City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

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

FROM: **Gregory Pease, Chief of Procurement**

DATE: **August 23, 2021**

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 **EMERGENCY OPERATIONS CENTER (EOC) ANALOG TO DIGITAL AUDIOVISUAL UPGRADE.** 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 Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

INFORMATION TECHNOLOGIES DIVISION

CITY OF JACKSONVILLE

DATE: July 30, 2021

TO: Greg Pease, Chief of Procurement Division

THRU: Kenneth Lathrop, Chief of Information Technologies / CIO

FROM: Elizabeth Brown, IT Operations Manager

RE: **RFP for Emergency Operations Center (EOC) Audiovisual Upgrade**

Kenneth E. Lathrop — Digitally signed by Kenneth E. Lathrop Date: 2021.07.30 14:12:18 -04'00'

Elizabeth Brown — Digitally signed by Elizabeth Brown Date: 2021.07.30 13:59:52 -04'00'

The Jacksonville Fire and Rescue Department (JFRD) and the Information Technologies Division (ITD) request approval to utilize the Competitive Sealed Proposal Evaluation Committee (CSPEC) process to issue a Request for Proposal (RFP) for the selection of an Emergency Operations Center (EOC) Audiovisual Upgrade solution.

The solution selected will enhance the communications capabilities of the EOC and related locations (12 total). The CSPEC process is required due to differences among the supplier solutions and the importance of the qualifications of the suppliers, versus a low bid open market method. While cost will bear weight, the vendor certifications, presentations and project plans required to meet the requirements will vary and have an impact on reoccurring cost and maintenance. The subcommittee responsible for evaluating the submitted bids will be comprised of representatives from ITD.

The objective of the requested solution is to upgrade and enhance audiovisual equipment and provide seamless, dependable information sharing and virtual or hybrid meeting capabilities.The proposed solution will also improve communication capabilities between the EOC and offsite locations, such as the Cecil Field 911 Center and the St. James Building.

The proposal will provide qualification information to allow the evaluators and Procurement to properly bid audiovisual upgrade hardware and services to qualified vendors according, to the specified pre-qualification categories.

The subcommittee responsible for evaluating the bids will be comprised of:

Gary Steffens, Enterprise Architect Manager (ITD), 255-8107
Stephanie Barnett, IT Asset, Change & Configuration Manager (ITD), 255-8105
Jeremy McDaniel, Network & Telecom Infrastructure Manager (ITD), 255-8445

An internet search of potential suppliers includes AVI-SPL Inc., IVCI LLC, CCS Presentation Systems Visionworx LLC, Troxell Communications, Miller Electric Company, Presidio Networked Solutions Group, Emtec, Inc., Comnet Communications, LLC, Onepath Systems LLC and Excite Communications. The estimated value for this bid is $480,000.00.

Funding Sources: *Federal Grant TBA*

Tracy Geake — Digitally signed by Tracy Geake Date: 2021.07.30 14:03:08 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachments: Draft RFP

CC: Asst. Chief Brian Peterson, JFRD Emergency Preparedness Logistics Manager
Robert Gray, Enterprise Infrastructure Manager
Gary Steffens, Enterprise Architect Manager

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

August 10, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Dinah Coleman Mason EBO/JSEB Administrator
Jacksonville Small and Emerging Businesses

RE: **Emergency Operations Center (EOC) Analog to Digital Audiovisual Upgrade**

The Jacksonville Small and Emerging Business & Contract Compliance (JSEB) Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our findings, we recommend the following:

- ☒ Encouragement
- ☐ Participation
- ☐ Set-A-Side

Our outreach efforts are documented and attached. Please let us know if you have any questions or concerns.

I can be reached at (904) 255-8840.

Cc: Ruben Ola
Dinah Coleman Mason

214 N. Hogan Street, Suite 800 | Jacksonville, FL 32202 | Phone: 904.255.8840 | Fax: 904.255.8842 | www.jseb.coj.net

Ola, Ruben

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, August 5, 2021 11:16 AM
To:	Ola, Ruben
Cc:	Brown, Elizabeth; Ossi, Thomas; Klages, David
Subject:	CONCLUDED REVIEW FOR EMERGENCY OPERATIONS CENTER (EOC) ANALOG TO DIGITAL AUDIOVISUAL UPGRADE
Attachments:	RM APPROVED IND & INS REQ FOR Emergency Operations Center (EOC) Analog to Digital Audiovisual Upgrade.doc

Greetings,

Thank you for allowing Risk Management an opportunity to review your request.

No changes are required to the **UPDATED** Indemnification attachment F , Insurance Requirements and Provisions attachment G if the below question is clarified.

Summary:

- Why is DCCC (Duval County Clerk of the Circuit and County Courts) included in the Indemnification , Insurance Requirements & Provision when the contract is between COJ & Contractor for EOC Analog to Digital Audiovisual Upgrade.

This will conclude Risk Management's review of Emergency Operations Center (EOC) Analog to Digital Audiovisual Upgrade unless further notified.

NOTE: Please submit the Applicant's certificate of insurance with executed contract for Risk at RiskReview@coj.net to confirm if the certificate meets contract's insurance requirements. Lable email Subject line as: Emergency Operations Center (EOC) Analog to Digital Audiovisual Upgrade (ITD)

Risk Management concludes the review.

Any further questions, please feel free to contact me.

Subject- **Emergency Operations Center (EOC) Analog to Digital Audiovisual Upgrade**

NOTE: All emails sent to Wverdejo@coj.net **&** RiskReview@coj.net

Any further questions, please feel free to contact me.

Cordially,

Wanda Verdejo
Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville
117 West Duval Street, Suite 335
Jacksonville, FL 32202-3381
Phone : 904-255-5314
New Cell : 904-489-5495

ONE CITY. ONE JACKSONVILLE

This e-mail transmission and/or attachment(s) is confidential and the contents are intended only for the recipient(s) named. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any review, discussion, dissemination, distribution, or copying of this transmission (including any attachments) is strictly prohibited. If you have received this communication in error, please notify us immediately by return e-mail and delete the original message and any copies of it from your computer system. Improper disclosure of the information in this communication can result in fines and penalties under Federal, State and Local Law.

From: Ola, Ruben
Sent: Wednesday, August 04, 2021 8:07 PM
To: Verdejo Magras, Wanda; RiskReview
Cc: Brown, Elizabeth; Ossi, Thomas; Klages, David
Subject: Risk Management Review: RFP for EMERGENCY OPERATIONS CENTER (EOC) ANALOG TO DIGITAL AUDIOVISUAL UPGRADE

Good Afternoon,

Attached is document request for Risk Management review and recommendation of insurance coverage for ITD RFP for EMERGENCY OPERATIONS CENTER (EOC) ANALOG TO DIGITAL AUDIOVISUAL UPGRADE Should there be question or need additional information, feel free to contact me at rubeno@coj.net.

Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: 904.255.8823
Fax: 904.255.8837
Email: rubeno@coj.net