



Panasonic Toughbooks for Police Department

Invitation for Bids # PD-18-04

General Information		
Project Timeline	The requested product must be delivered by September 30, 2018.	See Section 1.3
Evaluation of Proposals	Staff	See Section 1.5
Pre-Bid Meeting	Not Applicable	Not Applicable
Question Due Date	August 7, 2018	See Section 1.6
Proposals will be accepted until	2:00 p.m. on August 14, 2018	See Section 1.6
5% Proposal Security / Bid Bond	Not Applicable	Not Applicable
100% Payment and Performance Bonds	Not Applicable	Not Applicable

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020



Table of Contents

SECTION 1 - INSTRUCTIONS	4
1.1 NOTICE	4
1.2 PURPOSE	4
1.3 SPECIFICATIONS	4
1.4 PROPOSAL REQUIREMENTS	5
1.4.1 Attachment A: Contact Information Form	5
1.4.2 Attachment B: Vendor Information Form and a W-9	6
1.4.3 Attachment C: Non-Collusive Affidavit	6
1.4.4 Attachment D: Sworn Statement on Public Entity Crimes Form	6
1.4.5 Attachment E: Local Vendor Preference Certification	6
1.4.6 Attachment F: Veteran Owned Small Business Preference Certification	6
1.5 EVALUATION OF PROPOSALS & PROCESS OF SELECTION	7
1.6 TENTATIVE SCHEDULE OF EVENTS	7
1.7 SUBMISSION REQUIREMENTS	7
SECTION 2 - INSURANCE REQUIREMENTS	9
2.1 REQUIRED INSURANCE	10
2.2 REQUIRED ENDORSEMENTS	10
SECTION 3 - GENERAL TERMS & CONDITIONS	12
3.1 EXAMINATION OF CONTRACT DOCUMENTS	12
3.2 CONFLICT OF INSTRUCTIONS	12
3.3 ADDENDA or ADDENDUM	12
3.4 INTERPRETATIONS AND QUESTIONS	12
3.5 RULES, REGULATIONS, LAWS, ORDINANCES and LICENSES	12
3.6 WARRANTIES FOR USAGE	13
3.7 BRAND NAMES	13
3.8 QUALITY	13
3.9 SAMPLES	13
3.10 DEVELOPMENT COSTS	13
3.11 PRICING	13
3.12 DELIVERY POINT	13
3.13 TAX EXEMPT STATUS	13
3.14 CONTRACT TIME	13



3.15	COPYRIGHT OR PATENT RIGHTS	14
3.16	PUBLIC ENTITY CRIMES	14
3.17	CONFLICT OF INTEREST	14
3.18	FACILITIES	14
3.19	ENVIRONMENTAL REGULATIONS	14
3.20	SIGNATURE REQUIRED.....	15
3.21	MANUFACTURER’S CERTIFICATION.....	15
3.22	MODIFICATION OR WITHDRAWAL OF PROPOSAL	15
3.23	PUBLIC BID; BID OPENING AND GENERAL EXEMPTIONS	15
3.24	RESERVATIONS FOR REJECTION AND AWARD.....	16
3.25	BID PROTEST	16
3.26	INDEMNIFICATION.....	16
3.27	DEFAULT PROVISION	16
3.28	ACCEPTANCE OF MATERIAL.....	17
3.29	LOCAL GOVERNMENT PROMPT PAYMENT ACT	17
3.30	SCRUTINIZED COMPANIES LIST.....	17

ATTACHMENTS

Attachment A: Contact Information Form

Attachment B: Vendor Information Form and a W-9

Attachment C: Non-Collusive Affidavit

Attachment D: Sworn Statement on Public Entity Crimes Form

Attachment E: Local Vendor Preference Certification

Attachment F: Veteran Owned Small Business Preference Certification

Attachment G: Equal Benefits Certification Form

Attachment H: Vendor Drug-Free Workplace Certification Form

Attachment I: Vendor Certification Regarding Scrutinized Companies List



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # PD-18-04 Panasonic Toughbooks for Police Department

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., August 14, 2018. Proposals must be submitted electronically at www.BidSync.com. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide the Police Department with an estimated forty four (44) Panasonic Toughbooks (Model# CF-54F9-02KM) in accordance with the terms, conditions, and specifications contained in this solicitation.

1.3 SPECIFICATIONS

- The City will not accept substitutions to the specifications listed below.
- The requested product must be delivered by September 30, 2018.



- The proposer must be an authorized distributor of the product and must be able to be confirmed by Panasonic.

Panasonic Model # CF-54F9-02KM / Estimated Qty. - 44	
Item	Description
Operating System:	Win7 (Win10 Pro COA)
CPU:	Intel Core i5-6300U 2.40GHz
Storage:	256GB Solid State Drive
Memory:	8GB
Display:	14" FHD Gloved multi Touch
Audio/Video	Intel HD Integrated w/ speakers/ Webcam
Expansion Slot:	Docking Connector
Multimedia Pocket	DVD Multi-drive
Keyboard & Input	Emissive Backlit Keyboard
Interface	HDMI-3X USB-RJ-45
Wireless:	4G LTE Multi carrier
Power Supply	Lithium Ion- Charger
Power Management	Suspend/Resume/Hibernation/Standby/
Security Features	Password, TPM, fingerprint reader
Durability Features	MIL –STD- 810G Drop rating
Integrated Options	Integrated GPS/ Wi-Fi/ Dual Pass CH1:GPS/CH2:WWAN)
Dimensions & Weight	1.2X13.6X10.7 4.2-4.6 lbs.
Warranty	3 year ProService Premier Deployment Service, Laptop ProPlus Warranty, and 256 SSD no return service.

1.4 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

1.4.1 Attachment A: Contact Information Form

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.



- b. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
- c. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- d. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- e. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.
- f. Please note that all proposals must be submitted with an Authorized Toughbook Reseller letter from Panasonic.

1.4.2 Attachment B: Vendor Information Form and a W-9

- a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. November 2017), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.

1.4.3 Attachment C: Non-Collusive Affidavit

1.4.4 Attachment D: Sworn Statement on Public Entity Crimes Form

1.4.5 Attachment E: Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

1.4.6 Attachment F: Veteran Owned Small Business Preference Certification



- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors’ qualifications.

1.4.7 Attachment G: Equal Benefits Certification Form

1.4.8 Attachment H: Vendor Drug-Free Workplace Certification Form

1.4.9 Attachment I: Vendor Certification Regarding Scrutinized Companies List

1.5 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

1.6 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	August 2, 2018
Question Due Date	August 7, 2018
Anticipated Date of Issuance for the Addenda with Questions and Answers	August 9, 2018
Proposals will be accepted until	2:00 p.m. on August 14, 2018
Proposals will be opened at	2:30 p.m. on August 14, 2018
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	September 4, 2018
Product Delivery Date	September 30, 2018

1.7 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before 2:00 p.m. on August 14, 2018.



Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.



CONTACT INFORMATION FORM

IN ACCORDANCE WITH “PD-18-04” titled “Panasonic Toughbooks for Police Department” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Do all prices include shipping and or freight costs? Yes_____

Will the products be delivered before September 30, 2018? Yes_____

Can the manufacturer confirm that you are an authorized distributor of this product? Yes_____

C) Sample Proposal Form

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

Model Number	Description	Estimated Quantity	Per Unit Cost
CF-54F9-02KM	Panasonic Toughbooks	44	Please Submit Pricing via BidSync