th Floor
Jacksonville, FL 32202
904.255.8080
www.coj.net

<CSPEC - RFP for -CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE 02152019 V2.docx>

<CSPEC Memo RFP for City Council Chambers Audio and Video Upgrade Feb 2019.pdf>