



# City of Pembroke Pines, FL

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## Agenda Request Form

**Agenda Number: 14.**

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**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 11/17/2021

**Short Title:** TS-21-09 Chromebook Carts, Computers Charter  
Schools

**Final Action:** 12/15/2021

**Title:** MOTION TO AWARD IFB # TS-21-09 "CHROMEBOOK CARTS,  
COMPUTERS, CAMERAS, AND PROJECTORS FOR CHARTER  
SCHOOLS" IN THE FOLLOWING AMOUNTS TO THE MOST  
RESPONSIVE/RESPONSIBLE BIDDERS SHOWN BELOW:

ADORAMA CAMERA NOT TO EXCEED \$39,163.10  
MVATION WORLDWIDE INC. NOT TO EXCEED \$48,300.00  
OFFICE DEPOT NOT TO EXCEED \$53,922.31  
EARTHWALK COMMUNICATIONS INC. NOT TO EXCEED \$30,240.00  
AVI-SPL LLC NOT TO EXCEED \$24,225.00

**\*Agenda Date:** 12/15/2021

**Agenda Number:** 14.

### Internal Notes:

**Attachments:** 1. TS-21-09 Bid Tabulation, 2. TS-21-09 Pricing Tabulation, 3. Adorama Camera Submittal, 4. Mvation Worldwide Inc. Submittal, 5. Office Depot, Inc. Submittal, 6. Office Depot Notice of Local Vendor Preference Signed, 7. EarthWalk Communications Inc Submittal, 8. AVI-SPL LLC Submittal, 9. TS-21-09 Chromebook Carts, Computers, Cameras, and Projectors for Charter Schools

### Code Sections:

1 City Commission 12/15/2021 approve Pass  
**Action Text:** A motion was made to approve on the Consent Agenda  
Aye: - 5 Mayor Ortis, Commissioner Good Jr., Castillo, Siple, and Schwartz  
Nay: - 0

MOTION TO AWARD IFB # TS-21-09 "CHROMEBOOK CARTS, COMPUTERS, CAMERAS, AND PROJECTORS FOR CHARTER SCHOOLS" IN THE FOLLOWING AMOUNTS TO THE MOST RESPONSIVE/RESPONSIBLE BIDDERS SHOWN BELOW:

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**PROCUREMENT PROCESS TAKEN:**

***- Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."***

***- Section 35.15 defines an Invitation for Bid as "A written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the city is capable of specifically defining the scope of work for which a service is required or when the city is capable of establishing 15 precise specifications defining the actual commodities required. The invitation for bid shall include instructions to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid."***

***- Section 35.18 of the City's Code of Ordinances is titled "COMPETITIVE BIDDING OR COMPETITIVE PROPOSALS REQUIRED; EXCEPTIONS."***

***- Section 35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."***

***- Section 35.19 of the City's Code of Ordinances is titled "SEALED COMPETITIVE BIDDING PROCEDURE."***

***- Section 35.19(A) states "All sealed competitive solicitations as defined in § 35.18 shall be presented to the City Commission for their consideration prior to advertisement."***

***- Section 35.19(E)(5) states "The city reserves the right to waive any irregularities in the bids, as determined by the Chief Procurement Officer and approved by the City Manager."***

***- Section 35.21 of the City's Code of Ordinances is titled "AWARD OF CONTRACT."***

***- Section 35.21(A) of the City's Code of Ordinances is titled "City Commission***

**approval."**

**- Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."**

**- Section 35.36 of the City's Code of Ordinances is titled "Local Vendor Preference"**

**- Section 35.36(B)(1) states, "For bid evaluation purposes, vendors that meet the definition of local Pembroke Pines vendor, as defined herein, shall be given a 5% evaluation credit. This shall mean that if a local Pembroke Pines vendor submits a bid/quote that is within 5% of the lowest price submitted by any vendor, the local Pembroke Pines vendor shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the local Pembroke Pines vendor submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the local Pembroke Pines vendor. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a local Pembroke Pines vendor, the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein."**

#### **SUMMARY EXPLANATION AND BACKGROUND:**

1. On September 1, 2021, the City Commission authorized the advertisement of TS-21-09 "Chromebook Carts, Computers, Cameras, and Projectors for Charter Schools", which was advertised on September 21, 2021.
2. The purpose of this solicitation was to provide the requested Chromebook Carts, Desktop PCs, Monitors, Surface Pro laptop/tablets (with keyboard covers), Document Cameras, and LCD projectors (with ceiling mounts) for the City of Pembroke Pines' Charter Schools.
3. On October 12, 2021, the City opened five (5) bids and five (5) partial bid from the following vendor(s):

**Vendor**

Adorama Camera  
Mvation Worldwide, Inc.  
TGI Office Automation  
Office Depot, Inc.  
ByteSpeed  
Cetrix Technologies LLC  
EarthWalk Communications, Inc.  
AVI-SPL LLC  
Trafera LLC  
Hypertec USA

4. Office Depot submitted all the requested forms, but they submitted an incomplete Attachment C: Proposer's Background Information.
5. Per Section 35.19(E)(5) of the City's Code of Ordinances, "The city reserves the right to waive any irregularities in the bids, as determined by the Chief Procurement Officer and approved by the City Manager." As such, the Director of Procurement allowed Office Depot to submit the completed Attachment C: Proposer's Background Information form after the bid was opened.
6. The Charter Schools and the Technology Services Department analyzed various options that would be the best fit for the Charter Schools, while also considering the existing brands that are currently in place throughout the City and Charter Schools in order to provide consistency, ease of use and efficiencies in maintaining and operating the equipment. As a result, the bid package included the equipment and brand names determined by the City and Charter Schools.
7. The proposals from the vendors included partial bids and alternate products. As a result, the City has decided to award the bid on a split order basis, as such combination shall best serve the interests of the City. Below is a summary of the items and vendors that are being recommended for award (a more detailed summary is attached):

**Vendor 1: Adorama Camera**

Total: \$39,163.10

Item	Qty	Price	Total
Microsoft Surface Pro 7 - 12.3" - Core i5 1035G4 - 16 GB RAM - 256 GB SSD	26	\$1,324.35	\$34,433.10
NEC - Universal Ceiling mount for NEC projectors	55	\$86.00	\$4,730.00

**Vendor 2: Mvation Worldwide Inc.**

Total: \$48,300.00

Item	Qty	Price	Total
Lenovo ThinkCentre M75q-1 Tiny	84	\$575.00	\$48,300.00

**Vendor 3: Office Depot**

Total: \$53,922.31

Item	Qty	Price	Total
Lenovo ThinkCentre Tiny-in-One 24 - Gen 4 - LED monitor	84	\$210.04	\$17,643.36
Microsoft Surface Pro Type Cover (M1725) - keyboard	26	\$86.45	\$2,247.70
NEC LCD Projector	55	\$618.75	\$34,031.25

**Vendor 4: EarthWalk Communications Inc.**

Total: \$30,240.00

Item	Qty	Price	Total
Earthwalk Chromebook Cart	18	\$1,680.00	\$30,240.00

**Vendor 5: AVI-SPL LLC**

Total: \$24,225.00

Item	Qty	Price	Total
Epson DC-13 Document Camera	57	\$425.00	\$24,225.00

8. The Technology Services Department did not approve any of the alternates submitted for the EarthWalk Chromebook Cart, and is recommending to award the line item to EarthWalk Communications, Inc. who submitted the requested item.

9. The Technology Services Department approved the alternate submitted by Adorama Camera for the Microsoft Surface Pro, as the only difference was that the alternate provided the Home version of the operating system.

10. It was determined that Office Depot qualified for Local Vendor Preference as a Local Pembroke Pines Vendor for the NEC LCD Projector (NP-ME423W). The alternate projector submitted by Office Depot was approved as an equivalent by the Technology Services Department. City Ordinance 35.36 "Local Vendor" states that a Local Pembroke Pines Vendor that qualifies for local vendor preference shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid.

11. Office Depot submitted their second bid for NEC LCD Projector (NP-ME423W) at a price of \$618.75, meeting the guidelines for local vendor preference.

12. Adorama Camera and Mvation Worldwide, Inc. both submitted a price of \$86/each for the NEC - Universal Ceiling Mount for NEC Projectors. The Technology Services Department recommends to award the item to Adorama Camera, as Mvation Worldwide would not be able to deliver the item within the required (30) thirty days as stated in the bid package.

13. Additionally, Adorama Camera, Mvation Worldwide Inc., Office Depot, EarthWalk Communications Inc., and AVI-SPL LLC have completed the Equal Benefits Certification Form and have stated that the "Contractor currently complies with the requirements of this section."

14. Request Commission to award IFB # TS-21-09 "Chromebook Carts, Computers, Cameras, and Projectors for Charter Schools", in the following amounts to the most responsive/responsible bidders shown below:

Adorama Camera not to exceed \$39,163.10  
Mvation Worldwide Inc. not to exceed \$48,300.00  
Office Depot not to exceed \$53,922.31  
Earthwalk Communications Inc. not to exceed \$30,240.00  
AVI-SPL LLC not to exceed \$24,225.00

## FINANCIAL IMPACT DETAIL:

a) **Initial Cost:** \$195,850.41

b) **Amount budgeted for this item in Account No:** \$189,339 is budgeted in the following charter school accounts:

Other Equipment 664400	\$	30,240
Laptop or Tablet 664055	\$	34,388
Equipment <1000	\$	58,767
Computer Equipment<1000	\$	65,944
Total	\$	189,339

c) **Source of funding for difference, if not fully budgeted:** The remaining \$6,511.41 will be covered by a transfer from the following accounts with available funds:

Account Coding	Account Name	Debit	Credit
170-569-5051-664055-7300-643-0000-00550	Laptop or Tablet	\$ 44	
170-569-5051-664055-7300-643-0000-00551	Laptop or Tablet	\$ 144	
170-569-5051-664055-7300-643-0000-00552	Laptop or Tablet	\$ 33	
171-569-5052-664055-7300-643-0000-00553	Laptop or Tablet	\$ 552	
171-569-5052-664055-7300-643-0000-00554	Laptop or Tablet	\$ 33	
172-569-5053-664055-7300-643-0000-	Laptop or Tablet	\$ 54	
173-569-5061-664055-7300-643-0000-	Laptop or Tablet	\$ 1,433	
170-569-5051-664400-5101-641-0000-00550	Other Equipment		\$ 116
170-569-5051-664400-5101-641-0000-00552	Other Equipment		\$ 105
171-569-5052-664400-5102-641-0000-00553	Other Equipment		\$ 552
171-569-5052-664400-7300-641-0000-00554	Other Equipment		\$ 33
172-569-5053-664055-7300-643-0000-	Other Equipment		\$ 54
173-569-5061-664055-7300-643-0000-	Other Equipment		\$ 320
173-569-5061-552653-7600-649-0000-	Non-capital Computer Equipment		\$ 300
173-569-5061-546250-7900-359-0000-	R&M Equipment		\$ 200
173-569-5061-549105-7900-790-0000-	License Renewals		\$ 300
173-569-5061-552650-7900-649-0000-	Non-capital Equipment		\$ 200
173-569-5061-552790-7600-790-0000-	Miscellaneous Expense		\$ 113
170-569-5051-552650-5102-649-0000-00552	Equip < 1000	\$ 4,220	
170-569-5051-552650-5102-642-0000-00552	Equip < 1000		\$ 4,220
Totals		\$ 6,513	\$ 6,513

d) **5 year projection of the operational cost of the project:** Not Applicable.

e) **Detail of additional staff requirements:** Not Applicable.