ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

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

MEMORANDUM

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

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

DATE: **February 22, 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 a supplier for **Enterprise Print Solution.** 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 Plan.

The RFP has been reviewed and approved by ITD regarding technical and security requirements.

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	

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To: Gregory W. Pease, Division Chief, Procurement Division

From: David Klages, Purchasing Analyst DK

Date: February 22, 2021

Subject: Review of Specifications for Enterprise Print Solution

Contract #8734-10 with Xerox Corporation under ESC-0433-15 Enterprise Print Solution will expire on December 22, 2021.

The Procurement Division requests approval to utilize the RFP process to procure and enter into a contract with a capable supplier so as to replace the current contract with no interruption of services.

The evaluated bid process is required due to the technical aspects and the volume associated with a Citywide Enterprise Print Solution. The evaluated bid process ensures that minimum requirements will be met and that an adequate level of service will be provided.

The intent of the Procurement Division is to extend contract #8734-10 through December 31, 2021 and to execute a new contract with a term of January 1, 2022 through December 31, 2024 with three (3) one (1) year renewal options. The estimated not-to-exceed expenditure amount for the initial three-year term of the contract is $5,000,000.00.

Attached for your review is a copy of the RFP document that has been approved by EBO, Risk Management, and ITD.

The subcommittee members responsible for evaluating the responses will be Dustin Freeman, Manager of Purchasing Services, Thomas L'Heureux, JSO Support Services Manager, Gretchen Mitchell, JPL Deputy Director – Support Services, and Bobby Thomas Muttootharayil, Help Desk & Data Center Operations Manager.

Thank you for your assistance and consideration in this matter.

CC: Dustin Freeman
Manager of Purchasing Services
Procurement Division

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

January 11, 2021

To: Greg Pease, Division Chief
Procurement Division

From: Gretchen Williams, EBO/JSEB Compliance Officer
Jacksonville Small and Emerging Businesses

RE: **Enterprise Print Solution**

The Equal Business Opportunity Office has reviewed the scope of work, consulted the using agency, and contacted ready, willing, and available JSEBs.

Based upon our review, 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) 255-8833.

Cc: Dave Klages
Dinah Mason

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

Department of Finance and Administration

Procurement Division

CITY OF JACKSONVILLE

Internal Document

Goal Setting Checklist

BID/RFP Name: **Enterprise Print Solution**

The following has been reviewed:

☒ Number of JSEB's ready, willing and able: _0__

☒ Scope of services: Enterprise Print Services contract for COJ-Must have minimum of 3 consecutive years providing Enterprise Print Solution immediately preceding this RFP. At least one existing or former agreements must have included providing print solutions of an average of 1 million images per month.

☐ Types of work (non-administrative) to be done. (attach examples to document)

☒ JSEB's contacted __4__.

☐ Using Agency notified of goal/percentage:.

☒ Engineers Project Estimate **N/A**

List JSEB's below

Company Name	**Interested Yes/No**	
Diligent Notions IT	Diligent, Goldoni	No-not interested
Equitrade Corporation	TOURE, DJIBRIL	Contacted 2x-no response
Harvest Software Solutions, LLC	Bandaru, Sri	Contacted 2x-no response
Lumbee Resource Management Group LLC	Helms, Johnny	No-not interested

Compliance Officer: **Gretchen Williams** Date: **January 11, 2021**

Klages, David

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Thursday, January 14, 2021 12:33 PM
To:	Klages, David
Subject:	RE: REVIEWED & REDLINED INS. REQ FOR Enterprise Print Solution
Attachments:	SCOPE FOR Enterprise Print Solution.pdf; REVIEWED & REDLINED INS. REQ FOR Enterprise Print Solution.pdf; REVIEWED & REDLINED INS. REQ FOR Enterprise Print Solution.doc; PAGES 30-32 AMEND. FOR Enterprise Print Solution - Draft 01.pdf

Greetings,

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

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for Enterprise Print Solution.

Summary: Correct me if I am wrong in my understanding of the scope. Enterprise Print Solution is to install and repair the equipment; therefore, I removed the following coverages.

- Design Professional Lia.
- Professional Lia.
- Pollution Lia.
- Pollution Lia.

But I **added the Cyber Lia.** due to Addendum 2 -3, section 5.12.1.1 & section 5.12.1.2 within pages 30-32..

Please advise if I misunderstood the scope for Enterprise Print Solution

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

Cordially,

Wanda Verdejo

Property and Casualty Compliance Administrator
for Risk Management Division
City of Jacksonville

Klages, David

From: Verdejo Magras, Wanda on behalf of RiskReview
Sent: Thursday, January 14, 2021 4:33 PM
To: Klages, David
Subject: RE: Current Enterprise Print Solution RFP

Hold my submitted redlined review until further notice due to I want to confirm the Fidelity Bond coverage in the contract.

Please label all emails correspondence :Subject- **Enterprise Print Solution**

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

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
Cell : 904-234-1578

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From: Klages, David
Sent: Thursday, January 14, 2021 11:18 AM

Klages, David

From:	Verdejo Magras, Wanda on behalf of RiskReview
Sent:	Friday, January 22, 2021 1:24 PM
To:	Klages, David
Subject:	RE: Current Enterprise Print Solution RFP
Attachments:	RM-SIVER REVIEWED & REDLINED INDEM. INS. REQ FOR Enterprise Print Solution.pdf; RM-SIVER REVIEWED & REDLINED INDEM. INS. REQ FOR Enterprise Print Solution.doc

Greetings,

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

Sorry for the delay.

I consulted with RM legal insurance consultant the details of the agreement and the following recommendations were made.

Risk Management reviewed and **redlined** the Indemnification & Insurance Requirements for Enterprise Print Solution

NOTE: Siver did not see any reason to add fidelity coverage unless the company will be holding significant amounts of City funds, which does not appear to be the case.

This will conclude Risk Management review.

Any further questions please feel free to contact me.

Email : wverdejo@coj.net & riskreview@coj.net

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
Cell : 904-234-1578

ITD approval 2/18/21

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Procurement Division

214 North Hogan Street – Suite 800, Jacksonville, Florida 32202
(904) 255-8800-Ph; (904) 255-8837-Fax; www.coj.net

SPECIFICATION REVIEW
(ROUTING FORM)

Project Title: Enterprise Print Solution **Date Revd:** N/A

Preliminary Comments: _____ **Replaces Bid #:** ESC-0433-15

POC: Dave Klages **Project Est: $** 1,650,000 annually

( ) In-Formal Solicitation (✓) Formal Solicitation ( ) Federal Funding

Name	Date Received	Date Forwarded	Comments	Initials
Buyer/Analyst: Dave Klages	N/A	1/7/21	☑ To EBO: Dinah Coleman Mason ☐ CIP ☐ Sply/Svc ☑ RFP ☐ Anl Rqmts: Pre-Qual: Y/(N) ☑ Perf./Pay. Bond ☑ Bid Security	DK
ITD IT Robert Grau (required for IT related purchases) 2/18/21		1/7/21	☐ Emailed to multiple ITD personnel	RG
Dinah Coleman Mason x8728 JBA Administrator	1/7/21	1/7/21	Sent to C.W. for Review	DCM
EBO Specialist x8840-33 Cynthia Williams	1/8/21	1/13/21	☒ Open Bid: ☐ JSEB Set-Aside: ☐ Participation Percentage:	CW
Section 3 Specialist (required if Federal Funding)	N/A		Include Section 3 Requirements: ☐ Yes ☐ No	
Marilyn Laidler x8804 Asst. Purchasing Mgr.				
Dustin L. Freeman x 8811 Procurement Manager	2/10	2/22		
Gregory Pease-x8801 Chief of Procurement	2/22	3/6		
Buyer:			Bid #: Bid Open Date: Bid Advertising Date: Pre-Bid:	

Copy Center Acct: _____ File Color: _____ Commodity Code: _____