



Legislation Text

File #: 20-0897, Version: 1

MOTION TO AUTHORIZE THE PURCHASE OF SIXTY-SEVEN (67) PANASONIC TOUGHBOOKS (MODEL # FZ-55C0-02VM), FROM OFFICE DEPOT UTILIZING THE PRICING ESTABLISHED FROM IFB # PD-20-02 "PANASONIC TOUGHBOOKS" IN THE AMOUNT NOT TO EXCEED \$191,672.26.

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."*
- *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 approved the bid specifications and advertisement for PD-20-02, for Panasonic Toughbooks (Model # FZ-55C0-02VM).
2. On June 9, 2020, the City opened the following five bids:

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

3. On August 19, 2020, the City Commission approved the award of IFB # PD-20-02 "Panasonic Toughbooks" to the most responsive/responsible bidder, Office Depot, in the amount not to exceed \$194,533.04.
4. The Police Department would like to utilize the pricing that was established from IFB # PD-20-02 to purchase an additional 67 Panasonic Toughbooks.
5. Office Depot has agreed to hold the unit price of \$2,860.78 for this additional purchase, and has provided a quote in the amount of \$191,672.26 for the additional 67 Panasonic Toughbooks.
6. Recommend Commission to authorize the purchase of sixty-seven (67) Panasonic Toughbooks (Model # FZ-55C0-02VM) from Office Depot, utilizing the pricing established from IFB # PD-20-02 "Panasonic Toughbooks" in the amount not to exceed \$191,672.26.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$191,672.26.
- b) **Amount budgeted for this item in Account No:** \$191,672.26 in # 1-521-3001-64055 (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.