ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: **Dustin Freeman, Chief of Procurement**

DATE: **July 3, 2023**

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 and COMMITTEE ROOMS AUDIO and VIDEO UPGRADE PHASE 2 HARDWARE.** 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 Chief or designee
_____	_____
General Counsel or designee	Department/Agency Representative
_____	
Public Works Director or designee	

CITY OF JACKSONVILLE

DATE: June 26, 2023

TO: Dustin. L. Freeman, Chief of Procurement Division

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

Kenneth E. Lathrop Digitally signed by Kenneth E. Lathrop Date: 2023.06.28 17:20:49 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

Thomas Ossi Digitally signed by Thomas Ossi Date: 2023.06.27 16:00:27 -04'00'

SUBJECT: **RFP for CITY COUNCIL CHAMBERS and COMMITTEE ROOMS AUDIO and VIDEO UPGRADE PHASE 2 HARDWARE - CSPEC**

The Information Technologies Division (ITD), and the Jacksonville City Council Staff Services request approval to proceed with the issuance of an evaluated invitation to bid for the City Council Chambers and Committee Rooms Audio and Video Upgrade Phase 2 Hardware that has reached end of life.

The RFP is for suppliers to provide proposals for hardware in the City Council Chambers and the Lynwood Roberts, Don Davis, and Henry Cook Committee Rooms. The term of the agreement will begin upon contract execution.

ITD requires suppliers to bid on all the items listed in RFP. The bid evaluation will be based on a total of 100 points and awarded to the supplier with the highest evaluated points.

The estimated cost for this purchase is $295,000.00.

As requested by the Procurement Division, the following is a list of potential suppliers: CCS Presentation Systems Visionworx LLC, AVI-SPL Inc., Comnet Communications, LLC, Howard Technologies, Anuvision Technologies, and CDW Government, LLC.

Evaluation Committee	Agency	Title
Jeremy McDaniel	ITD	Network & Telecom Infrastructure Manager
Michael Young	ITD	Enterprise Architect Senior
Amy Hills	ITD	Desktop Services Manager

Your favorable consideration of ITD's request is appreciated.

Funding Source: 53106.113002.564270.003002.00000000.00000

Attachment: Draft RFP

Tracy Geake Digitally signed by Tracy Geake Date: 2023.06.28 13:22:24 -04'00'

CC: William Costa, Technology Infrastructure Manager
Jeremy McDaniel, Network & Telecom Infrastructure Manager
Elizabeth Brown, IT Operations Manager
Andre Conyers, IT Contract Administrator