SUBJECT: PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, MONITORS

BID #: XF-0310-20

OPEN DATE: 2019-11-13

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – PERIOD OF SERVICE WILL BE ONE YEAR FROM THE DATE OF AWARD

AGENCY: INFORMATION TECHNOLOGIES DIVISION

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

NUMBER OF BIDS INVITED: 55 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the contract award with EMTEC, INC. in the amount of $162,633.00 for PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, MONITORS. Period of service will be from December 5, 2019 through December 4, 2020. Total contract expenditure not-to-exceed $1,476,106.00.

Funding for this award to be encumbered by account AFIT537-05229, to be executed by purchase order(s)

Attachments: Recommendation Memo, Previous Award

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 _____

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: January 31, 2020

TO: Greg Pease, Chief of Procurement Division

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

FROM: Thomas Ossi, Technology Contract and Records Manager

SUBJECT: **XF-0310-20 PC Refresh-AIOs, Desktops, Laptops, Docking Stations, and Monitors – Award Increase**

The Information Technologies Division (ITD) submitted an RFP to Procurement Division for solicitation of PC Refresh-AIOs, Desktops, Laptops, Docking Stations, and Monitors, Bid # XF-0310-20. The bid was solicited to provide for the replacement of end of life equipment.

ITD Management recommended awarding to the lowest, responsive, responsible bidder: Emtec, Inc., in the amount of $1,313,473.00 for the Lenovo products.

The RFP has provisions indicating quantities are estimated and additional quantities can be purchased in accordance with actual customer requirements. ITD Management is recommending exercising the provision and purchasing additional equipment, at the same pricing, terms and conditions in the amount of $162,633.00.

VENDOR	AWARD AMOUNT
Emtec, Inc.	$1,313,473.00
Increase Award Amount	$162,633.00
Not to Exceed Total Award Amount	$1,476,106.00

This purchase will be made via purchase order.

FUNDING SOURCE: AFIT537 – 05229 $162,633.00

Your favorable consideration of this request is appreciated.

Attachment: XF-0310-20 Award

CC: Robert Gray, Enterprise Technology Infrastructure Manager
Amy Hills, Desktop Services Manager
Alexander Ciprian, IT Contract Administrator

SUBJECT: PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, MONITORS

BID #: XF-0310-20

OPEN DATE: 2019-11-13

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE TIME PURCHASE. PERIOD OF SERVICE WILL BE ONE YEAR FROM THE DATE OF AWARD

AGENCY: INFORMATION TECHNOLOGIES DIVISION

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

NUMBER OF BIDS INVITED: 55 NUMBER RECEIVED: 2 OTHER: 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder EMTEC, INC. in the amount of $1,313,473.00 for PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, MONITORS. Period of service will be one year from the date of award.

Funding for this award to be encumbered by various accounts, to be executed by purchase order(s)

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 3 MEMBERS DISAPPROVING 0 DATE: 12-5-19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 12/5/19

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

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

TERMS AND CONDITIONS

PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, MONITORS

1. SCOPE

The Information Technologies Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the items 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 PC REFRESH-AIOs, DESKTOPS, LAPTOPS, DOCKING STATIONS, MONITORS.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder grand total amount. Bidders must bid on all items to be considered for award. ALL awards are subject to the availability of funds.

3. TERM OF AGREEMENT

This is a one-time purchase. The term of this agreement is for one (1) year 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. The Contractor shall provide all business licenses required by local, state, and federal law as applicable.

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 reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to add or delete items, or increase the volume of services required, or not to make any purchase against this bid if it so deems necessary at any time during the contract period.

7. DELIVERY

Information Technologies Division, 214 North Hogan Street, 9th Floor, Jacksonville, Florida 32202 (ITD Server 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.

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