



## Legislation Text

File #: 22-0730, Version: 1

MOTION TO AWARD IFB # TS-22-07 "MICROSOFT SOFTWARE AND SERVICES" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, CRAYON SOFTWARE EXPERTS, IN THE AMOUNT NOT TO EXCEED \$1,663,049.21.

### 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."***

**SUMMARY EXPLANATION AND BACKGROUND:**

1. On August 3, 2022, the City Commission authorized the advertisement of IFB # TS-22-07 "Microsoft Software and Services", which was advertised on August 9, 2022.

2. The City of Pembroke Pines utilizes a Microsoft Enterprise Agreement (EA) for Microsoft volume software licensing throughout the City including Public Safety, Community Services, and Public Services to support and manage all desktops, laptops, Windows servers, and email. Software products licensed under the Microsoft EA contract include M365 (Desktop OS, Office 365), Microsoft Visual Studio, Windows Remote Desktop, Windows Server, and Microsoft SQL. The Microsoft EA allows the City to create a common platform for simplified support and management through a single agreement.

3. On August 30, 2022, the City opened three (3) proposals from the following vendors, listed in order from lowest to highest price:

Description	Crayon Software Experts*	Zones, LLC	SHI International Corp
Year 1 Amount	\$ 534,639.19	\$ 559,750.73	\$ 568,610.22
Year 2 Amount	\$ 564,205.01	\$ 559,750.73	\$ 568,610.22
Year 3 Amount	\$ 564,205.01	\$ 559,750.73	\$ 568,610.22
Total	<b>\$1,663,049.21</b>	<b>\$1,679,252.19</b>	<b>\$1,705,830.66</b>

\*Note - Crayon Software Experts stated in the bid pricing sheet that the cost listed in the pricing sheet was for "Year 1 Pricing," in addition they provided their pricing for Year 2 & 3 in the "Additional Responses" tab of the pricing sheet and the "Additional Information" section of their bid submittal.

4. The Microsoft EA has a minimum contract term of 3 years for government agencies and a minimum contract term of 1 year for educational entities. The Microsoft EA requested is for the City and thereby is required to be for a minimum 3-year term.

5. The Technology Services Department has reviewed the proposals and has deemed Crayon Software Experts to be the most responsive/responsible proposer.

6. In addition, Crayon Software Experts has also completed the Equal Benefits Certification Form and has stated that the "Contractor currently complies with the requirements of this section."

7. Request Commission to award IFB # TS-22-07 "Microsoft Software and Services" to the most responsive/responsible bidder, Crayon Software Experts in the amount not to exceed \$1,663,049.21.

**FINANCIAL IMPACT DETAIL:**

**a) Initial Cost:** Amount not to exceed \$1,663,049.21 for the initial three-year period at an estimated annual amount of \$534,639.19 for the first year, \$564,205.01, for the second year and \$564,205.01, for the third year.

**b) Amount budgeted for this item in Account No:** Funds are available in account #001-513-2002-552652-0000-000-0000 (Non-capital Software & License)

**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.

	Year 1	Year 2	Year 3	Year 4	Year 5
Revenues	\$0	\$0	\$0	\$0	\$0
Expenditures	\$534,639.19	\$564,205.01	\$564,205.01	\$0	\$0
Net Cost	\$534,639.19	\$564,205.01	\$564,205.01	\$0	\$0

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

Reviewed by Commission Auditor.

**FEASIBILITY REVIEW:**

*A feasibility review is required for the award, renewal and/or expiration of all function sourcing contracts. This analysis is to determine the financial effectiveness of function sourcing services.*

**a) Was a Feasibility Review/Cost Analysis of Out-Sourcing vs. In-House Labor Conducted for this service?** Not Applicable.

**b) If Yes, what is the total cost or total savings of utilizing Out-Sourcing vs. In-House Labor for this service?** Not Applicable.