SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15 **OPEN DATE: 03/11/2015**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second (2) of three (3), one (1) year renewal options with EMTEC, Inc., to continue providing Managed Desktop Services for the Information Technologies Division. The period of service will be July 1, 2018 through June 30, 2019. Total annual expenditure requested for this period not-to-exceed $617,910.00, for a revised contract expenditure of $2,512,870.00.

Funding for this award to be encumbered by account AFIT531CSCS-03410 to be executed by contract amendment (contract 9494-01) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Vendor Letter, Previous Awards

BUYER: _____ **RESPECTFULLY SUBMITTED** _____
CHELSEY FLEMING
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: **Ken Lathrop, Division Chief and Chief Information Officer, Information Technologies Division**

(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

06/13/18 13:46:17
Procurement Division

June 12, 2018

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

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

JP 6/12/18

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

SUBJECT: **ESC-0386-15 Managed Desktop Services (CSPEC)**

The Information Technologies Division (ITD) requests CSPEC approval for continuation of services and to enter into the second (2) of three (3) one (1) year renewal options with Emtec, Inc. on Bid # ESC-038~~5~~6-15 for Managed Desktop Services.

Based on our current projections, we will require a senior technician position assigned to JFRD along with six other Emtec contractors providing City-Wide desktop support.

ITD Management requests approval to enter into the second renewal option for the service period beginning July 1, 2018 through June 30, 2019 in accordance with the same pricing, terms and conditions of the RFP and services contract.

ITD is requesting a total estimated amount of $617,910.00 for the service period. Total revised contract expenditure not to exceed amount of ~~$1,706,870.00~~ $2,512,870.00. Upon approval of award a request will be made for a contract amendment to City Contract 9494-01 through Office of General Counsel.

Funding Source: AFIT531CSCS - 03410

Your favorable consideration of this request is appreciated.

Attachment: Bid # ESC-0386-15 Vendor renewal concurrence letter

CC: **Marolyn Curtis, Desktop Services Manager, ITD** MC.

Emtec

9454 Phillips Hwy
Suite 8
Jacksonville FL 32256

Memorandum

Date: June 8, 2018

To: Thomas Ossi
Technology Contract and Records Manager
City of Jacksonville
Finance and Administration
214 N Hogan Street, 9th Floor
Jacksonville, Florida 32202

From: Leslie Owens
Vice President, Emtec
9454 Phillips Hwy
Suite 8
Jacksonville FL 32256

Subject: Renewal of Bid Number ESC-0386-15 Managed Desktop Services

Emtec concurs with the pricing, terms and conditions of its agreement with the City of Jacksonville as per Services City Contract #9494, based on Bid ESC 0386-15, Managed Desktop Services, and agrees to exercise Option 3 for another one-year term. Signatory for this agreement is Leslie Owens, Emtec Vice President.

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15 **OPEN DATE: 03/11/2015**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award (contract No.9494-01) to EMTEC Inc. in the amount of $156,000.00 for Managed Desktop Services through June 30, 2017. Revised funding for year two of the contract not-to-exceed $690,000.00.

Recommend approval to utilize the first (1) of three (3), one year renewal options with EMTEC, Inc., to continue providing Managed Desktop Services for the Information Technologies Division. The period of service will be July 1, 2017 through June 30, 2018. Total annual expenditure requested for this period not-to-exceed $650,000.00, for a revised contract expenditure of $1,894,960.00.

Increase through June 30, 2017	$156,000.00.
First Renewal Option - July 1, 2017 through June 30, 2018	$650,000.00.

Funding for this award to be encumbered by account AFIT531CSCS-03410 to be executed by contract amendment (contract 9494-01) through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo, Vendor Letter, Copy of Contract, Previous Awards

BUYER: CHELSEY FLEMING

RESPECTFULLY SUBMITTED GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Ken Lathrop, Division Chief and Chief Information Officer, 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 6/01/17

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/01/17

APPROVED DISAPPROVED

OTHER

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SIGNATURE OF AUTHENTICATION

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15 **OPEN DATE: 03/11/2015**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend award dated April 23, 2015 to increase contract No.9494-01 to EMTEC Inc. for Managed Desktop Services. The initial period of services was from date of the executed contract, July 1, 2015 thru June 30, 2017. Total estimated increase not to exceed $581,000.00. Total expenditure not to exceed $1,088,960.00.

Increase thru June 30, 2016	$47,000.00.
Increase for July 1, 2016 thru June 30, 2017	$534,000.00.

Period of service is two (2) year from date of executed contract with three (3) one (1) year renewal options. Total estimated annual expenditure not-to exceed $507,960.00

Funding for this award to be encumbered by account afit531cscs- 03410 to be executed by Amendment one (1) to Contract No. 9494-01 through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Copy of Contract, Previous Awards

BUYER: KATHY NASWORTHY **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Ken Lathrop, Division Chief and Chief Information Officer, 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 ____ DATE 5/5/16

Thomas Oei ____ OTHER: ____

Teresa L. Eidson ____

____

James R. McCain ____

Shara Bryant Davis ____

ACTION OF AWARDING AUTHORITY DATE 5/06/16

APPROVED ✓ DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

SUBJECT: MANAGED DESKTOP SERVICES (CSPEC)

BID #: ESC-0386-15 **OPEN DATE:** 03/11/2015

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT:
SERVICE CONTRACT – TWO (2) YEAR AGREEMENT COMMENCING AT THE EXECUTION OF CONTRACT WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: TO THE HIGHEST SCORING BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: (6) NUMBER RECEIVED: (3) OTHER: (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Approval was granted on April 9, 2015 to enter into negotiations with EMTEC, Inc. Negotiations commenced on April 13, 2015, concluding April 15, 2015. Pricing remained the same with EMTEC agreeing to provide added value to specific services during negotiation (Attachment A). Recommend approval of award to the responsive, responsible bidder. EMTEC Inc., to provide Option Three (3) for Managed Desktop Services. Period of service is two (2) year from date of executed contract with three (3) one (1) year renewal options. Total estimated annual expenditure not-to exceed $507,960.00

Funding for this award to be encumbered by account OPIT531CS – 03410 to be executed by formal contract through the Office of General Counsel.

ATTACHMENTS: Recommendation Memo; Tabulation; Evaluation Matrix; Scoring Sheet; Contract Negotiation Notes

BUYER: KATHY NASWORTHY **RESPECTFULLY SUBMITTED** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Usha Mohan, Division Chief and Chief Information Officer, Information Technologies Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING ____ DATE: 04/23/15

OTHER: ____

ACTION OF AWARDING AUTHORITY DATE 4/27/15

APPROVED G DISAPPROVED ____

OTHER ____

SIGNATURE OF AUTHENTICATION ____

Cleveland Ferguson III
~~Deputy Chief Administrative Officer~~
For Mayor Alvin Brown
~~Under Authority of:~~
Executive Order No. 2015-01

ESC-0386-15	Emtec, Inc.	
4/23/2015	$507,960.00	Award
5/6/2016	$47,000.00	Increase
5/6/2016	$534,000.00	Funding Year 2
6/1/2017	$156,000.00	Increase #2
6/1/2017	$650,000.00	1st Renewal Option
Pending	$617,910.00	2nd Renewal Option
	$2,512,870.00	**Total Award**

QWS3270X 6/14/2018 9:13 AM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 06/14/2018
LINK TO: ACCOUNT SUMMARY INQUIRY 9:13 AM

FISCAL MO/YEAR : 09 2018 CURRENCY CODE :
INDEX CODE : AFIT531CSCS INFORMATION TECHNOLOGIES
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	JUNE 2018	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	718,805.00	718,805.00
EXPENDITURES	.00	313,381.25	313,381.25
ENCUMBRANCES	13,400.00	207,418.75	207,418.75
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-13,400.00	198,005.00	198,005.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND