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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: Voter Information Cards & Voter Information Change of Address Cards

**Requested Action and Justification:**

Recommend approval to utilize the second and final renewal option with Northeast II DBA TC Delivers for Voter Information Cards & Voter Information Change of Address Cards in the amount of $50,000.00. Total revised not to exceed amount will be $330,000.00. Period of service will be from October 1, 2026, through September 30, 2028.

**Funding to be encumbered by purchase order.

| | | | | | |
|---|---|---|---|---|---|
| **Supplier:** | Northeast II DBA TC Delivers | **Basis of Award:** | LPTA | **BID Opening Date:** | 11/15/2023 |

| | | | | | |
|---|---|---|---|---|---|
| **POA #:** | 71033-24 | **PO #:** | NA | **Change Order #:** | NA |
| **Solicitation #:** | N/A SC-0256- 24 | **Contract #:** | 71033-24 | **Contract ADM #:** | 3 |
| **Term:** | 3 years | **Options:** | 1, 2-year | **Options Used:** | 1 |

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

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fund:** | 00111 | **Center:** | 610001 | **Acct:** | 552160 | **Proj:** | 000000 | **Activity:** | 00000000 | $ 50,000.00 |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |

| | | | | | |
|---|---|---|---|---|---|
| **New NTE/GMP:** | $ 330,000.00 | **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-71033-24

Dear Mr. Holland,

Thank you for consideration to extend the POA-71033-24 for another year.
TC Delivers would be honored to continue servicing your account and respectfully request a 3.0% ($0.1032 for printing and $0.09 for mailing services) 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 Voter Information Card 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: POA-71033-24 (Voter Information Cards)

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

Dear Mr. Freeman,

We recommend exercising Renewal 2 for Northeast I l DBA TC Delivers for POA-71033-24 Voter Information Cards. The period of service will be from October 1, 2026 — September 30, 2029, with no renewal options remaining.

Funding source will be 00111-610001-552160 Other Office Expenses in the annual amount of $50,000.00. The total revised not to exceed award amount will be $330,000.

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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**City of Jacksonville, Florida**
*Procurement Award Form (PAF)*

**Part 1 – Form Type:** JPAC Award Request: Renewals, Extensions, and Unit Price Increases

Goods and/or Services: Voter Information Card Mass Mailing

**Requested Action and Justification:**

Recommend approval to increase the award with Northeast II dba TC Delivers by $130,000.00 to process the upcoming Voter Information Card mass mailing list to 655,000 voters in June and July of 2025 and continue processing Voter Information Cards through the remainder of the calendar year. Total revised expenditure not-to-exceed $280,000.00 for the period ending September 30, 2026.

Funding for this award to be encumbered by purchase order.

| | | | | | |
|---|---|---|---|---|---|
| **Supplier:** | Northeast II Inc, dba TC Delivers | **Basis of Award:** | LPTA | **BID Opening Date:** | 11/15/2023 |

| | | | | | |
|---|---|---|---|---|---|
| **POA #:** | 71033-24 | **PO #:** | | **Change Order #:** | NA |
| **Solicitation #:** | ITB SC-0256 24 | **Contract #:** | 71033-24 | **Contract Amd #:** | N/A |
| **Term:** | 3 years | **Options:** | 1, 2-year | **Options Used:** | NA |

| | | | | | |
|---|---|---|---|---|---|
| **Federally Funded:** | N/A | **JSEB Rec:** | Encouragement | **Bonds Waived Pursuant To:** | N/A |
| **Licenses Verified:** | N/A | **JSEB %:** | 0 | | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Fund:** | 00111 | **Center:** | 640001 | **Acct:** | 547210 | **Proj:** | 000000 | **Activity:** | 00000000 | $ 130000 |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |
| **Fund:** | | **Center:** | | **Acct:** | | **Proj:** | | **Activity:** | | $ |

| | | | | | |
|---|---|---|---|---|---|
| **New NTE/GMP:** | $ 280,000.00 | **Contingent Amt:** | $ 0 | **DMP/ODPO Amt:** | $ 0 |

| | | | | |
|---|---|---|---|---|
| **Using Agency/BU:** | SERE:REGISTRATION | | | |
| **Concurrence:** | Signed by: 27607ABD317C48C... | **Title:** | CHIEF ELECTIONS ASSISTANT | 6/2/2025 |
| **Concurrence:** | Signed by: 82EA2A714DE4398... | **Title:** | SUPERVISOR OF ELECTIONS | 6/2/2025 |
| **Concurrence:** | | **Title:** | | |
| **Concurrence:** | | **Title:** | | |

| | | | |
|---|---|---|---|
| **Procurement Analyst/Buyer:** | Signed by: Barnett, Renata 77718D9DF5B4420... | **Chief of Procurement:** | Signed by: Robert Warenburg, for Dustin Freeman 4912C41D41242A... 6/10/2025 |
| **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:** | 3 | **Action:** | Approved |
| **Members who disapprove:** | 0 | **Signature:** | DocuSigned by: Karen Bowling 1C34E121556248B1... |
| **Date:** | 6/12/2025 | **Date:** | 6/12/2025 |

DS
Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: 0D94316B-8E9B-4658-9BB1-92871D7AC359

# PAF Instructions
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**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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# 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

June 2, 2025

Re: SC-0256-24/POA 71033-24 (Voter information cards)

Dustin Freeman, Chief of Procurement Division
117 West Duval St, Suite 335

Dear Dustin:

I hope this message finds you well. I am writing to formally request an increase in the maximum amount on POA-71033-24 for Northeast II (dba TC Delivers) by $130,000. This adjustment will enable Northeast to efficiently process the upcoming Voter Information Card mass mailing to 655,000 voters in June and July 2025 and continue processing Voter Information Cards through the remainder of the calendar year, extending through September 30, 2026.

Northeast currently maintains a substantial inventory of cards and has extensive experience with our data layout and formatting. Having successfully performed this service for several years; Northeast has consistently delivered accurate and high-quality results.

Your consideration of this request is greatly appreciated. Please let me know if any further details are required.

Please do not hesitate to contact me if I can provide any additional information or assistance.

Sincerely,

Yolanda Negron-Carson

Yolanda Negron-Carson,
Finance Officer
Duval County Supervisor of Elections

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**SUBJECT:** VOTER INFORMATION CARDS AND VOTER INFORMATION CHANGE OF ADDRESS CARDS

**BID #:** SC-0256-24 **OPEN DATE:** 11/15/2023

**GENERAL GOVERNMENT AWARDS COMMITTEE**

**KIND AND BASIS OF CONTRACT:** SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2026 WITH ONE (1) TWO-YEAR RENEWAL OPTION

**AGENCY:** SUPERVISOR OF ELECTIONS OFFICE

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

**NUMBER OF BIDS INVITED:** 8 **NUMBER RECEIVED:** 2 **OTHER:** 0

**SUMMARY OF BIDS AND RECOMMENDED ACTIONS:**
Recommend approval of award to Northeast II, Inc. dba TC Delivers as the lowest responsive, responsible bidder. Period of service will be from the date of award through September 30, 2026 with one (1) two-year renewal option. Estimated not-to-exceed award amount will be $50,000.00 per year for FY's 24, 25, and 26 ($150,000.00 total).

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:** _____ RW
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

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

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 11/30/2023

OTHER: _____

**ACTION OF AWARDING AUTHORITY** DATE 12/4/2023

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) 255-6653
CELL (904) 315-6877

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

November 16, 2023

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division

Reference Bid Number – SC-0256-24

Dear Mr Klages,

We recommend that Northeast II Inc TC Delivers 5911Phillips Highway, Jacksonville, FL, 32216 be awarded the bid.

Our funding source will be 00111.610001.547210 not to exceed $50,000.00.

Sincerely,

Yadira Botero
Finance Officer

Cc Jerry Holland Supervisor of Elections

# BID TABULATION

| | |
|---|---|
| **Title:** | Voter Information Cards and Voter Information Change of Address Cards |
| **Bid No.:** | SC-0256-24 |
| **Close Date:** | November 15, 2023 |
| **Analyst:** | David Klages |
| **No. Invited:** | ( 8 ) **No. Received:** ( 2 ) **Other:** ( 0 ) |
| **Announcer:** | Pearl Mitchell |
| **Recorded By:** | Melissa Pierce |

| Item # | Description | Unit of Measure | Quantity | All Star Sales, Inc. dba Raintree Graphics | | Northeast II, Inc. dba TC Delivers | |
|---|---|---|---|---|---|---|---|
| | | | | Unit Price | Extended Price | Unit Price | Extended Price |
| 1 | Printing Voter Information Cards per Specifications: Order of 1 – 35,000 | Each Card | 1 | $0.16900 | $0.16900 | $0.10017 | $0.10017 |
| 2 | Printing Voter Information Cards per Specifications: Order of 35,001 – 80,000 | Each Card | 1 | $0.12200 | $0.12200 | $0.08951 | $0.08951 |
| 3 | Printing Voter Information Cards per Specifications: Order of 80,001 - 120,000 | Each Card | 1 | $0.11100 | $0.11100 | $0.07814 | $0.07814 |
| 4 | Printing Voter Information Cards per Specifications: Order of 120,001 - 600,000 | Each Card | 1 | $0.09900 | $0.09900 | $0.07534 | $0.07534 |
| 5 | Printing Voter Information Cards per Specifications: Order of 600,001 + | Each Card | 1 | $0.09800 | $0.09800 | $0.07534 | $0.07534 |
| 6 | Imprinting/Mail Processing Voter Information Cards per Specifications: Order of 1 – 35,000 | Each Card | 1 | $0.07000 | $0.07000 | $0.08750 | $0.08750 |
| 7 | Imprinting/Mail Processing Voter Information Cards per Specifications: Order of 35,001 – 80,000 | Each Card | 1 | $0.06000 | $0.06000 | $0.07450 | $0.07450 |
| 8 | Imprinting/Mail Processing Voter Information Cards per Specifications: Order of 80,001 – 120,000 | Each Card | 1 | $0.06000 | $0.06000 | $0.06450 | $0.06450 |
| 9 | Imprinting/Mail Processing Voter Information Cards per Specifications: Order of 120,001 - 600,000 | Each Card | 1 | $0.05900 | $0.05900 | $0.05500 | $0.05500 |
| 10 | Imprinting/Mail Processing Voter Information Cards per Specifications: Order of 600,001 + | Each Card | 1 | $0.05800 | $0.05800 | $0.05350 | $0.05350 |
| 11 | Voter Information Card Graphic Design (Hourly Rate) | Hour | 1 | $80.00 | $80.00 | $75.00 | $75.00 |
| 12 | Printing Voter Information Change of Address Cards per Specifications: Order of 1 – 35,000 | Each Card | 1 | $0.16900 | $0.16900 | $0.10017 | $0.10017 |
| 13 | Printing Voter Information Change of Address Cards per Specifications: Order of 35,001 – 80,000 | Each Card | 1 | $0.12200 | $0.12200 | $0.08951 | $0.08951 |
| 14 | Printing Voter Information Change of Address Cards per Specifications: Order of 80,001 - 120,000 | Each Card | 1 | $0.11100 | $0.11100 | $0.07814 | $0.07814 |
| 15 | Printing Voter Information Change of Address Cards per Specifications: Order of 120,001 - 600,000 | Each Card | 1 | $0.09900 | $0.09900 | $0.07534 | $0.07534 |

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# BID TABULATION

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Title:** | Voter Information Cards and Voter Information Change of Address Cards | | | **All Star Sales, Inc. dba Raintree Graphics** | | **Northeast II, Inc. dba TC Delivers** | |
| **Bid No.:** | SC-0256-24 | | | | | | |
| **Close Date:** | November 15, 2023 | | | | | | |
| **Analyst:** | David Klages | | | | | | |
| **No. Invited:** | ( 8 ) **No. Received:** ( 2 ) **Other:** ( 0 ) | | | | | | |
| **Announcer:** | Pearl Mitchell | | | | | | |
| **Recorded By:** | Melissa Pierce | | | | | | |
| **Item #** | **Description** | **Unit of Measure** | **Quantity** | **Unit Price** | **Extended Price** | **Unit Price** | **Extended Price** |
| 16 | Printing Voter Information Change of Address Cards per Specifications: Order of 600,001 + | Each Card | 1 | $0.09800 | $0.09800 | $0.07534 | $0.07534 |
| 17 | Imprinting/Mail Processing Voter Information Change of Address Cards per Specifications: Order of 1 – 35,000 | Each Card | 1 | $0.07000 | $0.07000 | $0.08750 | $0.08750 |
| 18 | Imprinting/Mail Processing Voter Information Change of Address Cards per Specifications: Order of 35,001 – 80,000 | Each Card | 1 | $0.06000 | $0.06000 | $0.07450 | $0.07450 |
| 19 | Imprinting/Mail Processing Voter Information Change of Address Cards per Specifications: Order of 80,001 – 120,000 | Each Card | 1 | $0.06000 | $0.06000 | $0.06450 | $0.06450 |
| 20 | Imprinting/Mail Processing Voter Information Change of Address Cards per Specifications: Order of 120,001 - 600,000 | Each Card | 1 | $0.05900 | $0.05900 | $0.05500 | $0.05500 |
| 21 | Imprinting/Mail Processing Voter Information Change of Address Cards per Specifications: Order of 600,001 + | Each Card | 1 | $0.05800 | $0.05800 | $0.05350 | $0.05350 |
| 22 | Voter Information Change of Address Card Graphic Design (Hourly Rate) | Hour | 1 | $80.00 | $80.00 | $75.00 | $75.00 |
| | | | **Total Bid (Items 1 - 22):** | **$161.81200** | | **$151.50700** | |
| | | | | | | | |
| | | | **Terms:** | No Discount | | No Discount | |
| | | | **Delivery:** | 5 Business Days | | 30 Business Days | |
| | | | **Signed Bid Form:** | Yes | | Yes | |
| | | | **Bid Proposal Form:** | Yes | | Yes | |
| | | | **Conflict of Interest Certificate:** | Yes | | Yes | |
| | | | **Business References:** | No | | Yes | |
| | | | **Contingency Plan:** | No | | Yes | |
| | | | **Addenda:** | N/A | | N/A | |

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# TERMS AND CONDITIONS

## VOTER INFORMATION CARDS AND VOTER INFORMATION CHANGE OF ADDRESS CARDS

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 **Voter Information Cards and Voter Information Change of Address Cards** 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, 2026 with one (1) two-year renewal option. Renewal Option 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 must be able to CASS certify all address files received by the Supervisor of Elections Office.

   c. Supplier must have the capability to print address, fold, and tab mailing at same facility without sub-contracting out.

   d. Supplier must have experience working with other Supervisor of Elections in the State of Florida of similar size and registration numbers. Supplier must complete the Business References form herein.

   e. Supplier must be able to process and mail within 48 hours after receipt of a daily/weekly file (quantities up to 20,000).

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.

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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.

11. **PICK UP AND RETURNS**
The City reserves the right to return an order in whole or in part if the merchandise is not in compliance with the bid specifications. The City or its agencies will determine compliance with bid specifications. Pick up and returns will be made within 48 hours of notification at no charge to the City or its agencies.

12. **COMPLIANCE WITH SPECIFICATIONS**
The bidder, by affixing their signature to the bid form submitted, agrees to provide item(s)/service(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. **INVOICING**
Invoices will be issued once supplies/services are delivered and/or rendered to the City of Jacksonville or its agencies. At a minimum, invoices must include; purchase order number or contract number, item number and description, date of shipment, quantity ordered and shipped, unit prices, unit of measure, and extended totals. Payment terms are Net 30 days. All original invoices shall be submitted to: COJ1CloudInvoices@coj.net. The invoice email subject line **MUST BE**: inv_300000008806179. Invoices can also be submitted through the 1Cloud Supplier Portal.

14. **INSURANCE/INDEMNIFICATION**
Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. All insurance certificates shall list the City of Jacksonville as an additional insured. The awarded supplier will be required to submit a copy of their Certificate of Commercial Liability Insurance within ten (10) days from the date of receipt of the award notice. Bid number shall be listed on certificate.

15. **REPORTING**
The City may request, during the term of this bid, reports including but not limited to; usage, pricing, and delivery. Suppliers will be required to provide reports requested in hard copy and electronic format as required.

16. **SUPPLIER ACCESSIBILITY**
The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlined in the specifications supersede this section.

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# SPECIFICATIONS

## VOTER INFORMATION CARDS AND VOTER INFORMATION CHANGE OF ADDRESS CARDS

All questions or discrepancies regarding the bidding process or the bid documents must be submitted in writing to David Klages, Purchasing Analyst, at dklages@coj.net by the date and time specified on the Bid Form.

When submitting a bid, please be sure to write the bid name and number and your company's name, address, and phone number on the **outermost** sealed envelope or package.

**Bidders shall not make changes to any document in this solicitation. Changes to this solicitation will be authorized only via posted addendum. Any unauthorized changes may result in rejection of the bid submittal.**

**Delivery:**
Delivery of blank voter information card stock will be made F.O.B. Destination to: Supervisor of Elections, 105 East Monroe Street, Jacksonville, FL 32202.

**Quantity:**
Approximately 200,000 per year.

At times, a countywide mailing will be required. A countywide mailing will consist of approximately 600,000 cards. Countywide mailing will be required in the following circumstances:

- Redistricting.
- Odd years when the Supervisor of Elections Office needs to perform list maintenance (at the discretion of the Supervisor of Elections).
- Miscellaneous situations (the next one will be due to the response to a lawsuit which is causing the Supervisor of Elections Office to adjust precinct boundaries).

**Card Specifications:**

- Finished Size: 8.5" x 11"
- Stock: 8.5" x 11"; 9 pt. #80 Silk Cover cardstock; laser compatible – long grain; 2/2 Red & Blue PMS Colors 485/294; no bleeds. The base stock is 7 pt. and the card is 9 pt. no lamination.
- Ink: Two over two.
- Finishing/Bindery: Micro "L" perforated.
- Special Instructions: Minor type setting and color laser proof required.

**Mail Processing:**
Supplier will imprint one side with mailing address, voter card information, and if applicable, address change notice information. Supplier will letter-fold, tab, sort, and mail first class on Supervisor of Elections' permit. The mailing should be mailed at the lowest qualified postage rates.

Supplier will CASS the file before running. Supplier will not need to NCOA the file as the Supervisor of Elections Office will do this.

Supplier must be able to process and mail within 48 hours after receipt of a daily/weekly file (quantities of < 20,000).

**Supervisor of Elections Office to Provide:**
Art upload and voter database sample available on request at no extra charge.

**Supplier to Provide:**

- Blank Stock: Supplier shall provide shell stock (no voter information printed on the stock) to the Supervisor of Elections Office within 24 hours of request.

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- Contingency Plan: Supplier will provide a back-up plan in the case of a disaster or an emergency that will still allow for the printing, imprinting, and mail processing of voter information cards. Supplier should have multiple print facilities in the state of Florida. This is for both redundancy and the need for time sensitive turn-around on job requests.
- Graphic Design quote on an hourly basis to be included in Bid Proposal Form.

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