



# City of Pembroke Pines, FL

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## Agenda Request Form

### Agenda Number: 3.

**File ID:** 20-0534

**Type:** Bid

**Status:** Passed

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**Agenda  
Section:**

**In Control:** City Commission

**File Created:** 06/18/2020

**Short Title:** Panasonic Toughbooks for Police Department

**Final Action:** 08/19/2020

**Title:** MOTION TO AWARD IFB # PD-20-02 "PANASONIC TOUGHBOOKS FOR THE POLICE DEPARTMENT" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, OFFICE DEPOT INC., IN THE AMOUNT NOT TO EXCEED \$194,533.04.

**\*Agenda Date:** 08/19/2020

**Agenda Number:** 3.

#### Internal Notes:

**Attachments:** 1. PD-20-02- Bid Tabulation, 2. Office Depot, Inc. Submittal, 3. Office Depot Clarifications, 4. Office Depot Certificate of Insurance, 5. PD-20-02 Panasonic Toughbooks for Police Department

#### Code Sections:

1 City Commission 08/19/2020 approve Pass  
**Action Text:** A motion was made to approve on the Consent Agenda  
Aye: - 5 Mayor Ortis, Siple, Commissioner Good Jr., Vice Mayor Schwartz, and  
Commissioner Chanzas  
Nay: - 0

MOTION TO AWARD IFB # PD-20-02 "PANASONIC TOUGHBOOKS FOR THE POLICE DEPARTMENT" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, OFFICE DEPOT INC., IN THE AMOUNT NOT TO EXCEED \$194,533.04.

**SUMMARY EXPLANATION AND BACKGROUND:**

**- 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 35.21 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."**

**SUMMARY EXPLANATION AND BACKGROUND:**

1. On May 6, 2020, the City Commission authorized the advertisement of IFB # PD-20-02

"Panasonic Toughbooks for the Police Department", which was advertised on May 12, 2020.

2. The purpose of this solicitation was to seek proposals from qualified firms to provide the Police Department with an estimated sixty-eight (68) Panasonic Toughbooks (Model# FZ-55C0-02VM).

3. On June 9, 2020, the City opened five (5) proposals from the following vendors:

Vendor Name	Total Cost
Office Depot	\$194,533.04
ProLogic ITS LLC.	\$201,366.36
Insight Public Sector Inc.	\$205,745.62
TSI Aviation Inc.	\$246,907.32
Howard Technology Solutions	\$255,544.00

4. The Police Department has reviewed the submittals and has deemed Office Depot, Inc. to be the most responsive/responsible bidder.

5. As part of their bid, Office Depot, Inc. submitted a document regarding some exceptions to the bid package. After further clarification with the Procurement Department, Office Depot, Inc. confirmed that they did comply with all of the bid requirements. They submitted a clarification document and a copy of their Certificate of Insurance confirming that they comply.

6. In addition, Office Depot, Inc. has also completed the Equal Benefits Certification Form and states that "Contractor currently complies with the requirements of this section".

6. Request Commission to award IFB # PD-20-02 "Panasonic Toughbooks for the Police Department" to the most responsive/responsible bidder, Office Depot Inc., in the amount not to exceed \$194,533.04.

#### **FINANCIAL IMPACT DETAIL:**

**a) Initial Cost:** 194,533.04

**b) Amount budgeted for this item in Account No:** Funds are available in account # 1-521-3001-64055 (Laptop/Tablet) and 1-529-3001-9007-64055 (Laptop/Tablet)

**c) Source of funding for difference, if not fully budgeted:** Not Applicable.

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

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