



CITY OF HOLLYWOOD, FLORIDA

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION

PROCUREMENT SERVICES DIVISION 2013 OCT 28 PM 4: 34

Solicitation Request Form (Use for bids, RFPs, RLIs, RFQs)

Date September 9, 2013

Department/Office Information Technology

Division/Area Communications

Contact Person Christophe St. Luce

Title Mgr., Comm & Support Svcs

Phone 954-921-3038

Email cstluce@hollywoodfl.org

1. Product/Service being requested (be specific.) Unified Communications Manager

2. Detailed description of the products/services function and purpose. A unified telephony platform which leverages modern (year 2013 and onward) technology

Are there alternative products/services capable of performing the required function? No

3. Has this product/service previously been formally solicited by the City of Hollywood?

☐ Yes ☒ No ☐ Unsure

If yes, please provide previous solicitation number. N/A.

4. Has this product/service previously been formally solicited by another government agency?

☐ Yes ☒ No ☐ Unsure

If yes, please provide details and copy if available.

5. Total estimated cost of the requested product/service? \$600,000.00

Has this cost been approved in your budget? ☒ Yes ☐ No

If yes, provide Account Number (s.)

57.1345.00056.590.007196

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

RFP-4398-14-JE

6. Formal Solicitations must be advertised for a minimum of 10 (ten) days and typically not more than 30 (thirty) days. How long is the Department/Office requesting to advertise this solicitation? 15 Days

7. Is a pre-bid meeting required? ☒ Yes ☐ No

If yes, are you requesting it to be mandatory? ☐ Yes ☒ No

8. Project location? City Hall and other City facilities.

9. Completion Time: Final completion of this project shall be in 90 calendar days once a Notice To Proceed (NTP) is given to the awarded vendor.

10. Are you requesting this formal solicitation require liquidated damages (liquidated damages are not penalties, they should represent the amount of monies the City will incur/lose if the project is not completed in require time?)

☐ Yes ☒ No

11. Please list any special licenses or certification require to bid. Bidder must achieve a gold member status with manufacturer of proposed solution, or be the manufacturer of said solution.

12. Are there any outside entities assisting with this solicitation (i.e. Architect, Consultant, etc?)

☐ Yes ☒ No

If yes, please provide the information:

Entity N/A Contact Person N/A

Phone N/A Email N/A

13. Are there attachments associated with this request? ☒ Yes ☐ No

14. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☒ Yes ☐ No

If yes, please describe the related products/services and estimated cost(s.)
Gateways, switches, endpoints with an estimated cost of \$10,000.00 over 4 years.

15. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.)
N/A

16. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) N/A

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Will this require matching funds? ☐ Yes ☒ No

What is the grant source? N/A

What is the grant (dollar) amount? N/A

17. Does this solicitation for product/service work in conjunction with any other Department/Office or will it impact any other Department/Office? ☐ Yes ☒ No

If yes, please provide details on Department/Office and how. N/A

Signature(s) below of other Department/Office Director(s) indicates they have reviewed and agree to this Request Form.

Signature

Department/Office

Signature

Department/Office

18. Please provide the names of suggested evaluations committee member:

Christophe St Luce

Raelin Storey

Shawn Burgess

Ricardo Hutchinson

Lorie Mertens-Black

19. Please provide any specific vendor(s) to be included in the notification of these solicitations.
Shore Tel, Avaya, Siemens Enterprise Communications, Cisco and Mitel

To be completed by Procurement Services Division upon award recommendation

Advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search _____

Company Name(s) Searched

Search Results

CHRISTOPHE St. Luce
Contact Person's Signature

9/9/2013

Date

John Savetta
Supervisor's Signature

9/13/13

Date

Procurement Service Division use only

Requisition # R
BPO
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(As Applicable)

John Smith
Director's Signature

9/13/13
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:	<u>JS</u>	Date	<u>4/28/14</u>
Approved By:	<u>Jul</u>	Date	<u>5/1/14</u>

05:41:17 EST 06/12/2014

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

ORDER OF BID PROTEST COMMITTEE

THE CITY OF HOLLYWOOD BID Protest Committee, having reviewed evidence and testimony, enters the following Findings of Fact:

1. The City of Hollywood Office of Procurement Services issued RFP NO. 4398-14-JE the 1st day of May, 2014 titled: Unified Communications System (hereinafter the "RFP").
2. A Notice of Intent to award the RFP was posted on the 12th day August, 2014.
3. Pursuant to Section 38.51(A) of the Purchasing Ordinance of the City of Hollywood, any actual or prospective bidder who is aggrieved in connection with the pending award of the RFP, or any element of the process leading to the award of the RFP, may protest to the Director. A protest must be filed within five (5) business days after posting or any right to protest is forfeited.
4. On the 19th day of August, 2014, Dimension Data North America, Inc. (hereinafter the "Protestor") did file a timely protest to the RFP. The protest was in writing, identified the name and address of the Protester, and included a factual summary of, and the basis for, the protest.
5. Protestor did submit a deposit to the City to compensate the City for the expenses of administering the protest in the form of a cashier's check in the amount of \$1,000.00.
6. On the 18th day of September, 2014, the protest committee met to review, settle and resolve the protest.
7. The protest committee was comprised of the City Manager's designee: the Director of Planning and Development Services, Jaye Epstein; the Director of Human Resources, Tammie Hechler, and the Committee Chairperson: Steve Joseph, Director of Public Utilities.
8. The City Attorney, Jeffrey P. Sheffel, served as counsel to the protest committee.
9. The protest committee determined that the pending award or an element of the process leading to the award DID NOT involve a significant violation(s) of law or applicable rule(s) or regulation(s).
10. The protest was NOT decided in the Protester's favor and the entire deposit shall be forfeited to the City.

DONE AND ORDERED this 18th day of September, 2014.

CITY OF HOLLYWOOD, FLORIDA
BID PROTEST COMMITTEE

Steve Joseph, Director of Public Utilities


CHAIRPERSON

RFP-4398-14-JE

Unified Communications Systems

Evaluation Matrix

Proposers:	Interactive Intelligence	United Data Technology	Switchtech/ Teleswitch	Insight Public Sector	Fulton Communications	AT&T	Unify	Dimension Data	
Evaluation Committee:	Non-Responsive			Non-Responsive	Non-Responsive	Non-Responsive	Non-Responsive	Non-Responsive	
Christophe St. Luce		95	85						
Shawn Burgess		84	82						
Lorie Mertens-Black		91	83						
Ricardo Hutchinson		94	90						
Raelin Storey		90	82						
Totals		454	422						
Rankings		1	2						

UNIFIED COMMUNICATIONS SYSTEM

ORAL PRESENTATION MATRIX

JULY 31, 2014

Proposers:	UDT	SwitchTech/Teleswitch
Evaluation Committee Members:		
	1	2
Christophe St. Luce		
	1	2
Shawn Burgess		
	1	2
Lorie Mertens-Black		
	1	2
Ricardo Hutchinson		
	1	2
Raelin Storey		
	5	10
Total Score:		
RANKINGS:	1st	2nd

Note: Lowest score is highest ranked.