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SUBJECT: LAPTOP COMPUTERS, MONITORS, HEADSETS, KEYBOARD AND MOUSE

BID #: XF-0339-23 **OPEN DATE: 2023-06-14**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: FIXED QUANTITY – ONE-TIME PURCHASE

AGENCY: CLERK OF THE CIRCUIT COURT

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

NUMBER OF BIDS INVITED: 54 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder CDW GOVERNMENT LLC, in the amount of $121,460.00 for LAPTOP COMPUTERS, MONITORS, HEADSETS, KEYBOARD AND MOUSE. This is a one-time purchase.

The funding is not available through 1Cloud. Purchase Order will be issued internally through the Clerk's Office.

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Jennifer Spinelli, Chief Financial Officer, Clerk of the Circuit Court

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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 _____

JODY PHILLIPS
CLERK OF THE CIRCUIT COURT
DUVAL COUNTY, FLORIDA

June 15, 2023

To: Dustin Freeman, Chief of Procurement

Thru: Jennifer Spinelli, Chief Financial Officer

From: Victoria Tomlin, Purchasing Specialist

Subject: Negotiations XF-0339-23 Award – CDW Government LLC

The Clerk of the Circuit and County Courts is requesting to award CDW Government, the lowest responsive bidder. Please return the requisition to me, as this will be done internally with funding not available in 1cloud.

BID TABULATION SHEET

TITLE: LAPTOP COMPUTERS, MONITORS, HEADSETS, KEYBOARD AND MOUSE

BID NO.: XF-0339-23

OPEN DATE: June 14, 2023

ANALYST: RUBEN OLA

No. Invited: (54) **No. Received (4)** **No Bids: (0)**

Bid Recorder: M. PIERCE, **Announcer:** J. HERNANDEZ

ITEM	DESCRIPTION	QUANTITY	EQUITRADE CORPORATION		AVENTIS SYSTEMS, INC.		CDW GOVERNMENT LLC		CGM IT MANAGEMENT, LLC	
			PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE	PRICE EACH	EXT. PRICE
1	DELL CTO 5540 I5-1345U 256/16 W11P, PART NO. 3000151356859	80 EA	$ 1,413.00	$ 113,040.00	$ 1,399.00	$ 111,920.00	$ 1,288.00	$ 103,040.00	$ 1,591.99	$ 127,359.20
2	DELL CTO 24 Monitor – P2422H, PART NO. 3000144738888	80 EA	$ 237.00	$ 18,960.00	$ 279.00	$ 22,320.00	$ 176.25	$ 14,100.00	$ 415.99	$ 33,279.20
3	Microsoft Modern USB-C Headset for Business - headset, PART NO. I6S-00011	80 EA	$ 47.00	$ 3,760.00	$ 49.99	$ 3,999.20	$ 38.00	$ 3,040.00	$ 54.99	$ 4,399.20
4	Logitech MK200 USB Wired Keyboard & Mouse Set, PART NO. 920-002714	80 EA	$ 19.00	$ 1,520.00	$ 25.99	$ 2,079.20	$ 16.00	$ 1,280.00	$ 22.49	$ 1,799.20
				$ 137,280.00		$ 140,318.40		$ 121,460.00		$ 166,836.80
		GRAND TOTAL:	$	137,280.00	$	140,318.40	$	121,460.00	$	166,836.80
		TERMS:							2% DISC 45 DAYS	
		DELIVERY (Business Days):					21 DAYS			
		CONFLICT OF INTEREST:	✓		✓		✓		✓	
		ADDENDUM (S) ( ):								
		NOTES:								

TERMS AND CONDITIONS

LAPTOP COMPUTERS, MONITORS, HEADSETS, KEYBOARD AND MOUSE

1. SCOPE

The Duval County Clerk of the Circuit Court 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 to purchase LAPTOP COMPUTERS, MONITORS, HEADSETS, KEYBOARD AND MOUSE, as listed in the bid documents.

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

One-Time Purchase. Term of agreement will be one (1) year from 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.

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

Duval County Clerk of Courts, Duval County Courthouse, 501 West Adams Street, Suite 2338 Jacksonville, Florida 32202. 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.

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.

SPECIFICATIONS

LAPTOP COMPUTERS, MONITORS, HEADSETS, KEYBOARD AND MOUSE

See: BID PROPOSAL FORM for Line Items

NO SUBSTITUTIONS on ANY of the listed items for bid.

The Supplier shall provide all items listed within this BID. All items must be new and not refurbished and must carry a manufacturer's warranty.

Delivery of product shall be no later than 60 days after the issuance of the Purchase Order.