SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 **OPEN DATE: 2020-07-01**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the award by $163,036.00 with EMTEC, INC. for Managed Desktop Services for additional hours to complete on-going projects for JSO, JFRD, and FY2023 budgeted Hardware Refresh deployments. The revised total award expenditure not to exceed $2,201,005.00. The period of service will remain the same until September 30, 2023.

Funding Source(s): 53101.113001.534100.000000.00000000.00000.0000000
53104.113401.534100.000000.00000000.00000. 0000000

To be executed by formal contract amendment no. 5 (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Previous Awards

Analyst: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
FOR: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

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(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 _____

CITY OF JACKSONVILLE

DATE: June 21, 2023

TO: Dustin L. Freeman, Chief of Procurement Division

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

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2023.06.23 07:02:46 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

Thomas Ossi — Digitally signed by Thomas Ossi Date: 2023.06.21 11:09:38 -04'00'

RE: **ESC-0455-20 - Managed Desktop Services - Increase Award**

The Information Technologies Division (ITD) requests approval to increase the award for ESC-0455-20 Managed Desktop Services awarded to Emtec, Inc. The period of services for the increase will be from date of award through September 30, 2023.

This request is to add additional hours to complete on-going projects for JSO, JFRD, and FY2023 budgeted Hardware Refresh deployments, the increase award amount $163,036.00.

The current award will increase from $2,037,969.00 to a revised total award expenditure not to exceed amount of $2,201,005.00.

Upon award approval, ITD will request a formal contract amendment number five to City Contract #70529-21 through the Office of General Counsel.

FUNDING SOURCE(S): 53101.113001.534100.000000.00000000.00000
53104.113401.534100.000000.00000000.00000

Tracy Geake — Digitally signed by Tracy Geake Date: 2023.06.22 12:55:02 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachments: City Contract 70529-21
Bid No. ESC-0455-20

CC: Amy Hills, Desktop Services Manager
William Costa, Technology Infrastructure Manager
Elizabeth Brown, IT Operations Manager
Andre Conyers, IT Contract Administrator
Deidra B. Baines, Procurement Manager, Jacksonville Sheriff's Office

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 **OPEN DATE: 2020-07-01**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2022 through date of award.

Recommend approval to utilize the first of three (3) one year renewal options with EMTEC, INC. for Managed Desktop Services. The period of service will be from date of award through September 30, 2023. The requested annual expenditure not to exceed $675,000.00. The revised total award expenditure not to exceed $2,037,969.00.

Funding to be encumbered by account 53101.113001.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment no. 4 (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Email, Previous Awards

Analyst: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of 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 0 DATE: 12/1/2022

Thomas Osso _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 12/1/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2019-02

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 OPEN DATE: 2020-07-01

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the award by $40,943.00 with EMTEC, INC. for Managed Desktop Services technicians additional hours. The revised total contract expenditure not to exceed $1,362,969.00. The period of service will remain the same until September 30, 2022. All other pricing, terms and conditions shall remain in effect and unchanged.

Funding to be encumbered by account 53101.113001.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment no. 2 (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Previous Awards

Analyst: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of 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 0 DATE 9/15/2022

Thomas Gase _____ OTHER: _____

Teresa R Echap _____

Michael Reed _____

Ken McCarty _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE 9/15/22

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 **OPEN DATE: 2020-07-01**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT - ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the contract award by $23,240.00 with EMTEC, INC. for MANAGED DESKTOP SERVICES. This is for Jacksonville Sheriff's Office (JSO) laptop deployment project. The revised total contract expenditure not to exceed $1,322,026.00. The period of service will remain the same until September 30, 2022. All other pricing, terms and conditions shall remain in effect and unchanged.

Funding to be encumbered by account 00111.552104.534100.000000.00000000.00000, to be executed by formal contract amendment (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Vendor Quote, Previous Award

Analyst: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

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

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 5/26/2022

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/27/2022

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 **OPEN DATE: 2020-07-01**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 **NUMBER RECEIVED:** 2 **OTHERS:** 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend and increase the contract award by $127,490.00 with EMTEC, INC. for MANAGED DESKTOP SERVICES. City shall pay for PC Refresh Installation at the rate of $110.00 per device and will deploy an estimated 1,159 devices. The revised total contract expenditure not to exceed $1,298,786.00.
All other pricing, terms and conditions shall remain in effect and unchanged.

Funding to be encumbered by account 53104.113401.534100.000000.00000000.00000.0000000, to be executed by formal contract amendment (City Contract #70529-21) through the Office of General Counsel.

Attachments: Recommendation Memo, Previous Award

Analyst: RUBEN OLA **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of Information Technologies Division

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE. 4/15/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/15/21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SUBJECT: MANAGED DESKTOP SERVICES

BID #: ESC-0455-20 OPEN DATE: 2020-07-01

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE (1) TWO-YEAR PERIOD OF SERVICE WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: HIGHEST SCORING RESPONSIVE, RESPONSIBLE BIDDER BASED ON THE EVALUATION CRITERIA

NUMBER OF BIDS INVITED: 35 NUMBER RECEIVED: 2 OTHERS: 3

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to the highest scoring responsive, responsible bidder EMTEC, INC. in the amount of $1,171,296.00 for MANAGED DESKTOP SERVICES. Period of service will be from October 1, 2020 and continue for two (2) years with three (3) one (1) year renewal options. Below are the bidders with the following scoring ranking:

1. EMTEC, INC. – 153.00 points
2. INTERDEV, LLC – 110.67 points

Funding to be encumbered by account 53101.113001.534100, to be executed by formal contract through the Office of General Counsel.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Scoring Matrix, Description of Services

Analyst: RUBEN OLA RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Kenneth Lathrop, Chief of 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 Ø DATE: 8/06/20

OTHER:

CTION OF AWARDING AUTHORITY DATE

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

AMENDMENT NO. 4
TO
SERVICES CONTRACT
BETWEEN
THE CITY OF JACKSONVILLE
AND
EMTEC GROUP, INC.
FOR
MANAGED DESKTOP SERVICES

THIS AMENDMENT NO. 4 (this "Fourth Amendment") is entered into as of this ____ day of Nov 9, 2022 (the "Effective Date"), by and between the **City of Jacksonville**, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida ("City"), and **Emtec Group, Inc.**, a New Jersey corporation authorized to transact business in the State of Florida and doing business as "Emtec, Inc." ("Company").

WHEREAS, City and Company are parties to a contract dated as of October 1, 2020, for managed desktop services (City Contract #70529-21) (the "Contract"), as subsequently amended.

WHEREAS, the parties desire to amend the Contract by exercising the first of three one-year renewal options so as to extend the period of service through September 30, 2023, with two one-year renewal options remaining, and by increasing the maximum indebtedness by $675,000.00 to a new total maximum indebtedness not to exceed $2,037,969.00, with all other provisions, terms, and conditions remaining unchanged.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants herein, and for other good and valuable consideration, the parties agree as follows:

1. **Incorporation of Recitals.** The above recitals are true and are incorporated herein.

2. **Increase to Maximum Indebtedness.** Section 2 of the Contract is amended by providing additional funding in the amount of $675,000.00 for the renewal period so as to increase the maximum indebtedness to a new total maximum indebtedness not to exceed $2,037,969.00, and as amended shall read as follows:

> 2. Maximum Indebtedness. As required by Section 106.431, Ordinance Code, the City's maximum indebtedness for all products and services under this Contract shall be a fixed monetary amount not-to-exceed TWO MILLION THIRTY-SEVEN THOUSAND NINE HUNDRED SIXTY-NINE AND 00/100 DOLLARS ($2,037,969.00).

3. **Extension of Term.** Section 3 of the Contract is amended by exercising the first of three one-year renewal options so as to extend the period of service through September 30, 2023, with two one-year renewal options remaining, and as amended shall read as follows:

3. Term. The term of this Contract will commence on the Effective Date and shall continue through September 30, 2023, unless sooner terminated by either party in accordance with the terms of the RFP. This Contract may be renewed for up to two (2) additional one (1) year renewal periods by the City, in its sole discretion. Any other provision of this Contract to the contrary notwithstanding, the duration of this Contract shall be contingent upon the existence of lawfully appropriated funds.

4. **Ratification of Contract.** The provisions of the Contract shall remain in full force and effect except as expressly provided in this Fourth Amendment.

5. **Authority.** Company represents and warrants to City that Company has full right and authority to execute and preform its obligations under this Fourth Amendment and the Contract, and Company and the person(s) signing this Fourth Amendment on Company's behalf represent and warrant to City that such person(s) are duly authorized to execute this Fourth Amendment on Company's behalf without further consent or approval by anyone. Company shall deliver to City promptly upon request all documents reasonable requested by City to evidence such authority.

6. **Entire Agreement.** This Fourth Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein and supersedes all prior agreements and understandings regarding such subject matter and may be modified only by a writing executed by the party against whom the modification is sought to be enforced and shall bind and benefit the parties and their respective successors, legal representatives, and assigns.

7. **Counterparts.** This Fourth Amendment may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same instrument. Facsimile or electronic transmission of all signatures, with originals to follow, shall constitute and be evidence of an executed Fourth Amendment.

[Signature page follows]

IN WITNESS WHEREOF, the parties have executed this Fourth Amendment as of the day and year first written above.

ATTEST

By: James R. McCain, Jr.
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida

By:
Lenny Curry
Mayor

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

WITNESS

By: Michael A. Marino
Name: Michael A. Marino
Title: Director of Operations

EMTEC GROUP, INC.

By:
Name: Douglas Goddall
Title: Managing Partner

Encumbrance and funding information for internal City use:

Total Maximum Indebtedness: $2,037,969.00

The above stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the foregoing contract. It shall be encumbered by one (1) or more subsequently issued purchase orders that must reference the foregoing contract. All financial examinations and funds control checking will be made at the time such purchase orders are issued.

In accordance with Section 24.103(e), Jacksonville Ordinance Code, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing contract; provided, however, this certification is not, nor shall it be interpreted as, an encumbrance of funding under the contract. Actual encumbrances shall be made by subsequent purchase orders, as specified in the contract.

Director of Finance
City Contract #70529-21, Amendment 4

Form Approved:

Office of General Counsel

GC-#1534108-v14-emtec_Group_Inc_-70529-21_Amd_#4_Managed_Desktop_Services.docx

Contract Purchase Agreement POA-70529-21 Change Order 8

Agreement	POA-70529-21
Agreement Date	03-NOV-2020
Change Order	8
Change Order Date	08-DEC-2022
Revision	5
Agreement Amount	2,037,969.00 USD
Solicitation Number	ESC-0455-20

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Emtec Inc.
9454 Philips Highway
Suite #8
JACKSONVILLE, FL 32256

Notes

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
21612	Net 30	Freight Prepaid	FOB Destination	Best Way

Start Date	End Date	Confirm To
30-Sep-2020	29-Sep-2023	Ruben Ola rubeno@coj.net

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division