



Legislation Text

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File #: 23-0401, Version: 1

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MOTION TO AWARD IFB # TS-23-04 "ADOBE SOFTWARE LICENSE RENEWAL" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, V CLOUD TECH INC., IN THE AMOUNT NOT TO EXCEED \$41,712.

**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 35.21 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 April 4, 2023, the City Commission authorized the advertisement of IFB # TS-23-04 "Adobe Software License Renewal", which was advertised on April 11, 2023.
2. Acrobat Pro DC is composed of three components: Acrobat DC, which allows for a variety of editing functions on PDFs on desktop and mobile devices; Adobe Document Cloud, which allows for users to create and export PDF files, as well as store and send files and collect electronic signatures; and Acrobat Reader DC, which enables users to read, print, and sign PDFs.
3. Adobe Creative Cloud - All Apps is a collection of creative design desktop applications, mobile apps, and services for designing, developing, and publishing graphical, video, audio, and interactive content for print, the web, and mobile devices. The Creative Cloud All Apps plan offers more than 20 creative apps, including Photoshop, Illustrator, Premiere Pro, After Effects, InDesign, and Acrobat. Also included are social media templates, cloud storage, thousands of Adobe Fonts, and access to Adobe Portfolio and Behance.
4. On May 4, 2023, the City opened one (8) proposals from the following vendor:

<b>Vendor</b>	<b>Total Cost</b>
vCloud Tech Inc	\$41,712.00
YottaTechive LLC	\$42,066.60
Southern Computer Warehouse, Inc.	\$42,128.40
vPrime Tech Inc	\$42,158.40
Hypertec USA, Inc	\$42,400.80
Engage Systems LLC	\$43,127.40
COUNTERTRADE PRODUCTS INC	\$43,320.00
golden five LLC	\$43,742.10

5. The Technology Services Department reviewed the proposals and saw a note from vCloud Tech Inc. stating their quote would expire 5/11/23. The Procurement Department reached out to vCloud Tech Inc. to verify they would hold their quoted prices until award. vCloud Tech Inc. confirmed they would honor their quoted prices, thereby deeming them to be the most responsive/responsible bidder.
6. In addition, vCloud Tech Inc. 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-23-04 "Adobe Software License Renewal" to the most responsive/responsible bidder, vCloud Tech Inc. in the amount not to exceed \$41,712.

Reviewed by Commission Auditor.

**FINANCIAL IMPACT DETAIL:**

- a) **Initial Cost:** Amount not to exceed \$41,712 for the initial one-year period
- b) **Amount budgeted for this item in Account No:** Funds will be available in the following accounts 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:**
- e) **Detail of additional staff requirements:** Not Applicable.

**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.