8

SUBJECT: MICROSOFT SURFACE PRO 9 AND ACCESSOCIES

BID #: SC-0359-24 **OPEN DATE:** 4/10/2024

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: ONE (1) YEAR FROM THE DATE OF AWARD WITH ONE (1) YEAR RENEWAL OPTION

AGENCY: INFORMATION TECHNOLOGIES DIVISION

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

NUMBER OF BIDS INVITED: 48 **NUMBER RECEIVED:** 6 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to HPI International, Inc. as the lowest responsive, responsible bidder. Period of service will be one (1) year from the date of award with one (1) year renewal option. Total not-to-exceed award amount is $96,041.65.

FUNDING SOURCE: 53106.113002.564270.000638.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Agency Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: _____
Corey Sido

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: WANYONYI KENDRICK, 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

A NEW DAY

MEMORANDUM

TO: Dustin Freeman, Chief of Procurement Division

THRU: Wanyonyi Kendrick, Chief of Information Technologies / CIO

Wanyonyi Kendrick Digitally signed by Wanyonyi Kendrick Date: 2024.04.16 12:12:55 -04'00'

FROM: Thomas Ossi, Technology Contract and Records Manager

Thomas Ossi Digitally signed by Thomas Ossi Date: 2024.04.15 17:33:49 -04'00'

SUBJECT: **SC-0359-24 MICROSOFT SURFACE PRO 9 AND ACCESSORIES**

DATE: April 15, 2024

In response to the Invitation to Bid (ITB) solicitation for MICROSOFT SURFACE PRO 9 AND ACCESSORIES, the Procurement Division received a response from six (6) bidders with zero (0) no bid. The results were forwarded to the Information Technologies Division (ITD) for review and award recommendation.

ITD Management recommends awarding the lowest responsive, responsible bidder, HPI International, Inc., in the amount of $96,041.55. The period of service will be one year from the date of the award, with a one (1) year renewal option.

Funding Source: 53106.113002.564270.000638.000000.00000000.00000

Tracy Geake Digitally signed by Tracy Geake Date: 2024.04.16 11:30:54 -04'00'

Your favorable consideration of ITD's request is appreciated.

Attachments: Bid Tab Sheets, Supplier's Bid Document

CC: Amy Hills, Desktop Service Manager
Elizabeth Brown, Technology Infrastructure Manager
Ruben Ola, Contract Compliance Analyst

TITLE: MICROSOFT SURFACE PRO 9 AND ACCESSORIES
BID NO.: SC-0359-24
OPEN DATE: April 10, 2024
ANALYST: Corey Sidlo
No. Invited: (48) No. Received (6) No Bids: (0)
Recorded By: Melissa Pierce Announcer: Michelle Spitler

ITEM	DESCRIPTION	MFG. PART NO.	QTY	HPI INTERNATIONAL		CDW GOVERNMENT, LLC.		B&H FOTO & ELECTRONICS CORP.	
				UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Microsoft Surface Pro 9 - Core i7 - 16 GB RAM - 256 GB SSD – Graphite - W10	Mfg. Part#: S8G-00018	58	$1,272.53	$73,806.72	$1,388.00	$80,504.00	$1,421.00	$82,418.00
2	Microsoft 3 Year Complete for Business Protection Plan-Surface Pro	Mfg. Part#: A9W-00005 UNSPSC: 81112307	58	$209.23	$12,135.48	$200.54	$11,631.32	$218.00	$12,644.00
3	UAG Plasma Series Rugged Case for Surface Pro 9 – Plasma Series w Handstra	Mfg. Part#: 324012114343	58	$52.09	$3,021.02	$55.00	$3,190.00	$49.84	$2,890.72
4	Microsoft Surface Slim Pen 2 - active stylus - Bluetooth 5.0 - matte black	Mfg. Part#: 8WX-00001	58	$96.16	$5,577.08	$76.86	$4,457.88	$101.00	$5,858.00
5	Microsoft Surface Slim Pen Charger - charging cradle	Mfg. Part#: 8X3-00001	58	$25.88	$1,501.25	$22.00	$1,276.00	$27.00	$1,566.00
			TOTAL PRICE	$96,041.55		$101,059.20		$105,376.72	
			Terms:	NOT STATED		0%		NOT STATED	
			Delivery:	NOT STATED		NET 30		NOT STATED	
			Signed Bid Form:	YES		YES		YES	
			Bid Propsal Form:	YES		YES		YES	
			Conflict of Interest Certificate:	YES		YES		YES	
			Addendum (0):	N/A		N/A		N/A	

BID TABULATION SHEET

TITLE: MICROSOFT SURFACE PRO 9 AND ACCESSORIES
BID NO.: SC-0359-24
OPEN DATE: April 10, 2024
ANALYST: Corey Sidlo
No. Invited: (48) No. Received (6) No Bids: (0)
Recorded By: Melissa Pierce Announcer: Michelle Spitler

ITEM	DESCRIPTION	MFG. PART NO.	QTY	GOLDEN FIVE, LLC.		HOWARD TECHNOLOGYSOLUTIONS		MOBILE ADVANCE, INC.	
				UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Microsoft Surface Pro 9 - Core i7 - 16 GB RAM - 256 GB SSD – Graphite - W10	Mfg. Part#: S8G-00018	58	$1,427.33	$82,785.14	$1,453.00	$84,274.00	$,1,449.00	$84,042.00
2	Microsoft 3 Year Complete for Business Protection Plan-Surface Pro	Mfg. Part#: A9W-00005 UNSPSC: 81112307	58	$215.65	$12,507.70	$226.00	$13,108.00	$249.00	$14,442.00
3	UAG Plasma Series Rugged Case for Surface Pro 9 – Plasma Series w Handstra	Mfg. Part#: 324012114343	58	$56.75	$3,291.50	$55.00	$3,190.00	$59.00	$3,422.00
4	Microsoft Surface Slim Pen 2 - active stylus - Bluetooth 5.0 - matte black	Mfg. Part#: 8WX-00001	58	$105.58	$6,123.64	$104.00	$6,032.00	$99.00	$5,742.00
5	Microsoft Surface Slim Pen Charger - charging cradle	Mfg. Part#: 8X3-00001	58	$28.42	$1,648.34	$29.00	$1,682.00	$29.00	$1,682.00
			TOTAL PRICE	$106,356.34		$108,286.00		$109,330.00	
			Terms:	0%		NOT STATED		0%	
			Delivery:	30 DAYS		NOT STATED		30 DAYS	
			Signed Bid Form:	YES		YES		YES	
			Bid Propsal Form:	YES		YES		YES	
			Conflict of Interest Certificate:	YES		YES		YES	
			Addendum (0):	N/A		N/A		N/A	

TERMS AND CONDITIONS

MICROSOFT SURFACE PRO 9 AND ACCESSORIES

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 **MICROSOFT SURFACE PRO 9 AND ACCESSORIES**.

2. AWARD

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items 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 the agreement will be one (1) year from the date of award, with a one (1) year renewal option.

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. PRE-BID CONFERENCE

None

6. 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).

7. 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.

8. DELIVERY

Information Technologies Division, 214 North Hogan Street, 9th Floor, Jacksonville, Florida 32202 **(ITD Desktop Services Manager).** A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; **CITY 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.

9. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term (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.

10. PRICES

All unit prices shall include freight, delivery, and handling charges to the delivery location as outlined in the bid documents.

11. 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.

12. 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.

13. 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; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. 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.

15. 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.

16. 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.

(REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK)

SPECIFICATIONS

MICROSOFT SURFACE PRO 9 AND ACCESSORIES

- **All PRODUCTS MUST BE NEW. NO OPEN BOX.**
- **No Substitutions, No Refurbished, Used parts are NOT acceptable.**
- **All items must MEET the specifications listed in this solicitation.**

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK