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: **July 1, 2019**

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 **CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE RE-BID.** 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

06/26/19 11:51:16
Procurement Division

DATE: June 26, 2019

TO: Greg Pease, Chief of Procurement Division

JRP 6/26/19

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

FROM: Thomas Ossi, Technology Contract and Records Manager, ITD Thomas Ossi

RE: **Formal Bid Deadline Waiver Request for City Council Chambers Audio and Video Upgrade RFP (CSPEC)**

The Information Technologies Division (ITD) requests approval to extend the formal bid deadline for City Council Chambers Audio and Video Upgrade RFP (CSPEC). ITD acknowledges that the deadline to submit formal RFPs, as stated in Procurement Memo 19-04, was May 31, 2019. ITD is proposing the RFP on behalf of City Council to upgrade the existing Audio Visual (AV) Equipment and Broadcast System, that have reached end-of-life.

This request is a rebid of ESC-0393-19 City Council Chambers Audio and Video Upgrade. The original RFP was advertised on February 27, 2019, and opened on March 20, 2019. On April 4, 2019, the only bid received was rejected. The key reason for the bid rejection was because the total cost provided was significantly higher than what is funded for this project. Currently, City Council has FY2019 funds to complete the upgrade of the Council Chambers and this RFP reflects the requirements to complete the Council Chambers upgrade with FY2019 funds.

Your favorable consideration of this request is appreciated.

CC: Gary Steffens, Enterprise Architect Manager, ITD
Robert Gray, Enterprise Technology Infrastructure Manager, ITD

RJG

CITY OF JACKSONVILLE

06/26/19 11:51:27
Procurement Division

DATE: June 25, 2019

TO: Greg Pease, Chief of Procurement Division

JSP 6/25/19 **THRU:** Kenneth Lathrop, Chief of Information Technologies / CIO Kenneth E. Lathrop

FROM: Thomas Ossi, Technology Contract and Records Manager, ITD Thomas Ossi

SUBJECT: **CSPEC Memorandum - RFP for City Council Chambers Audio and Video Upgrade**

Information Technologies Division (ITD) requests approval to proceed with issuance of a Request for Proposal (RFP) for City Council Chambers Audio and Video Upgrade. ITD is proposing the RFP on behalf of City Council to upgrade the existing Audio Visual (AV) Equipment and Broadcast System, that has reached end-of-life. The new equipment will be located within the City Council Chambers.

ITD requests permission to utilize Section 126.204 a Competitive Sealed Proposal Evaluation process in order to evaluate the differences among vendor's competencies and overall costs.

The evaluation criteria and maximum points (100) are provided in the evaluation matrix, Attachment B. These services will be awarded upon selection of the winning vendor and will require a formal contract through the Office of General Counsel.

Bids will be evaluated by a sub-committee consisting of the following members: Steve Cassada, Information Systems Administrator, City Council, 904-630-4482; Paula Shoup, Information Systems Administrator, City Council, 904-630-7234; and Robert Gray, Enterprise Technology Infrastructure Manager, ITD, 904-255-8065.

Your favorable consideration of this request is appreciated.

CC: Gary Steffens, Enterprise Architect Manager, ITD

Ola, Ruben

From: Ciprian, Alexander
Sent: Thursday, June 27, 2019 4:18 PM
To: Ola, Ruben; Ossi, Thomas
Cc: Gray, Robert
Subject: RE: City Council Chambers Audio Video Upgrade Re-BID

Ruben,

Per our discussion this afternoon, the estimated budget amount for this RFP is $429,000.

Sincerely,

Alexander Ciprian
IT Contract Administrator
City of Jacksonville | Information Technologies Division
214 N. Hogan St., 9th Floor
Jacksonville, Florida 32202
Office: (904) 255-8006
www.coj.net

From: Ola, Ruben
Sent: Thursday, June 27, 2019 1:31 PM
To: Ciprian, Alexander; Ossi, Thomas
Cc: Gray, Robert; Brown, Elizabeth
Subject: RE: City Council Chambers Audio Video Upgrade Re-BID

Hi Alex/Tom,

The memo of the above subject project do not have the estimated project cost. Can you please provide the budget cost.

Thanks,

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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Department of Finance and Administration
Procurement Division

CITY OF JACKSONVILLE

July 1, 2019

To: Greg Pease, Division Chief
Procurement Division

From: Teresa O. Bocchieri, Business Compliance Officer
Jacksonville Small and Emerging Business (JSEB) Office

RE: **City Council Chambers Audio and Video upgrade-REBID**

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-Aside %

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

If you need additional information I may be reached at (904) 255-8833.

cc: Ruben Ola
Rose Nettles

214 North Hogan Street, Suite 800 ☐ Jacksonville, FL 32202 ☐ 904-255-8840 ☐ Fax 904-255-8842 ☐ www.jseb.coj.net

Ola, Ruben

From: Willis, Ann
Sent: Monday, July 01, 2019 9:00 AM
To: Ola, Ruben; RiskReview
Cc: Ossi, Thomas; Brown, Elizabeth; Ciprian, Alexander; Gray, Robert; Manser, Taryn; Laidler, Marilyn; Pease, Gregory
Subject: RE: Risk Management Review-CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE RE-BID

Attached please find Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 255-5314 (o)
(904)255-5347 (f)
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From: Ola, Ruben <RubenO@coj.net>
Sent: Friday, June 28, 2019 5:59 PM
To: RiskReview <RiskReview@coj.net>; Willis, Ann <AnnW@coj.net>
Cc: Ossi, Thomas <TOssi@coj.net>; Brown, Elizabeth <ElizabethB@coj.net>; Ciprian, Alexander <Aciprian@coj.net>; Gray, Robert <GrayR@coj.net>; Manser, Taryn <TManser@coj.net>; Laidler, Marilyn <MLaidler@coj.net>; Pease, Gregory <GPease@coj.net>
Subject: Risk Management Review-CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE RE-BID

Good Afternoon,

Attached is document request for Risk Management review and recommendation of insurance coverage for ITD- CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE RE-BID
Thank you,

Ruben Ola, Purchasing Analyst
City of Jacksonville
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

APPROVED
By Ann Willis at 8:59 am, Jul 01, 2019

Competitive Sealed Proposal Evaluation Committee

PROCUREMENT DIVISION

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RFP SPECIFICATIONS

FOR

CITY COUNCIL CHAMBERS AUDIO and VIDEO UPGRADE RE-BID

Jacksonville City Council Staff Services &
Information Technologies Division

BID NO: ESC-XXXX-19

OPEN DATE: TBD

TIME: 2:00 P.M.

PLACE: 1ST FLOOR, ED BALL BUILDING. 214 N. HOGAN ST, STE #110, JACKSONVILLE, FL

MANDATORY PRE-PROPOSAL CONFERENCE:
DATE: TBD
TIME: TBD
LOCATION: City Council Chambers, 117 W Duval St., Jacksonville, Florida, 32202

CITY OF JACKSONVILLE
Procurement Division
Ed Ball Building
214 North Hogan Street, Suite 800 (8th Floor)
Jacksonville, Florida 32202
Phone: (904) 255-8800
Fax: (904) 255-8837

Lenny Curry
Mayor

Gregory Pease, Chief
Procurement Division