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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: Sample Ballot Printing & Mailing Services

**Requested Action and Justification:**

Recommend approval to utilize the second and final renewal option with Northeast II dba TC Delivers for Sample Ballot Printing & Mailing Services in the amount of $110,000.00 which includes a 3% adjustment to account for increases in consumables and other inflationary factors. The revised unit rate will be $0.01196 + 3% = $0.01232. Total not to exceed amount will be $334,000.00. Period of service will be from October 1, 2026 through September 30, 2028.

***Funding to be encumbered by Purchase order(s).

| | | | | | |
|---|---|---|---|---|---|
| **Supplier:** | Northeast II dba TC Delivers | **Basis of Award:** | LPTA | **BID Opening Date:** | 11/29/2023 |

| | | | | | |
|---|---|---|---|---|---|
| **POA #:** | 70943-24 | **PO #:** | NA | **Change Order #:** | NA |
| **Solicitation #:** | ITB SC-0268- 24 | **Contract #:** | 70943-24 | **Contract ADM #:** | 3 |
| **Term:** | 2 years | **Options:** | 2, 2-year | **Options Used:** | 1 |

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

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fund:** | 00111 | **Center:** | 610001 | **Acct:** | 552160 | **Proj:** | 000000 | **Activity:** | 00000000 | $ 110,000.00 |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |

| | | | | | |
|---|---|---|---|---|---|
| **New NTE/GMP:** | $ 334,000.00 | **Contingent Amt:** | $ 0 | **DMP/ODPO Amt:** | $ 0 |

| | | | |
|---|---|---|---|
| **Using Agency/BU:** | SERE:REGISTRATION | | |
| **Concurrence:** | Signed by: 27607ABD317C46C... | **Title:** | SUPERVISOR OF ELECTIONS 3/20/2026 |
| **Concurrence:** | | **Title:** | |
| **Concurrence:** | | **Title:** | |
| **Concurrence:** | | **Title:** | |

| | | | |
|---|---|---|---|
| **Procurement Analyst/Buyer:** | Signed by: Barnett, Renata E5139E2DE61E477... | **Chief of Procurement:** | Signed by: 3/24/2026 B10F1D517352456... |
| **Name:** | Barnett, Renata | **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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March 18, 2026

Jerry Holland
Duval County Supervisor of Elections
105 E. Monroe Street
Jacksonville, FL 32202

Subject: Renewal, POA-70943-24

Dear Mr. Holland,

Thank you for consideration to extend the POA-70943-24 for another year.
TC Delivers would be honored to continue servicing your account and respectfully request a 3.0% ($0.1232) adjustment for increases in consumables and other inflationary components of our service platform. There have been recent increases applied nationally from the paper mills, and we've received confirmation additional increases are anticipated this year.

Again, thank you for your time and consideration regarding this matter. We look forward to continuing to provide your Sample Ballot printing services.

Mark Mazurkiewicz
Corporate Vice President & General Manager

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# OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND
SUPERVISOR OF ELECTIONS
OFFICE (904) 255-8683
CELL (904) 318-6877

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 255-3434
E-MAIL JHOLLAND@COJ.NET

March 20, 2026

Re: Bid #SC-0268-24 (Printing & Mailing Services)

Mr. Dustin Freeman
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Dear Mr. Freeman,

We recommend exercising Renewal 2 for Northeast II bda TC Delivers for SC-0268-24 Printing & Mailing Services with a 3% adjustment for increases in consumables and other inflationary components. The revised unite amount should be $.01196 + 3% = $.01232. The period of service will be from October 1, 2026 – September 30, 2028, with no renewal option remaining.

Funding source will be 00111-610001-552160 Miscellaneous Services and Charges in the annual not to exceed expenditure amount of $334,000. The total revised not to exceed award amount will be $334,000.

Please do not hesitate to contact me at (904) 255-3441 if I can provide any further information or assistance.

Sincerely,

Yolanda Negron-Carson
Finance Officer
Duval County Supervisor of Elections

Cc: Jerry Holland, Duval County Supervisor of Elections
Justin Gicalone, Chief Elections Office

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(2) Renewal # 1

**SUBJECT:** SAMPLE BALLOT PRINTING SERVICES

**BID #:** SC-0268-24

**OPEN DATE:** 11/29/2023

**JACKSONVILLE PROCUREMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2024 WITH TWO (2) ONE-YEAR RENEWAL OPTIONS

**AGENCY:** SUPERVISOR OF ELECTIONS OFFICE

**BASIS OF AWARD:** ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

**NUMBER OF BIDS INVITED:** 10 **NUMBER RECEIVED:** 1 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval to utilize the first renewal option with Northeast II dba TC Delivers in the amount of $114,000.00 which includes a 4% negotiated CPI unit price increase. All unit prices will be increased from $0.0115 to $0.1196. Total revised not-to-exceed award amount will be $224,000.00. Period of service will be from October 1, 2024 through September 30, 2026 with one (1) two-year renewal option remaining.

This award will be funded from account 00111.610001.547210.000000.00000000.00000.0000000 and executed by Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2024. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

**ATTACHMENTS:** Recommendation Memo, Supplier's Letter, Basis of Award, Previous Award

**ANALYST:** _____
DAVID KLAGES

**RESPECTFULLY SUBMITTED:** _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

**CONCURRENCE BY:** JERRY HOLLAND, SUPERVISOR OF ELECTIONS

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**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF JPAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 7/18/2024

Anna Brosan _____ OTHER: _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE 7/19/2024

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____
Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

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# OFFICE OF THE SUPERVISOR OF ELECTIONS

JERRY HOLLAND
SUPERVISOR OF ELECTIONS
OFFICE (904) 255-8683
CELL (904) 318-6877

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX (904) 255-3434
E-MAIL JHOLLAND@COJ.NET

July 8, 2024

Re: Bid #SC-0268-24 Sample Ballot Printing Services

Mr. Dustin Freeman
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202

Dear Mr. Freeman,

We recommend exercising the first renewal option with Northeast II dba TC Delivers for SC-0268-24 Sample Ballot Printing Services in the amount of $114,000.00 which includes a 4% negotiated CPI unit price increase. All unit prices will be increased from $0.0115 to $0.1196. Total revised not-to-exceed award amount will be $224,000.00. Period of service will be from October 1, 2024 through September 30, 2026 with one (1) two-year renewal option remaining.

This award will be funded from account 00111.610001.54721.0000000.00000000.00000.0000000 and executed by Purchase Order(s).

Please do not hesitate to contact me at (904) 255-3441 if I can provide any further information or assistance.

Sincerely,

Yolanda Negron-Carson

Yolanda Negron-Carson
Finance Officer
Duval County Supervisor of Elections

Cc: Jerry Holland, Duval County Supervisor of Elections
Justin Gicalone, Chief Elections Office

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TC DELIVERS
MAIL SOLUTIONS & SAVINGS

April 12, 2024

Jerry Holland
Duval County Supervisor of Elections
105 E. Monroe Street
Jacksonville, FL 32202

Dear Mr. Holland,

Thank you for consideration to extend the Bid#SC-0268-24 for another year. TC Delivers would be honored to continue servicing your account and respectfully request a 4% adjustment for increases in consumables and other inflationary components of our service platform. There have been two recent increases applied from the paper mills, and we've received confirmation additional increases are expected later this year.

Again, thank you for your time and consideration regarding this matter. We look forward to continuing to provide your Sample Ballot printing and mailing services.

Sincerely,

Mark Mazurkiewicz
Corporate Vice President & General Manager

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pixelle
SPECIALTY SOLUTIONS™

March 7, 2024

To Our Valued Customers:

Pixelle Specialty Solutions is announcing a price increase on the listed grades and product lines for rolls and sheets sold in **all markets**. The increase will be effective with shipments on or after **April 15, 2024.**

**The increase will be 5-8% for the following:**

| | | |
|---|---|---|
| Transform®Laser MOCR | Spring Forge® Offset | 1864 Tradebook |
| Moistrite® Form Bond | Spring Forge® Digital | Natures® Book |
| Moistrite® MICR Colors | Thor® Plus | 1864 End Leaf |
| Scioto® Ledger | Thor® PCW | Natures® End Leaf |
| Worthington Index | digiBOOK® | Kraft End Leaf |
| Carbonizing Bond | Sealer Envelope | Natures® Kraft End Leaf |

All Uncoated Defensa® Security
All Inkjet grades (Coated and Uncoated)
All Opaque grades
All Cut Size Papers (Mill/Private Label)
All Uncoated Education and Lightweight grades
All Envelope grades
All Uncoated Tag grades

All current standard differentials and upcharges remain in effect.

Thank you for your continued support of Pixelle Specialty Solutions. If you have any questions, please contact your local Pixelle Specialty Solutions Territory Manager.

Regards,

Robert S. van Helden
Senior Vice President Sales and Marketing

**Pixelle Specialty Solutions, LLC.**
**www.pixelle.com**

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mohawk

# Mohawk Price Increase

*Effective April 29, 2024*

March 26, 2024

Dear Valued Partner,

Mohawk is announcing a price increase of approximately 5-8% on Fine Papers, Production Papers, and Envelopes effective with all orders shipping on or after April 29, 2024.

The approximate price increase is grade dependent as listed below.

- Carnival, Mosaic, Everyday Digital, and Mohawk Color Copy: 5%
- Crane Lettra, Crane Crest, Renewal, Skytone, and Fedrigoni: 6%
- Strathmore: 7%
- Loop, Options, Superfine, and Via: 8%

This price increase will be applied to all contracts and promotions within agreed-upon terms. Replacement price lists will be available on April 2, 2024.

Please contact your local Mohawk Sales Representative if you have any questions.

Thank you for your continued support of Mohawk.

Sincerely,

Mike Madura

**Mike Madura**
*Senior Vice President of Sales, Mohawk*

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## Klages, David - AFPS

**From:** Courtney Kramer <courtney.kramer@macpapers.com>
**Sent:** Monday, March 25, 2024 9:05 AM
**To:** Courtney Kramer
**Subject:** Neenah Pricing Increase Announcement

Good Morning –

See Neenah increase below. The increase is an average 5% on all products excluding label, effective with all orders shipping on or after April 15, 2024.

NEENAH

March 15, 2024

Dear Neenah Partner,

PRICING ANNOUNCEMENT

Neenah is announcing a price increase of an average 5% on all products excluding label, effective with all orders shipping on or after April 15, 2024. Contract business will be evaluated separately and increases communicated via your Neenah Sales Representative.

An excel file containing new pricing information by item is being sent to pre-registered pricing personnel later today for system updates. Specific dollar and percent pricing information for stock brands are located on e-assist. Click here to access. PDF price pages will be available on eAssist on April 15, 2024.

In addition, the Customark® upcharge is increasing by $25 and the manufacturing tolerances for items coming out of our Lowville Mill are being standardized to +/-5% for 5,000 LY and above and +/-8% for less than 5,000 LY effective April 15, 2024.

Please contact your local Neenah Sales Representative or our Customer Service Team at 800.558.5061 with any questions or concerns you may have. Thank you for your continued support of Neenah.

Sincerely,

Paul Biesiadecki
Sr. Director, Sales - Packaging & Print

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Neenah | 100 Kimball Place | Suite 600 | Alpharetta, GA 30009
www.neenahpaper.com | Privacy Policy

## Disclaimer

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This email has been scanned for viruses and malware, and may have been automatically archived by Mimecast, a leader in email security and cyber resilience. Mimecast integrates email defenses with brand protection, security awareness training, web security, compliance and other essential capabilities. Mimecast helps protect large and small organizations from malicious activity, human error and technology failure; and to lead the movement toward building a more resilient world. To find out more, visit our website.

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# TERMS AND CONDITIONS

## SAMPLE BALLOT PRINTING SERVICES

1. **SCOPE**
The City of Jacksonville's Procurement Division is currently accepting bids to obtain a source of supply for the item(s)/service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/service(s) and to obtain pricing commitments for **Sample Ballot Printing Services** as listed in the bid documents.

2. **AWARD**
Award will be **ALL OR NONE** to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**
The term of this agreement will be from the date of award through September 30, 2024 with two (2) two-year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

4. **MINIMUM REQUIREMENTS**
Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection:

   a. Supplier shall provide proof of applicable local business tax receipt if located within Duval County.

   b. Supplier shall meet the *Experience/Qualifications* criteria listed under *Specifications* herein.

5. **PRE-BID CONFERENCE**
N/A.

6. **STATE CONTRACTS**
The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

7. **QUANTITIES**
Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. **The City reserves the right to add or delete items during the contract period.** The City will order on an as needed basis.

8. **DELIVERY**
A packing list shall accompany all shipments, which shall indicate, at a minimum, the following; purchase order number, item number and description, date of shipment, quantity ordered, and shipped, unit price, and unit of measure.

9. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the first year of the initial contract period. After the first year of the contract term, a supplier may submit in writing a request for price escalation / de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request.

10. **PRICES**
All unit prices shall include **freight, delivery, and handling charges** to the delivery location as outlined in the bid documents.

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**SUBJECT:** SAMPLE BALLOT PRINTING SERVICES

**BID #:** SC-0268-24 **OPEN DATE:** 11/29/2023

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2024 WITH TWO (2) TWO (2) YEAR RENEWAL OPTIONS

**AGENCY:** SUPERVISOR OF ELECTIONS OFFICE

**BASIS OF AWARD:** ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

**NUMBER OF BIDS INVITED:** 10 **NUMBER RECEIVED:** 1 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval of award to Northeast II dba TC Delivers as the sole responsive, responsible bidder. Period of service will be from the date of award through September 30, 2024 with two (2) two (2) year renewal options. Estimated not-to-exceed award amount will be $110,000.00.

Funding for this award will be encumbered from account 00111.610001.547210.000000.00000000.00000.0000000 and executed by Purchase Order(s).

**ATTACHMENTS:** Recommendation Memo, Bid Tabulation, Terms & Conditions, Specifications

**ANALYST:** _____ DAVID KLAGES **RESPECTFULLY SUBMITTED:** _____ DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

**CONCURRENCE BY:** JERRY HOLLAND, SUPERVISOR OF ELECTIONS

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**(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)**
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 12/7/2023

_____ _____ OTHER: _____

_____ _____

_____ _____

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**ACTION OF AWARDING AUTHORITY** DATE 12/8/2023

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02