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City of Jacksonville, Florida

Procurement Award Form (PAF)

Part 1 – Form Type: JPAC 126.204 (a) New Award, Renewals, Waive Technical Defects, Price Increases, NTE Increases.

Goods and/or Services: Printing and Distribution of 2026-2027 Preparedness Response Guides

Requested Action and Justification:

Recommend approval of award to the lowest responsive, responsible bidder, Interprint Incorporated, for printing and distribution of the 2026-2027 Preparedness Response Guides. Total expenditure for the one-time purchase will be $225,121.00, and will be divided between the City, JEA and JTA as stated below.

COJ - $100,121.00
JEA - $100,000.00
JTA - $25,000.00

Funding for this project will be encumbered by purchase order

Supplier:	Interprint Incorporated	**Basis of Award:**	LPTA	**BID Opening Date:**	05/22/2026

POA #:	N/A	**PO #:**		**Change Order #:**	N/A
Solicitation #:	ITB 17819 26	**Contract #:**	N/A	**Contract ADM #:**	N/A
Term:	One Time Project	**Options:**	N/A	**Options Used:**	N/A

Federally Funded:	No	**JSEB Rec:**	Encouragement
Licenses Verified:	N/A	**JSEB %:**	0
Bonds Required:	No	**Bonds Waived Pursuant To:**	N/A

Fund:	00111	**Center:**	122004	**Acct:**	549512	**Proj:**	000000	**Activity:**	00000000	$ 100,121.00
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$
Fund:		**Center:**		**Acct:**		**Proj:**		**Activity:**		$

New NTE/GMP:	$ 100,121.00	**Contingent Amt:**	$ 0.00	**DMP/ODPO Amt:**	$ 0.00

Using Agency/BU:	ASPS:PROCUREMENT AND SUPPLY		
Concurrence:	Signed by: Robert Waremburg 4912CA1D431247A...	**Title:**	SENIOR MANAGER OF PROCUREMENT SERVICES 6/1/2026
Concurrence:	Signed by: Pearson, Daniel DF27FFBE29084F3...	**Title:**	JFRD PAYROLL AND PROCUREMENT MANAGER 6/1/2026
Concurrence:		**Title:**	
Concurrence:		**Title:**	

Procurement Analyst/Buyer:	Signed by: Pierce, Melissa 6FF4351D4847484...	**Chief of Procurement:**	Signed by: Robert Waremburg, for Dustin Freeman 6/2/2026 4912CA1D431247A...
Name:	Pierce, Melissa	**Name:**	Dustin L. Freeman

Part 2 – JPAC Action: All award actions subject to lawfully appropriated funds.		**Part 3 – Final Awarding Authority Action:**	
Members who approve:		**Action:**	
Members who disapprove:		**Signature:**	
Date:		**Date:**	

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PAF Instructions
Part 1 (using agency)

Form Type: This form will be used for both Administrative Awards and JPAC Requests. Select type from dropdown options.

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action and Justification: Enter a brief description of the requested action or authority being sought. i.e.; *Request permission to award the lowest, responsive responsible bidder for an ITB or award the highest ranked supplier for an RFP.* This block should also be used for additional information such as additional 4th account strings, or other information essential for contract execution.

Supplier: Enter awarded supplier name**.** If multiple, include in "Requested Action and Justification" box.

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA) or N/A.

Bid Opening Date: The date bids were unsealed by Procurement.

POA #: This is your 1Cloud generated Agreement number. Select Type, Enter Number.

PO #: Enter the PO number or agreement release number.

Change Order #: Provide the applicable change order number represented by this request.

Solicitation #: Select Prefix type, Enter Number, and Year.

Contract #: This number should be the same as your POA number (unless procured prior to 2020)

Contract Amendment #: Provide the applicable amendment number represented by this request.

Term: Select the Period of Performance or Term for the initial period.

Options: Period of time for each renewal or option.

Options Used: Prior to this request, enter how many options were already used.

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

JSEB Rec: Select Encouragement or JSEB Set Aside Option.

JESB %: If JSEB Participation, enter the percentage.

Bonds Waived Pursuant to: Select option from Drop down.

Funding Sources: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Account: Enter the Direct Materials Purchase/Owner Direct Purchase Order Account. Used mainly for CIP (Capital Improvement/Construction) Projects

Using Agency/BU: Select one from the dropdown list.

Concurrence: Using Agency internal routing requirements for Electronic Signatures (follow Proc Manual for threshold requirements)

Title: Title of person electronically signing form.

Attachments: Included any supplemental information to the Procurement Award Form. i.e.; *Scope of work, previous awards*.

**Any field where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

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Interprint WEB PRINTING

The Printing People
For Magazines, Catalogs & Direct Mail
Printing + Mailing

Let's Work Together

To: **City of Jacksonville**
Attn: **Noah Ray**
Email: NRay@coj.net
Quote #: 13408r10
Date: March 25, 2026

Interprint Rep / Stacy Murphy
Cell 727-502-7323
Email smurphy@InterprintWebPrinting.com

61 YEARS Interprint Web Printing Est. 1965 Printing Excellence

Interprint Web Printing
12350 U.S. Hwy 19 N.
Clearwater, FL 33764

Local (727) 531-8957
National 1-800-749-5152

info@InterprintWebPrinting.com
www.InterprintWebPrinting.com

Quantity:	**Page count**	**460,000**	**EDDM & Postage**
Prices:	32 pages + Cover	$134,146	$129,599

*****Postage is based on delivering to the Post Office prior to 7/12/26*****

Freight: Includes delivery of up to 2,000 copies to EOC Warehouse

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Description: Jacksonville Fire & Rescue Dept. Emergency Preparedness Guide - English

Page Size: 8.375 x 10.875

Pages Count: 32pgs + Cover

Stock: Cover: 80lb Gloss Text
Text: 40lb Gloss #4 Text

Ink: 4/4 – Process inks throughout, with bleeds

Pre-Press: Customer furnished preflighted files per Interprint specifications. Project includes online proof. Customer alterations or other Prepress preparatory charges, if needed, would be additional. Please see our website at www.InterprintWebPrinting.com for a list of our Prepress specifications before files are set up.

Binding: Saddle-stitch and trim

Packaging: Bulk carton pack on skids

Paper Notice: Paper pricing and availability are contingent on market conditions at time of order.

Tax: All prices quoted do not include tax and may be subject to applicable sales and usage tax.
Payment Terms: 50% deposit at time of order with balance due prior to delivery. International orders must be paid in full prior to printing. Additional payment information is listed on our web site at: www.interprintwebprinting.com/about-us/payment
Sales / Orders: All sales are subject to the payment terms, and our Terms & Conditions.

Acceptance: Your authorized signature constitutes a binding agreement for Interprint Incorporated to proceed in accordance to this contract. In addition, your signature acknowledges that you read all of the Interprint Incorporated Terms & Conditions / Terms of Sale. Terms & Conditions are listed on our web site at: www.interprintwebprinting.com/terms
You acknowledge and agree that such Terms & Conditions are incorporated into this agreement, and acts as acceptance of such Terms & Conditions.

Authorized Signature / Acceptance _____

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Award Solicitation: Printing & Distribution of the 2026 - 2027 Preparedness Response Guide

Solicitation **FB 17813-JLJ** Procurement BU **CO2 BU** Close Date **5/22/2026 16:00** Solicitation Currency **USD**	Responses Received **2** Active Responses **2** Shortlisted Responses **2**	Invited Suppliers **41** Will Participate **5** Responded **2**

Line Summary

Requisitioning BU	Line	Item	Item Revision	Supplier	Business Relationship	UOM	Quantity	Response Quantity	Award	Awarded Quantity	Rank	Response Price	Promised Delivery Date	Supplier Site	Response	Requested Delivery Date	Category Name	Location	Line Type
ASPS: Procurement	1: 2026-2027 HURRICANE PREPAREDNE			CINCINNATI Printing	Prospective			1	No		2	369,619.10	7/13/2026		464470		966.18 Copying Services (P	City Hall Suite M365	Dollars
ASPS: Procurement	1: 2026-2027 HURRICANE PREPAREDNE			Interprint Incorporated	Spend Authorized			1	Line		1	225,161.50	6/26/2026	Order/Remit	464409		966.18 Copying Services (P	City Hall Suite M365	Dollars

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Award Solicitation: Printing & Distribution of the 2026 - 2027 Preparedness Response Guide

Solicitation **ITB 17819-26,2** Procurement BU **COJ BU** Close Date **5/22/2026 16:00** Solicitation Currency **USD**	Responses Received **2** Active Responses **2** Shortlisted Responses **2**	Invited Suppliers **61** Will Participate **5** Responded **2**

Overview

	Crescent Printing Response: 464470	Interprint Incorporated Response: 464408
Business Relationship	Prospective	Spend Authorized
Supplier Site		Order/Remit
Supplier Contact	Caba, Kerry	Murphy, Stacy
Response Status	Active	Active
Shortlist Status	Included	Included
Response Amount	269,619.07	225,121.00
Total Award Amount		**225,121.00**
Time of Response	5/22/2026 14:17	5/21/2026 10:49
Response Valid Until		
Reference Number		
Note to Buyer		
Attachments	Yes	Yes

Requirements

Requirement		Target Value	Crescent Printing Response: 464470	Interprint Incorporated Response: 464408
1.	**Affirmation**			
1.	Type name, title and email of person submitting bid in the comments box.		a. Acknowledge	a. Acknowledge
	Comments		Kerry J. Caba, Senior Account Executive kcaba@cpcprintpromo.com	Stacy Murphy, Sr. Account Executive, SMurphy@InterprintWebPrinting.com
2.	Type name of company in the comments box.		a. Acknowledge	a. Acknowledge
	Comments		Corporation	Interprint Web Printing
3.	No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. Acknowledge	a. Acknowledge
4.	Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. Acknowledge	a. Acknowledge
5.	Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. Acknowledge	a. Acknowledge
	Comments		Attached	Agreed
6.	Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.	a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
7.	Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of procurement.		a. Acknowledge	a. Acknowledge
8.	Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. Acknowledge	a. Acknowledge
2.	**Submittal Statement**			
1.	Submittal Statement Bidder certifies that this proposal is made in good faith, without collusion or connection withany other entity bidding on this work. Bidder has examined and read all Drawings, Specifications, General and Special Conditions,and other Contract Documents, and all Addenda thereto; and is acquainted with and fullyunderstands the extent and character of the work covered by this Proposal and the specifiedrequirements, for the proposed work. Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.Bidder states that this Proposal is made in conformity with the Contract Documents and agreesthat in case of any discrepancy or differences between its Proposal and the Contract Documents,the provisions of the latter shall prevail. Bidder certifies that it has carefully examined the foregoing Proposal after the same wascompleted and has verified every item placed thereon; and agrees to indemnify, defend and saveharmless the CITY against any cost, damage or expense which may be incurred or caused by anyerror in the Bidder's preparation of same. Bidder states that all applicable taxes are included in the unit prices or Lump Sum Bid andacknowledges this project is not exempt from the State or Local Sales or Use taxes, and paymentof such taxes is the responsibility of the Bidder. The undersigned Bidder agrees to keep its bid in effect for 120 calendar days after theBid Opening date to allow the CITY time to award the bid, should it be awarded, and timeto prepare and execute the contract (or issue the purchase order). This time period begins atthe time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY.The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY toissue NTP within the specified time period shall allow Bidder to withdraw its Bid andterminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issueNTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices,unless mutually agreeable by the CITY. Bidder certifies, under penalty of perjury and contract rescission, that it has all required licenses toperform the work required to fulfill the terms of the contract resulting from a successful bid.Furthermore, the Bidder affirms that all subcontractors requiring to be licensed are listed in itsresponse and are properly licensed to perform work on their respective portions of this project.		a. Acknowledge	a. Acknowledge
3.	**General Requirements**			
1.	**The City of Jacksonville's Procurement Division is soliciting bids to establish a qualified source for the goods and/or services described in the accompanying bid documents. This solicitation is intended to gather information regarding each respondent's qualifications, experience, and capacity to perform the required work, as well as to secure firm pricing for the printing and distribution of the 2026–2027 City of Jacksonville Preparedness & Response Guide, in accordance with the specifications outlined in the bid documents.**		a. Acknowledge	a. Acknowledge
2.	**SPECIFICATIONS - Please see attached example** **PRINTING AND DISTRIBUTION OF THE 2026–2027 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE** All questions or discrepancies regarding the bidding process or bid documents must be submitted in writing to Melissa Pierce, Purchasing Analyst, at mpierce@coj.net by the date and time specified on the Bid Form. **Scope of Work** The awarded bidder (Supplier) shall print, bind, and deliver approximately **460,000 copies** of the **2026–2027 City of Jacksonville Preparedness & Response Guide**, in accordance with the specifications outlined herein. The City of Jacksonville will provide press-ready files to the awarded Supplier. **Technical Specifications** -- **Trim Size:** 8.375" x 10.875" -- **Total Pages:** 32 pages (including 4-page cover) **Paper Stock** -- **Cover:** 80 lb Gloss Cover (includes front cover, inside front cover [unnumbered], inside back cover [numbered as page 35], and back cover) -- **Text Pages:** 40 lb Gloss #4 or 35 lb Alternative Offset **Printing** -- 4/4 full-color process printing throughout -- Bleeds on all pages **Files, Proofs, and Bindery** -- **File Format:** Press-ready Adobe InDesign files provided by the City **Proofing Requirements** -- Xerox proof and web proof required -- One (1) hardcopy proof delivered to: 515 N. Julia Street, 4th Floor Jacksonville, FL 32202 -- Proofs must be **contract-quality proofs** representing the finished product for all pages **Bindery** -- Saddle-stitched and trimmed **Delivery and Distribution** The Supplier shall distribute approximately **458,000 guides** using the **USPS Every Door Direct Mail (EDDM) program**. -- Guides designated for EDDM distribution shall be delivered by the Supplier to a USPS distribution center. -- The Supplier is responsible for coordinating with USPS to determine the preferred delivery method for EDDM processing. The remaining approximately **2,000 guides** shall be: -- Boxed and delivered to: JFRD EOC Warehouse 909 Haines Street Jacksonville, FL 32206 -- Loading dock and forklift are available onsite **Delivery Timeline** All deliveries must be completed within **14 calendar days** from receipt of the press-ready files. A Purchase Order and press-ready files will be issued to the Supplier as soon as possible following contract award. **Postage and Shipping** The Supplier shall include all costs associated with: -- USPS EDDM distribution -- Delivery of remaining guides		a. Acknowledge	a. Acknowledge
3.	Federal Funding does not apply to this bid.		a. Acknowledge	a. Acknowledge
4.	**Price Sheet**			
1.	Price Sheet: Please download the attached spreadsheet to enter prices and upload back. Please do not make any changes to the item descriptions or quantities indicated. See the attachment(s) for additional information. **Price Sheet** 1. PROPOSAL a. A Bidder must provide a price on each item listed. b. Unless stated otherwise by the City, all bid prices should include the furnishing and delivery of materials. c. Bidder must insert extended prices obtained by multiplying the proposed quantities times the unit prices. In case of errors, unit prices will govern. The corrected extended prices and corrected Total Base Bid will be used to determine the lowest qualified Bid. d. The Total Base Bid plus selected Alternate(s), if any, will be used to determine the lowest bidder. If selected, Alternate(s) will be awarded in the order listed (i.e. – 1,2,3…). e. Bidder agrees to keep its bid in effect for 120 calendar days after the Bid Opening date to allow the CITY time to award the bid, should it be awarded, and time to prepare and execute the contract (or issue the purchase order). This time period begins at the time bids are opened and ends upon the issuance of Notice to Proceed (NTP) by the CITY. The bid prices shall remain in effect throughout the life of the Contract. Failure of the CITY to issue NTP within the specified time period shall allow Bidder to withdraw its Bid and terminate its contract without penalty or forfeiture of Bid Bond. Failure of the CITY to issue NTP within the specified time period shall not entitle Bidder to an adjustment of its Bid prices, unless mutually agreeable by the CITY. f. Bids in which the prices are obviously unbalanced are subject to rejection. The CITY shall not be liable to the CONTRACTOR for failure to reject or notify the Bidder of any unbalanced bid. 2. CONDITIONS IN BIDDER'S PROPOSAL a. The Bidder shall not stipulate in its Bid Proposal, or append thereto, any conditions contrary to those contained in the Contract Documents. 3. TAXES a. Bidders shall include in their bid prices any sales taxes or use taxes which they are required by law to pay. Bidders are reminded, it is the CONTRACTOR'S responsibility to pay all Florida Sales Taxes that are required to be paid to the State under the subject contract. These taxes, by State law, are not to be set forth as a separate line item. Therefore, the CONTRACTOR shall devise his own method to insure recovery. Additional allowances will not be made for failure to include these required taxes in the proposal.		a. Acknowledge	a. Acknowledge
5.	**Response Attachments**			
1.	**Attach Overall Proposal Document Here, Use the following naming convention: Supplier_Name Overall Proposal Document. Include all response pages in a single ".PDF" format file.** If the proposer desires, the Company financial reports can be submitted in a separate .pdf file from the proposal file. However, the file name must include the word "Confidential". For Example: "XYZ Engineering – Confidential Financial Info.pdf".		a. Acknowledge	a. Acknowledge
	Attachments		Yes	Yes

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Award Solicitation: Printing & Distribution of the 2026 - 2027 Preparedness Response Guide

Solicitation **ITB 17819-26,2**	Responses Received **2**	Invited Suppliers **61**
Procurement BU **COJ BU**	Active Responses **2**	Will Participate **5**
Close Date **5/22/2026 16:00**	Shortlisted Responses **2**	Responded **2**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines	**1**	Total Current Value	**138,745.00**	Total Savings Amount	**-86,376.00**
Number of Awarded Suppliers	**1**	Total Award Amount	**225,121.00**	Total Savings	**-62.26%**

1 2026-2027 HURRICANE PREPAREDNESS RESPONSE GUIDE FOR JFRD.

Requisitioning BU	**ASPS: Procurement**	Start Price		Award Amount	**225,121.00**
Line Type	**Dollars**	Current Price	**138,745.00**	Savings	**-86,376.00**
Category Name	**966.18 Copying Services (Reproduction)**			Savings	**-62.26%**
Location	**City Hall Suite M165**				

	Target Value	**Crescent Printing Response: 464470**	**Interprint Incorporated Response: 464408**
Business Relationship		Prospective	Spend Authorized
Supplier Site			Order/Remit
Response Status		Active	Active
Shortlist Status		Included	Included
Rank		2	1
Line Pricing			
Response Price		269,619.07	225,121.00
Unit Price Savings		-130,874.07	-86,376.00
Unit Price Savings Percent		-94.33%	-62.26%
Minimum Release Amount			
Award Decision			
Award		No	Yes
Award Amount			**225,121.00**
Promised Delivery Date		7/13/2026	6/26/2026
Note to Buyer			
Attachments		No	No

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FIRE AND RESCUE DEPARTMENT

June 1, 2026

TO: Dustin Freeman, Director of Procurement

FROM: Andre Ayoub, Director/Emergency Preparedness

SUBJ: **ITB-17819-26 PRINTING & DISTRIBUTION OF 2026-2027 PREPAREDNESS RESPONSE GUIDE**

After reviewing the bid submitted for ITB-17819-26 Printing & Distribution of 2026-2027 Preparedness Response Guide, the Jacksonville Fire and Rescue Department recommends awarding this bid to Interprint Incorporated in the amount of $225,121.00.

Funding for this project will be encumbered by the City of Jacksonville with additional funds from the JTA and JEA. Please see attached e-mails from JTA and JEA with regards to the approval of the additional funds.

Total amount: $225,121.00

Funding Source: 00111.122004.549512.000000.00000000.00000.0000000
Not to Exceed: $100,121

JEA Funding Not to Exceed: $100,000.00

JTA Funding Not to Exceed: $25,000.00

If you have any questions, please contact Dan Pearson at (904) 255-3265 or Tamara Hertlein at (904) 255-3275. Thank you.

515 N. Julia Street | Jacksonville, FL 32202-4128 | Phone: 904.255.3275 | tamih@coj.net

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