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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

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

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

December 4, 2023

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

Reference BID No. 0268-24

Dear David,

We recommend that Northeast II Inc./TC Delivers 591 Phillips Highway, Jacksonville, Florida 32216 be awarded the BID.

Our funding source will be 00111.610001.547210 not to exceed 110,000.00.

Sincerely,

Yadira Botero

Yadira Botero,
Finance Officer

Cc: Jerry Holland, Supervisor of Elections

BID TABULATION

Title:	Sample Ballot Printing Services			**Northeast II dba TC Delivers**	
Bid No.:	SC-0268-24				
Close Date:	November 29, 2023				
Analyst:	David Klages				
No. Invited:	(10) **No. Received:** (1) **Other:** (0)				
Announcer:	Renata Barnett				
Recorded By:	Melissa Pierce				
Item #	**Description**	**Unit of Measure**	**Est. Annual Quantity**	**Unit Price**	**Extended Price**
1	Primary Elections	Each	700,000	$ 0.115	$ 80,500.00
2	General Elections	Each	700,000	$ 0.115	$ 80,500.00
3	Unitary Elections	Each	700,000	$ 0.115	$ 80,500.00
			Total Bid (Items 1 - 3):	**$241,500.00**	
			Terms:	No Discount	
			Delivery:	15 Business Days	
			Signed Bid Form:	Yes	
			Bid Proposal Form:	Yes	
			Conflict of Interest Certificate:	Yes	
			Addenda:	N/A	

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.

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.

SPECIFICATIONS

BALLOT PRINTING SERVICES

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 shall be made to a local Business Mail Entry Unit (BMEU). The Supervisor of Elections Office will require quantity documentation.

Experience/Qualifications:

A. Supplier must be able to print sample ballots from 8.5" x 11" up to 14" x 17".

B. Supplier must be located in Florida.

C. Supplier must have experience in printing sample ballots coded by precinct for a minimum of the past six (6) years.

D. Supplier must have sufficient dedicated capacity to print at peak periods and deliver sample ballots on or before posted due dates.

E. Supplier must provide knowledgeable staff familiar with the Florida Election processes and cycles. In addition, Supplier will provide support and feedback during peak periods seven days a week, if required, between the hours of 6:00 a.m. to 9:00 p.m. EST/EDT.

F. Supplier must have a quality control process to minimize human error when printing multiple sample ballot styles within a single election in a precinct-based election with assorted precinct identifiers.

G. Supplier's quality control must include automation of print files with variable data required on sample ballots for accurate production of sample ballots by style, precinct, and format.

H. Supplier must have automated printing, folding, and inserting capabilities to minimize human error.

I. Supplier must provide a secure on-line environment to submit/receive files and to view sample ballot proofs.

J. Supplier must have experience programming variable data printing, including items such as ballot style and barcode options, as well as a proven workflow to ensure the accuracy of variable data and to protect data integrity with a minimum of the past six (6) years with at least three (3) Florida Supervisor of Elections of similar style and size.

K. Supplier must be able to CASS certify the mailing before delivery to the USPS.

L. Supplier must be able to produce sample ballots in full color or black on white on both sides.

M. Supplier shall process pieces such that the mailing is mailed at the lowest qualified postage rates.