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SUBJECT: WORKSTATION MONITORS

BID #: XF-0441-22 **OPEN DATE:** 9/7/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE-TIME PURCHASE

AGENCY: INFORMATION TECHNOLOGIES DIVISION

BASIS OF AWARD: BY GROUP TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 55 **NUMBER RECEIVED:** 7 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject CDW Government, LLC, for failure to bid in accordance with the specifications.

Recommend approval to wave as a minor irregularity missing addendum #1 for DataBit, Inc. The addendum has been received.

Recommend approval of award to the lowest, responsive, responsible bidder, DataBit, Inc. to supply Lenovo workstation monitors. Total expenditure amount not to exceed $118,531.14.

Funding source: 53104/113401.552290.000000.00000000.00000

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Rejection Letter, and Terms & Conditions

ANALYST: _____ **RESPECTFULLY SUBMITTED:** _____
Corey Sidlo GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: KENNETH E. LATHROP, CHIEF OF INFORMATION TECHNOLOGIES DIVISION

(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: September 15, 2022

TO: Greg Pease, Chief of Procurement Division

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

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2022.09.15 13:38:37 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

THOMAS OSSI — Digitally signed by THOMAS OSSI Date: 2022.09.15 10:44:39 -04'00'

SUBJECT: **XF-0441-22 - Workstation Monitors**

The Information Technologies Division (ITD) submitted an Invitation to Bid (ITB) to the Procurement Division for solicitation of Workstation Monitors Bid # XF-0441-22.

The Procurement Division received seven (7) supplier responses and zero (0) no bid with an open date of September 7, 2022. The Procurement Division forwarded the bid tabulation sheets for the Dell Product and the Lenovo Product and the bid responses for ITD to review.

ITD Management recommends rejecting the lowest bidder CDW Government, LLC, for not signing the Bid Form. ITD Management recommends awarding the bid to the second lowest, responsive, responsible bidder DataBit, Inc. for the Lenovo product in the amount of $118,531.14. The term of the agreement will be for one (1) year from the date of award. This purchase will be made by Purchase Order upon award approval.

FUNDING SOURCES: 53104.113401.552290.000000.00000000.00000

Tracy Geake — Digitally signed by Tracy Geake Date: 2022.09.15 10:50:31 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachment: Bid Tab Sheets

CC: Amy Hills, Desktop Services Manager
William Costa, Technology Infrastructure Manager
Elizabeth Brown, IT Operations Manager
Andre Conyers, IT Contract Administrator
Stephanie Barnett, IT Asset, Change & Configuration Manager

Title:	WORKSTATION MONITORS
Bid No.:	XF-0441-22
Close Date:	SEPTEMBER 7, 2022
Analyst:	Corey Sidlo
No. Invited:	(55) **No. Received:** (7) **Other:**
Recorded By:	Pearl Michelle

Item #	Description
Group 1	24" Dell P2422H Monitor, Mfg. Part # 3000124255716, w/ 3 year warranty
Group 2	24" Lenovo ThinkVision T24i-20, Mfg. Pa 61F7MAT1US, w/ 3 year warranty
	C

Title:	WORKSTATION MONITO
Bid No.:	XF-0441-22
Close Date:	SEPTEMBER 7, 2022
Analyst:	Corey Sidlo
No. Invited:	(55) **No. Received:** (7)
Recorded By:	Pearl Michelle

Item #	Descriptio
Group 1	24" Dell P2422H Monitor, M 3000124255716, w/ 3 year w
Group 2	24" Lenovo ThinkVision T24 61F7MAT1US, w/ 3 year wa

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: September 19, 2022

Via Email: johnvra@cdwg.com

Bidder's Name: CDW-G

Address: 75 Remittance Dr.
Suite 1515
Chicago, IL 60675

Contact Name: John Vrablik

Bid No: XF-0441-22

Title: Workstation Monitors

Date Opened: 9/7/2022

REASON FOR RECOMMENDED BID REJECTION: The City intends to reject the bid due to bidder not including signed bid form, or bid proposal form.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for **Thursday, September 22, 2022 at 1:00 p.m.**

Purchasing Analyst's Signature: _____
Corey Sidlo

CITY OF JACKSONVILLE
DIVISION OF PROCUREMENT
ED BALL BUILDING – 8TH, FLOOR
214 N. HOGAN STREET
JACKSONVILLE, FL 32202

ADDENDUM NUMBER: **ONE (1)**

BID NUMBER: **XF-0441-22**

PROJECT NAME: **Workstation Monitors**

OPENING TIME AND DATE: **2:00 P.M., Wednesday, September 7, 2022**

THIS ADDENDUM IS ISSUED FOR THE INFORMATION OF BIDDERS ON THE ABOVE TITLED PROJECT AND WILL BE PART OF THE CONTRACT

The purpose of this addendum is for the following:

1. To reissue the full bid document to include all pages; this replaces the original bid document that was missing all even numbered pages. This revised bid document must be used to submit your proposal.

DATE: August 15, 2022 **Analyst: Corey Sidlo** CDS

RECEIPT ACKNOWLEDGED BY RETURN OF SIGNED COPY WITH BID.

Bidder's Signature

ACCOUNT MANAGER
Title

DATABIT INC.
Company

9/22/2022
Date

DATABIT INC.
Jonathan Gruenebaum
Account Manager
(201) 529-8150 ext. 227
jgruenebaum@databitinc.com

TERMS AND CONDITIONS

WORKSTATION MONITORS

1. SCOPE

The Information Technologies Division of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for workstation monitors 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 **WORKSTATION MONITORS**, as listed in the bid documents. **All bidders shall provide pricing for the EITHER the specified Dell monitors OR the specified Lenovo monitors.**

2. AWARD

Award will be **BY GROUP** to the lowest responsive, responsible bidder grand total amount. Bidders must bid on all items in the group to be considered for award. ALL awards are subject to the availability of funds.

As per Section 126.114 of the City of Jacksonville Ordinance Code, preference will be given to a responsive and responsible vendor offering American manufactured, assembled, or produced goods, and who is within 5% of the lowest responsive and responsible bidder. To receive this preference, the bidder must complete the attached Buy American Preference Compliance Certificate and attach supporting documentation and/or evidence attesting that at least 51% offered in the bid response is manufactured, assembled, or produced in the United States.

a. Bidder is not required to submit for the Buy American Preference. Bidders may quote items less than 51% American made but will not be eligible for the preference.

b. Restrictions and exemptions may apply. Please refer to Section 126.114 for specifics.

3. TERM OF AGREEMENT

The term of this agreement is for one (1) year from the 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.

b. Bidders must provide evidence of authorized reseller status for Dell or Lenovo equipment, as appropriate to the brand proposed in the bid

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).

K. Additional Insurance. Depending upon the nature of any aspect of any project and its accompanying exposures and liabilities, the City may reasonably require additional insurance coverages in amounts responsive to those liabilities, which may or may not require that the City also be named as an additional insured.

L. Special Provisions: Prior to executing this Agreement, Provider shall present this Contract and Insurance and Indemnification information to its Insurance Agent affirming: 1) That the Agent has personally reviewed the insurance requirements of the Contract Documents, and 2) That the Agent is capable (has proper market access) to provide the coverages and limits of liability required on behalf of Provider.

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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 Asset, Change and Configuration 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. Empty pallets must be taken by the delivery person on the same day as the 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 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 supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include the following: purchase order number or contract number, item number and description, date of shipment, quantity ordered, quantity shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted through the City of Jacksonville 1Cloud procurement system or 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. Bid number should be listed on certificate. The awarded bidder is required to submit their insurance certificate within ten (10) days after notice of award.

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.

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