13

SUBJECT: BALLOT PRINTING SERVICES

BID #: SC-0269-24 **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) 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 of award to Election Systems and Software, LLC as the sole responsive, responsible bidder. Period of service will be from the date of award through September 30, 2024 with two (2) one-year renewal options. Estimated not-to-exceed award amount will be $215,000.00.

Funding for this award will be encumbered from account 00111.610001.552160.000000.00000000.00000.0000000 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

November 30, 2023

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

Reference Bid Number SC-0269-24

Dear Mr. Klages,

We recommend that Election Systems & Software, LLC, 11208 John Galt Blvd., Omaha, NE 68137 be awarded the BID.

Our funding source will be 00111.610001.552160 not to exceed 215,000.00.

Sincerely,

Yadira Botero

Yadira Botero,
Finance Officer

cc: Jerry Holland, Supervisor of Elections

BID TABULATION

Title:	Ballot Printing Services			**Election Systems and Software, LLC**	
Bid No.:	SC-0269-24				
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	600,000	$ 0.29	$ 174,000.00
2	General Elections	Each	600,000	$ 0.29	$ 174,000.00
3	Unitary Elections	Each	600,000	$ 0.29	$ 174,000.00
			Total Bid (Items 1 - 3):	**$522,000.00**	
			Terms:	No Discount	
			Delivery:	45 Business Days	
			Signed Bid Form:	Yes	
			Bid Proposal Form:	Yes	
			Conflict of Interest Certificate:	Yes	
			Addenda:	N/A	

TERMS AND CONDITIONS

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 **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 must be a certified provider of Election Systems & Software, LLC's ballots and must print full color or black-on-white double-sided ballots.

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.

Experience/Qualifications:

- Supplier must have experience in printing ballots that are coded by precinct for multiple counties for a full four-year election cycle (could be greater than 900 ballot versions/styles).
- Supplier must have sufficient dedicated capacity to print at peak periods and deliver ballots on or before posted due dates.
- Supplier must have knowledgeable staff familiar with the Florida election processes and cycles. In addition, Supplier must provide support and feedback during peak periods seven (7) days a week between the hours of 6:00 a.m. and 9:00 p.m. EST/EDT.
- Supplier must have a quality control process to minimize human error when printing multiple ballot styles within a single election in a precinct-based election with assorted precinct identifiers in the header and ballot.
- Supplier's quality control must include automation of print files with variable data required on the ballot to provide accurate production of ballots by style, precinct, format, title, and race.
- Supplier must have an automated pre-organization of printing, stitching, wrapping, and packaging of ballots in a precinct-based election to minimize human error.
- Supplier must provide a secure on-line environment to submit files and view ballot proofs.
- Supplier must have experience programming variable data printing, to include 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.

Ballot Specifications:

- Ballot size may be 8.5" x 11", 8.5" x 14", 8.5" x 17", or 8.5" x 19" (plus a 2 inch stub).
- Ballot stock must be either CountRightTM or substantially conform to the following specifications:
  - Grain Direction on Finished Ballot: Long
  - Basis Weight: 80# text weight (36.2874 kg)
  - Thickness: 0.0061 in. (0.015494 cm)
  - Smoothness: 130 Sheffields
  - Moisture: 5.5%
  - Opacity: 97.0
  - Brightness: 92 – 94
  - PPI: 338
- Ballots must be stitched in the lower right corner in pads of twenty-five (25) and gathered into shrink-wrapped bunches of one hundred (100) (four (4) bundles of twenty-five (25) by ballot style).
- Ballot stubs shall include the ballot style number and a sequential stub number always starting over at one (1) for every ballot style.