**SUBJECT: CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE**

**BID #: ESC-0393-19** **OPEN DATE: 2019-03-20**

**COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SUPPLY CONTRACT – FROM DATE OF AWARD THROUGH THE COMPLETION OF PROJECT

**AGENCY:** INFORMATION TECHNOLOGIES DIVISION

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

**NUMBER OF BIDS INVITED:** 24 **NUMBER RECEIVED:** 1 **OTHER:** 3

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to reject the bid of the sole bidder, AUDIO FIDELITY COMMUNICATIONS CORP. DBA WHITLOCK for Council Chambers Audio and Video Upgrade due to bid exceeded the available allocated funds. Project specifications will be revised and re-bid at a later date.

**Attachments:** Recommendation Memo, Bid Tabulation Sheet, Bid Rejection Letter

**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 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

03/28/19 11:40:33
Procurement Division

**March 28, 2019**

**TO:** Greg Pease, Chief of Procurement Division

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

JF 3/28/19 **FROM:** Thomas Ossi, Technology Contract and Records Manager, ITD Thomas Ossi

**SUBJECT:** **ESC-0393-19 City Council Chambers Audio and Video Upgrade**

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The Information Technologies Division in conjunction with Jacksonville City Council Staff Services, submitted an RFP to Procurement Division for solicitation of City Council Chambers Audio and Video Upgrade. Bid opened March 20, 2019.

Procurement Division received one (1) vendor response and two (2) no bids. Procurement Division forwarded the bid tabulation sheet and bid response to review.

The bid evaluation committee consisted of the following members; Steve Cassada, Information Systems Administrator, City Council; Paula Shoup, Information Systems Administrator, City Council; and Robert Gray, Technology Infrastructure Manager, ITD were given the tabulation sheet and the scoring matrix to evaluate the bid response.

Information Technologies Division and City Council Staff Services are rejecting the only bidder, Audio Fidelity Communications Corporation DBA Whitlock in the amount of $1,125,798.00. The rejection of this bid is due to the total cost provided and is significantly higher than what was allocated for this project.

Thank you for your consideration of this request.

# BID TABULATION SHEET

TITLE: CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE

BID NO: ESC-0393-19

OPEN DATE: 03/20/2019

PURCHASING ANALYST: RUBEN OLA

NO. INVITED: (24 ) No. Received: (1 ) No Bids: (3 )

RECORDED BY: R. BARNETT

| | | | AUDIO FIDELITY COMMUNICATIONS CORP DBA WHITLOCK | | |
|---|---|---|---|---|---|
| | | LUMP SUM PRICE | | | |
| | | NOTES: | | | |
| ITEM NO. | DESCRIPTION | POINTS | | | |
| 1 | Form 1 –LUMP SUM PRICE/PRICE SHEET (The contractor submitting the lowest cost to the City shall receive the maximum number of points for cost, 20 points. Each sub-sequentially higher cost shall be divided into the lowest cost received and the products score % will be multiplied by the maximum points available to render the points.)<br><br>Score = (Lowest Bid/The Bid) X 20) | 20 | | | |
| 2 | Installation References - Form 4 (more Public Sector Audio Video integrations receive a higher score) | 10 | | | |
| 3 | Project Plan & Timeline Meet the Requirements (see Section 4.2.1) | 25 | | | |
| 4 | Project Resource Resume & Qualifications (see Section 1.4, Item 1b) | 10 | | | |
| 5 | System design and operability (ease of use and vision) | 25 | | | |
| 6 | Vendor to provide a Presentation and it will be scored on the following:<br>- Logical Organization of Material, Clarity of Presentation with stated goals, Clarity in interpretation of City Council Vision for A/V, Quality of ideas with cognitive understanding of scope of project, Presentation supports vendor bid documents, Questions and Answers - Clear, concise responses to COJ questions | 10 | | | |
| | Total Points | 100 | | | |
| | Minimum Requirements: | | | | |
| | Business/Corporate References: | | ✓ | | |
| | Insurance Agent Acknowledgement Form: | | ✓ | | |
| | Conflict of Interest: | | ✓ | | |
| | Addendums ( 1,2 ): | | ✓ | | |

ONE CITY, ONE JACKSONVILLE

# NOTIFICATION OF RECOMMENDED BID REJECTION

**DATE: 3/28/2019**

**VIA FAX/EMAIL: 904-772-4610 / foyg@whitlock.com; vynes@whitlock.com**

**BIDDER'S NAME: AUDIO FIDELITY COMMUNICATIONS CORP DBA WHITLOCK**

**CONTACT NAME: Summer Vyne/Sales Manager**

**BID # ESC-0393-19**

**DATE OPENED: 03/20/2019**

**REASON FOR RECOMMENDED AWARD REJECTION:**

To reject the bid for exceeding the available allocated funds. Project specifications will be revised and re-bid at a later date.

IF YOU WISH TO PROTEST THE RECOMMENDED REJECTION OF THIS BID, PLEASE RESPOND IN ACCORDANCE WITH THE CITY OF JACKSONVILLE BID PROTEST PROCEDURES. DIRECT ALL PROTEST TO THE RESPECTIVE BUYER, FACSIMILE NUMBER (904) 255-8837.

**BUYER'S SIGNATURE:** _____

**Ruben Ola**

## Ola, Ruben

**From:** Gray, Robert
**Sent:** Wednesday, March 27, 2019 1:34 PM
**To:** Ola, Ruben; Ossi, Thomas; Brown, Elizabeth; Freeman, Dustin
**Cc:** Shoup, Paula; Cassada, Steve; Young, Michael; Brown, Elizabeth; Brown, Cheryl; Lathrop, Kenneth
**Subject:** FW: Request for your Evaluation - City Council Chambers Audio and Video Upgrade
**Importance:** High

Tom,

- The purpose of this email reply is to request that procurement **Reject all BIDs** from this RFP and no scoring will be required by the project team. Please provide this memo to procurement.
- The key reason for the rejection is because the total cost provided by one (1) single vendor (only one vendor responded to the BID) was significantly higher than what is allocated for this project.

Please let me know if you have any questions.

Thank you,

**Robert Gray**
*Enterprise Technology Infrastructure Manager*
City of Jacksonville | Finance & Administration | Information Technologies Division
214 N. Hogan St. 9th Floor
Jacksonville, Florida 32202
grayr@coj.net
(904) 255-8065 Office
(614) 949-3271 Cell
www.coj.net

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**From:** Gray, Robert
**Sent:** Monday, March 25, 2019 3:38 PM
**To:** Shoup, Paula <PShoup@coj.net>; Cassada, Steve <SCASSADA@coj.net>
**Cc:** Young, Michael <MichaelY@coj.net>; Brown, Cheryl <CLBROWN@coj.net>; Ola, Ruben <RubenO@coj.net>; Ossi, Thomas <TOssi@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>
**Subject:** Request for your Evaluation - City Council Chambers Audio and Video Upgrade
**Importance:** High

Paula, Steve;

As an "Evaluator"; (Paula, Steve, Robert), please find attached the BID results from vendor Whitlock (**City of Jacksonville – City Council Chambers Final PDF ALL**). As per our scoring table in the RFP, the vendors quote contains all of the information we need to score on (Pricing, presentation, strategy, etc.)

1. **Please input your information on the Tabulation Sheet and the Scoring Matrix**
2. Complete by end of day tomorrow 3/26
3. Refrain from speaking to each-other and only contacting Michael Young for technical questions or Ruben Ola for procurement questions (clarification on how to score, etc.)
4. Once completed tomorrow, please **forward your results to Ruben Ola**

Thank you so much !

**Robert Gray**
*Enterprise Technology Infrastructure Manager*
City of Jacksonville | Finance & Administration | Information Technologies Division
214 N. Hogan St. 9th Floor
Jacksonville, Florida 32202
grayr@coj.net
(904) 255-8065 Office
(614) 949-3271 Cell
www.coj.net

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**From:** Ola, Ruben <RubenO@coj.net>
**Sent:** Thursday, March 21, 2019 3:41 PM
**To:** Ossi, Thomas <TOssi@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>; Gray, Robert <GrayR@coj.net>
**Cc:** Young, Michael <MichaelY@coj.net>; Lang, Brigette <LangB@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Freeman, Dustin <DustinF@coj.net>
**Subject:** ESC-03393-19 City Council Chambers Audio and Video Upgrade

Good Afternoon,

In reference to the above subject project, copies of bid documents along with the attached soft copy of bid tabulation sheet and scoring matrix for agency evaluation and review are now ready for pick-up.

To better serve all our customers and continue to improve our Procurement Formal award cycle time, we ask that completion of evaluation and return a letter of recommendation to Procurement Division normally within 7-10 days from the date of this notification. Hence, we have additional requirements like contractor presentation and clarifications, schedules are subject to change.

Please note that deadline to submit a recommendation to General Government Awards Committee/CSPEC is 7 days prior to their scheduled meeting with 12:00noon cut-off.

If you have questions or need additional information, I can be reached at (904) 255-8823 or e-mail 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

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