SUBJECT: CISCO EQUIPMENT NETWORK REFRESH

BID #: XF-0067-19 **OPEN DATE: 2018-12-19**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) YEAR FROM DATE OF AWARD.

AGENCY: INFORMATION TECHNOLOGIES DIVISION

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

NUMBER OF BIDS INVITED: 31 **NUMBER RECEIVED:** 9 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to enter into negotiations with the lowest responsive, responsible bidder Presidio Networked Solutions for ITD Cisco Equipment Networked Refresh in an effort to bring the bid within available allocated funds under Procurement Code Section 126.201 (d) (4)-Negotiations. The bid does not exceed by more than ten percent of the available funds and it is the best interest for the City to negotiate due to bids tight timeliness as it is detrimental to the overall completion of this project.

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

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division/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

February 8, 2019

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

JSP 2/8/19

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

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

SUBJECT: **XF-0067-19 CISCO EQUIPMENT NETWORK REFRESH**

Information Technologies Division submitted an RFP to Procurement Division for solicitation of Cisco Equipment Network Refresh Bid # XF-0067-19.

Procurement Division received nine (9) vendor responses and zero (0) no bids open date December 19, 2018. Procurement Division forwarded the bid tabulation sheet and the bid responses for the Information Technologies Division to review.

ITD Management is requesting to engage into negotiations with vendor as per Chapter 126 of the Procurement Code. Section 126.201 General. (d) (4) Negotiations. The base bids we received from all responsible bidders exceed available and/or allocated funds. The lowest, responsive, responsible bidder's bid does not exceed said funds by more than ten percent. We are requesting approval to enter into negotiations for an adjustment of the bid base price. Due to tight timelines a rebid would be detrimental to the overall completion of this project.

Your favorable consideration of our request is greatly appreciated.

CC: **Michael Rooney, Network and Telecom Infrastructure Manager, ITD**
Robert Gray, Enterprise Technology Infrastructure, Manager

BID TABULATION SHEET

TITLE: CISCO EQUIPMENT NETWORK REFRESH
BID NO.: XF-0067-19
OPEN DATE: December 19, 2018
PURCHASING A RUBEN OLA
No. Invited: (31) No. Received (9) No Bids: (0)

ITEM	DESCRIPTION	QUANTITY	ZONES LLC AMOUNT	EMPIRE COMPUTING'S CONSULTING INC. AMOUNT	NETSYNC NETWORK SOLUTIONS AMOUNT	PCMG INC. AMOUNT	VENTURE NETWORK SOLUTIONS ANOUNT
1	TOTAL BASE BID	1	$ 311,959.02	$ 340,102.98	$ 316,200.20	$ 314,325.69	$ 342,437.05
		GRAND TOTAL:	$ 311,959.02	$ 340,102.98	$ 316,200.20	$ 314,325.69	$ 342,437.05
		MINIMUM REQUIREMENTS:					
		TERMS:	0	0		NET 30 DAYS	0
		DELIVERY (Business Days):	10	30	28	15-28	30
		CONFLICT OF INTEREST:	Y	Y	Y	Y	Y
		ADDENDUM(S)(1,2,)	Y			Y	

BID TABULATION SHEET

TITLE: CISCO EQUIPMENT NETWORK REFRESH
BID NO.: XF-0067-19
OPEN DATE: December 19, 2018
PURCHASING AGENT: RUBEN OLA
No. Invited: (31) No. Received (9) No Bids: (0)
Recorded By: R. BARNETT

ITEM	DESCRIPTION	QUANTITY	PRESIDIO NETWORKED SOLUTIONS AMOUNT	TOTAL COMMUNICATIONS INC. AMOUNT	HOWARD TECHNOLOGY SOLUTIONS AMOUNT	E-LOGIC INC. AMOUNT	
1	TOTAL BASE BID	1	$ 286,835.66	$ 300,223.97	$ 344,773.00	$ 340,782.89	
		GRAND TOTAL:	$ 286,835.66	$ 300,223.97	$ 344,773.00	$ 340,782.89	
		MINIMUM REQUIREMENTS:		Y			
		TERMS:		NET 30 DAYS	NET 30 DAYS	NET 30 DAYS	
		DELIVERY (Business Days):	10		44	25	
		CONFLICT OF INTEREST:	Y	Y	Y	Y	
		ADDENDUM(S)(1,2,)		Y		Y	

TERMS AND CONDITIONS
CISCO EQUIPMENT NETWORK REFRESH

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 **CISCO EQUIPMENT NETWORK REFRESH** as listed in the bid documents to include warranty as specified.

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.

3. TERM OF AGREEMENT

The term of this agreement will be a twelve (12) month term from 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. Vendor must be an authorized Cisco Certified Reseller with one of the following Cisco Certifications: Select, Premier, Silver, or Gold. Vendor must provide proof of valid and in good standing certification.

b. Equipment must be New and or Cisco Certified Refurbished Equipment (CCRE) as specified on the Bid Proposal Form. Vendor must provide confirmation that all equipment quoted will be New and or Cisco Certified Refurbished Equipment (CCRE).

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

Information Technologies Division, 214 North Hogan Street, 9th Floor, Jacksonville, Florida 32202. ITD Contact Network Infrastructure 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.

Delivery of all equipment to the City of Jacksonville must take place within **30** business days of receipt of the Purchase Order.

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.

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 services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include: purchase order 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. The awarded vendor will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice. Bid number should be listed on certificate.

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.

SPECIFICATIONS
CISCO EQUIPMENT NETWORK REFRESH

- ***NO SUBSTITUTIONS on ANY of the listed items for bid.***
- **Please see the Bid Proposal Form for specific Model Number information.**

amount or unit price, including base bids and alternates, if any, and quality and service are also equal, and if the delay caused by readvertising for bids will be substantially detrimental to the public interest, the GGAC shall give preference to the local bidder. Subject to this consideration, the Mayor may authorize the GGAC: (i) if there is no local tie bidder, to award the contract to one of the tie bidders by drawing lots in public; or (ii) if there is more than one local tie bidder, to award the contract to one of the local tie bidders by drawing lots in public.

(4) *Negotiations.* In the event the base bids received from all responsive, responsible bidders exceed available and/or allocated funds, and the lowest, responsive, responsible bidder's bid does not exceed said funds by more than ten percent, or a higher percentage if so warranted by circumstances that necessitate an emergency award, and if the delay caused by readvertising for bids will be substantially detrimental to the public interest, the GGAC may authorize the using agency to enter into negotiations with the lowest responsive responsible bidder for an adjustment of the bid base price, including, without limitation, changes to the criteria and/or scope of work set forth in the invitation for bids, in an effort to bring the bid within available and/or allocated funds. Upon the conclusion of the negotiations, the using agency shall provide the Chief with detailed written notification of the results of negotiations for submission to and final consideration and recommendation by the GGAC and approval in accordance with Section 126.201(d)(2), hereof.

(5) *Minutes.* The GGAC shall keep official minutes of its meetings, which shall be maintained on file in the Division as a permanent electronic or physical public record. The minutes may take the form of verbatim tape recording or other verbatim electronic recordings of the GGAC proceedings.

(6) *Public notice of meetings.* The GGAC shall cause a written notice of the time, place and purpose of each of its meetings to be filed as a public record with the Corporation Secretary and with the Council Secretary at least 24 hours in advance of said meetings.

(7) *Change Order.*

a. Change orders resulting from unforeseen conditions, as determined by the Director of Public Works or his or her designee, in an amount greater than ten percent of the award amount in the aggregate must be approved by the applicable awards committee. Change orders regarding unforeseen conditions up to and including ten percent of the award amount shall be approved by the Director of Public Works or his designee and the Director for the requesting department.

b. Change orders resulting from reconciliation of quantities, as determined by the Director of Public Works or his or her designee, in an amount greater than ten percent of the award amount in the aggregate must be approved by the applicable awards committee. Change orders regarding reconciliation of quantities up to and including ten percent of the award amount shall be approved by the Director of Public Works or his designee, and the Director for the requesting department.

c. Change orders resulting from errors and omissions, as determined by the Director of Public Works or his or her designee, in an amount greater than 10 percent of the award amount in the aggregate must be approved by the applicable awards committee. Change orders regarding errors and omissions up to and including ten percent of the award amount shall be approved by the Director of Public Works or his designee, and the Director for the requesting department.

d. Except as stated in (7)a., b. and c. above, all change orders related to procurements subject to GGAC approval must be approved by the GGAC.

(e) *Bidder's responsibility.* After considering recommendations made by the Chief or his designee and the GGAC, the Mayor, in accordance with Section 126.201(d)(2), hereof, may approve or authorize the GGAC to award formal bids and contracts to the lowest responsive, responsible bidder meeting or exceeding published specifications set forth in the invitation for bids. Prior to making an award