



**SOUTH FLORIDA WORKFORCE INVESTMENT BOARD
d/b/a CAREERSOURCE SOUTH FLORIDA**

INVITATION TO BID (ITB)

FOR

**COMPUTER LAPTOPS/MONITORS/DOCKING
STATIONS/SOFTWARE
(Contract through June 30, 2025)**

Release Date: March 17, 2025

**All proposals shall be submitted by 5:00 p.m. E.T., April 10, 2025, at
South Florida Workforce Investment Board Headquarters,
7300 Corporate Center Drive, Suite 500, Reception Desk, Miami,
Florida 33126**

TABLE OF CONTENTS

	Page
PART I. INVITATION A. SOUTH FLORIDA WORKFORCE INVESTMENT BOARD (SFWIB) BACKGROUND B. ITB PURPOSE	4
PART II. CALENDAR AND PROCESS A. SOLICITATION TIMETABLE B. METHOD OF SOLICITATION C. CONE OF SILENCE D. REQUEST FOR CLARIFICATION E. OFFERORS' CONFERENCE	5-6
PART III. GENERAL SPECIFICATIONS A. SERVICES SOLICITED UNDER THIS ITB B. PRODUCT TECHNICAL SPECIFICATIONS C. AVAILABLE FUNDING	7
PART IV. TERMS AND CONDITIONS	8-9
PART V. PROPOSAL FORMAT AND SUBMISSION A. FORMAT, CONTENT AND ORGANIZATION B. BID SUBMISSION GUIDELINES	10
PART VI. EVALUATION AND SELECTION A. CRITERIA FOR PROPOSAL REVIEW B. EXPERIENCE/CAPABILITIES C. PAST PERFORMANCE/REFERENCES D. CONTRACT AWARD E. APPEAL PROCESS	11-12
PART VII. ATTACHMENTS A. PROPOSAL PACKAGE CHECKLIST (ATTACHMENT A) B. VENDOR DATA FORM AND QUESTIONNAIRE (ATTACHMENT B) C. PROPOSAL FORM (ATTACHMENT C) D. CODE OF BUSINESS ETHICS AFFIDAVIT (ATTACHMENT D)	13-39

E. ASSURANCES AND CERTIFICATIONS (ATTACHMENT E)

- (a) CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER MATTERS
- (b) CERTIFICATION REGARDING LOBBYING
- (c) CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
- (d) NON-DISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCES
- (e) CERTIFICATION REGARDING PUBLIC ENTITY CRIMES (ATTACHMENT
- (f) SARBANES-OXLEY ACT OF 2002
- (g) ASSOCIATION OF COMMUNITY ORGANIZATION FOR REFORM NOW (ACORN) FUNDING RESTRICTIONS ASSURANCE
- (h) SCRUTINIZED COMPANIES LIST CERTIFICATION
- (i) DISCRIMINATORY VENDOR LIST

F. PURCHASE ORDER GENERAL TERMS AND CONDITIONS (ATTACHMENT F)

G. DISCLOSURE AND CERTIFICATION OF CONFLICT OF INTEREST IN A CONTRACT (ATTACHMENT G)

PART I INVITATION

A. South Florida Workforce Investment Board (SFWIB) Background

The South Workforce Investment Board d/b/a CareerSource South Florida (SFWIB, CareerSource or Board), Local Workforce Development Board (LWDB) Local Workforce Development Area 23 (Miami- Dade County), is one of 24 LWDBs in the State of Florida. Through its network of CareerSource centers located across Miami-Dade County, the SFWIB serves businesses, job seekers, adults, youth, dislocated workers, refugees and individuals transitioning from welfare to work.

The SFWIB is a governmental agency and instrumentality of Miami-Dade County, which is eligible to exclude income under Section 115 of the U.S. Internal Revenue Code. The Board is composed of volunteers who represent local private sector businesses, educational institutions, economic development agencies, labor organizations, veterans' interests, community-based organizations, and state and local government agencies. The Board conducts its business in accordance with federal and state laws, the Interlocal Agreement that created the SFWIB for LWDA 23 of the State of Florida, and the SFWIB's by-laws, and approved policies.

Additional information regarding the Board, its members, and approved policies is located on the SFWIB's website (www.careersourcesfl.com).

B. ITB Purpose

As described in this Invitation to Bid (ITB), the SFWIB is soliciting competitive responses from experienced information technology vendors to supply a large volume of high quality computer laptops, monitors, docking stations and software that are compatible with the SFWIB's existing infrastructure. Responses should illustrate past experience in providing this type of product Responses submitted will be used to determine the best-qualified firm and be the basis for negotiating a contract.

PART II CALENDAR AND PROCESS

If your company is interested in providing a bid, please read the following information carefully and submit the bid as directed herein no later than the bid due date listed below:

A. Solicitation Timetable

ITB Events	Date	Time
Public Notice	March 14, 2025	
Solicitation Release Date	March 17, 2025	
Deadline for Request for Clarification Inquiries	March 24, 2025	5:00 pm
Offerors' Conference	March 28, 2025	1:00 pm
Deadline for Receipt of Bids	April 10, 2025	5:00 pm
Public Review Forum	April 17, 2025	2:30 pm
Award Date on or about	May 08, 2025	
Delivery Date (as soon as possible but no later than)	June 20, 2024	By 3:00 pm

The SFWIB, in its sole discretion, may change the schedule provided in the solicitation timetable, without further notice. Thus, the respondent must routinely check the SFWIB's website (www.careersourcesfl.com) for modifications to the schedule.

B. Method of Solicitation

In an effort to ensure the greatest degree of open competition and obtain the best equipment, technical responses and services at the best possible price, an ITB is being used as the method of solicitation.

Notice of the ITB will be published in the LWDA's major newspapers. Upon its release, the ITB and all accompanying attachments will be published on the SFWIB's website.

C. Cone of Silence

All Respondents to this ITB are subject to the "Cone of Silence", which applies to solicitations and prohibits ex parte communications. Specifically, the "Cone of Silence" prohibits communications regarding this solicitation between a current or potential contractor and any SFWIB member, SFWIB staff, or any other person serving as a selection committee member during this solicitation process. Respondents directly contacting Board members, staff, or selection committee members risk immediate elimination of their proposal.

D. Request for Clarification

Respondents shall submit via e-mail all questions regarding the clarification of any requirement or procedure to the SFWIB's liaison, Yian Perrin at yian.perrin@careersourcesfl.com no later than the deadline indicated in the solicitation timetable.

Oral requests for clarification shall not be accepted. The SFWIB reserves the right to reject any or all requests for clarification, in whole or in part, in its sole discretion. All written requests for clarification accepted by the SFWIB, along with corresponding responses, will be posted on the SFWIB's website at www.careersourcesfl.com under this ITB's Q&A.

E. Offerors' Conference

An Offerors' Conference will be held to afford Respondents an opportunity to communicate questions and/or concerns relevant to the ITB. While attendance is not required, all potential Respondents are strongly encouraged to attend.

Due to safety precautions, the Offeror's Conference will be held via zoom conferencing. Please check the SFWIB's website (www.careersourcesfl.com) under ITB Q&A for zoom conferencing information.

Except for information provided at the Offerors' Conference, the SFWIB's staff is prohibited from communicating with Respondents. Note that oral answers during the conference will not be binding on the SFWIB. Clarifications or modifications to the ITB shall only be made by written addenda to the ITB.

Answers to relevant questions during the conference will be posted on the SFWIB's website (www.careersourcesfl.com) under ITB Q&A.

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PART III GENERAL SPECIFICATIONS

A. Services Solicited Under this ITB

The SFWIB is seeking the best quality product and price available for high quality laptop computers, monitors, docking stations and software compatible with the SFWIB's existing infrastructure.

B. Product Technical Specifications

Quantity	Description	Specifications
TBD	Laptop Computer	Example: HP EliteBook 840 14 inch G11 Notebook PC Operating System: Windows 11 Pro. 16 GB DDR5-5600 MT/s (2 x 8 GB) 512 GB PCIe® Gen4 NVMe™ TLC M.2 SSD 14" diagonal WUXGA display Software: Microsoft Office Professional 2024 edition (Perpetual license) Essential: 3 years onsite support
TBD	Monitor	LCD Monitor (Example monitor: Dell P2423D) 24" LED-backlit LCD monitor/TFT active matrix. Height, Tilt, and Swivel Adjustable. DisplayPort, USB, and Power cords included. QHD Essential: 3 Year Premium Support.
TBD	Docking Station	Example: HP Thunderbolt Dock 120W G4 (Docking station should be compatible with the Laptop offered and have an Ethernet port).

All products provided under this ITB must be new and of the same brand name and model. No substitutions or combinations will be acceptable. All Laptop Computers, Monitors, Docking Stations and software must be from a U.S.A. Manufacturer (brand) that is widely sold and recognized.

	Make and Model (Provide Specifications)	Quantities		Unit Price	Quantities		Unit Price	Quantities		Unit Price
		From	To		From	To		From	To	
Laptop		1	49		50	79		80	120	
Monitor		1	49		50	79		80	120	
Docking Station		1	49		50	79		80	120	
Quantities of each category will vary to match requirements and pricing.										

C. Available Funding

Funding for the goods solicited under this ITB for 2024-25 will be determined by the SFWIB Board.

PART IV TERMS AND CONDITIONS

The issuance of this ITB does not commit the SFWIB to pay any costs incurred by the Respondent in preparation of and/or response to this solicitation. The SFWIB reserves the right to review, evaluate, or inspect, at any time, the product or qualifications offered by the Respondent(s) to meet the ITB's requirements.

1. Delivery of the goods is required to be completed on or before **June 20, 2025**.
2. Respondents must submit responses as indicated in the delivery method section of this ITB.
3. Bids will be opened in the presence of the Respondent's representative(s) who choose to attend the Public Review Forum. Late bids shall not be accepted.
4. Companies are not under any obligation to respond. If a proposal is late or not received within the specified deadline, the SFWIB may consider the bid as non-responsive.
5. Proposer's organization must be fully registered as a Vendor with Miami-Dade County and/or the State of Florida prior to being awarded a contract.
6. The SFWIB reserves the right to modify or make no award if deemed by the SFWIB, in its sole discretion, to be in the best interest of the SFWIB.
7. All prices shall be for new merchandise. The submittal of bids for refurbished or remanufactured product is not acceptable.
8. No substitutions or combinations will be acceptable. All Desktop Computers, Monitors and software must be a U.S.A. Manufacturer (brand) that is widely sold and recognized.
9. Proposals shall include three years Premium Support with bid a four (4) year warranty on factory defects and workmanship. All warranties, expressed and implied, shall be made available to the SFWIB for goods and services covered by this ITB. At no expense to the SFWIB, the successful respondent shall correct any and all apparent and latent defects that may occur within the 4 year period of warranty.
10. Respondent must be able to provide service within 24 hours of notification to include basic hardware and software tech support during the warranty period.
11. Acceptance of the terms and conditions in such form attached hereto as **Attachment F, Purchase Order, General Terms and Conditions**, will be required by any company selected to perform the work that is the subject of the ITB. The final executed Purchase Order will incorporate this ITB document, any addenda to this ITB issued by the SFWIB, written responses to any requests for clarification, and those portions of the selected vendor's proposal designated as accepted by the SFWIB.
12. Respondent must agree to accept a single or multiple purchase orders in the SFWIB's sole discretion.
13. Respondent must fill-out, sign and return all required signatory pages within ten (10) calendar days of receipt of purchase order otherwise the SFWIB may, in its sole discretion, cancel the award and select another vendor.
14. All bids must indicate price per unit and cost for the quantity of items being procured. The bid must be valid through **June 30, 2025**.
15. All shipping costs are to be included in the proposal.
16. Where two (2) or more related parties, as defined herein, each submit a bid for any contract, such bids shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such bids. "Related parties" shall mean the respondent or the principals thereof which have direct or indirect ownership interest in another respondent for the same contract. Furthermore, any prior understanding, agreement, or connection between two or more corporations, firms, or persons submitting a bid for the same materials, supplies, services, or product t shall also be deemed collusive. Bids found to be collusive shall be rejected. Respondents who have been found to have engaged in collusion may be considered non- responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

17. In accordance with Sections 2-8.1.1 and 10-33.02.1 of the Code of Miami-Dade County, for all competitive solicitations valued at more than \$250,000.00, the proposer must submit an executed Non-Collusion Affidavit to be eligible for contract award.
18. Any individual, corporation or other entity that attempts to meet its contractual obligations with the SFWIB through fraud, misrepresentation, or material misstatement, may be debarred for up to five (5) years. The SFWIB as a further sanction may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual, corporation or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorneys' fees.
19. The SFWIB may conduct a pre-award inspection of the goods or hold a pre-award qualification hearing to determine if the respondent is capable of performing the requirements of this solicitation.
20. Respondents are hereby notified that after opening of bids in compliance with Chapter 119 of the Florida Statutes; the "Public Records Law," all information submitted as part of, or in support of bid submittals will be available for public inspection. The respondent shall not submit any information in response to this ITB which the respondent considers to be a trade secret, proprietary or confidential. The submission of any information to the SFWIB in connection with this ITB shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the respondent.
21. This ITB does not establish an exclusive arrangement or employment between the SFWIB and the Respondent(s).

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PART V PROPOSAL FORMAT AND SUBMISSION

The Respondent(s) must meet all requirements under this ITB in order to be considered. After opening the bids, and upon vendor selection, for verification purposes, the SFWIB may, in its sole discretion, require additional proof of satisfying the ITB's requirements. Failure to provide the additional required verification within twenty-four (24) hours of the request may result in the vendor being deemed non-responsive.

A. Format, Content and Organization

All proposal responses must be typed in 12 point pitch Arial font style.

All proposals packages must be assembled in the following format:

1. Proposal Package Checklist (**Attachment A**)
2. Vendor Data Form and Questionnaire (**Attachment B**)
3. Proposal Form (**Attachment C**)
4. Code of Business Ethics Affidavit (**Attachment D**)
5. W-9—Request for Taxpayer identification Number and Certification (Rev. October 2018)
6. Current Year Corporate Registration – State of Florida
7. Corporate Board Resolution
8. Current Real Estate License – State of Florida
9. Assurances and Certifications (**Attachment E**)
10. SFWIB Purchase Order Terms and Conditions (**Attachment F**)
11. Disclosure and Certification of Conflict of Interest in a Contract (**Attachment G**)
12. Executed Non-Collusion Affidavit (if required)

B. Bid Submission Guidelines

Three (3) sets of sealed bids must be submitted **via regular mail or hand delivery to the SFWIB Headquarters at: CareerSource South Florida, 7300 Corporate Center Drive, Reception Desk, Suite 500, Miami, Florida, 33126**, no later than the deadline indicated in the solicitation timetable.

The SFWIB shall not accept any modifications to any submitted proposal package after the submission deadline. **Any proposal package arriving after the deadline will not be accepted by the SFWIB and will be returned, unread, to the sender. No proposal package will be accepted via electronic mail or facsimile.**

The Proposal Form must be legible. All changes must be crossed out and initialed in ink. Failure to comply with these requirements may cause the proposal to be rejected.

All proposals must be signed in the places indicated in this ITB by the individual authorized to bind the organization. **FAILURE TO PROPERLY SIGN THE PROPOSAL FORM WHICH PERTAINS TO THIS ITB MAY RENDER THE BID NON-RESPONSIVE.**

PART VI

EVALUATION AND SELECTION

The SFWIB will conduct a review of all proposals received by the deadline. Proposals will be evaluated first to determine if all information required by the ITB is complete. Incomplete proposals or those not satisfactorily addressing each requirement of the ITB may be disqualified as non-responsive. During the evaluation process, the SFWIB may or may not consider additional information submitted with proposals.

The evaluation process will be conducted in a thorough and impartial manner at a publicly noticed selection committee meeting held in accordance with the Florida Public Meetings Law. Due to safety precautions the Offeror's Conference will be held via zoom conferencing. Please check the SFWIB's website (www.careersourcesfl.com) under ITB Q&A for zoom conferencing information.

A. Criteria for Proposal Review

The table below displays the maximum points each responsive respondent may earn per proposal component.

Experience/Capabilities	35 points
Complete Documentation	10 Points
Past Performance/References	35 points
Pricing structure	20 points
TOTAL SCORE	100

B. Experience/Capabilities

Respondent must provide the following as part of its proposal:

- a. Indicate how long your organization has been providing the service described in this ITB.
- b. Provide detailed information about the types of employers your organization has served in the past and is currently serving.
- c. Provide start and completion dates of projects/contracts successfully completed. Also include the name(s), address(es), and phone number(s) of the responsible official(s) of the employer(s) who may be contacted.

C. Past Performance/References

Respondent must provide the following as part of its proposal:

A minimum of three (3) references from prior or current clients, including a contact name, title, address(es) and phone number of the responsible official(s) who may be contacted at each reference.

These references must be responsive to the SFWIB when contacted for reference check. References who fail to respond to the SFWIB will reduce the score of the Respondent. The Respondent's decision to provide additional references does not obligate the SFWIB to consider or contact those references.

D. Contract Award

The SFWIB is not obligated in any way by the Respondent's response to this ITB. The award of a contract shall be based on the evaluation criteria established in this ITB and described in the Proposal Evaluation and Selection section of this solicitation.

- a. All proposal packages will be opened. However, prices will only be evaluated from those proposals meeting the minimum point threshold.
- b. Only those proposals receiving a score of 60 points or more of the total maximum possible score will be considered for award. The SFWIB will re-issue the ITB if no proposal receives a minimum score of 60 points.

Final award of a contract will be contingent upon:

- Respondent's acceptance of the Purchase Order's terms and conditions; and
- Review of proposals for responsiveness and substance

E. Appeal Process

Respondents will be advised of the SFWIB's appeal process at the time of the **Public Review Forum**.

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Part VII
ATTACHMENTS

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