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SUBJECT: VOTE-BY-MAIL ENVELOPES

BID #: SC-0263-24 **OPEN DATE:** 11/29/2023

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2026 WITH ONE (1) TWO (2) YEAR RENEWAL OPTION

AGENCY: SUPERVISOR OF ELECTIONS OFFICE

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

NUMBER OF BIDS INVITED: 7 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to Victor Envelope Company as the lowest responsive, responsible bidder. Period of service will be from the date of award through September 30, 2026 with one (1) two (2) year renewal option. Estimated not-to-exceed award amount will be $137,975.00 per year for FY's 24, 25, and 26 ($413,925.00 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: _____
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 1, 2023

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

Reference BID: SC-0263-24

Dear Mr. Klages,

We recommend that Victor Envelope Company, 301 Arthur Court, Bensenville, IL 60106 be awarded the BID.

Our funding source will be 00111.610001.547210 not to exceed $137,975.00.

Sincerely,

Yadira Botero

Yadira Botero,
Finance Officer

Cc: Jerry Holland, Supervisor of Elections

BID TABULATION

Title:	Vote-By-Mail Envelopes			**Printing Edge**		**Victor Envelope Company**	
Bid No.:	SC-0263-24						
Close Date:	November 29, 2023						
Analyst:	David Klages						
No. Invited:	(7) **No. Received:** (2) **Other:** (0)						
Announcer:	Renata Barnett						
Recorded By:	Melissa Pierce						
Item #	**Description**	**Unit of Measure**	**Est. Annual Quantity**	**Unit Price**	**Extended Price**	**Unit Price**	**Extended Price**
1	Outbound UOCAVA	Each	50,000	$ 0.0660	$ 3,300.00	$ 0.0555	$ 2,775.00
2	Outbound Domestic	Each	400,000	$ 0.0550	$ 22,000.00	$ 0.0555	$ 22,200.00
3	Inbound (Return) UOCAVA	Each	50,000	$ 0.2890	$ 14,450.00	$ 0.2500	$ 12,500.00
4	Inbound (Return) Domestic	Each	400,000	$ 0.2590	$ 103,600.00	$ 0.2500	$ 100,000.00
5	Envelope Graphic Design – Each Type	Each	4	$ 0.00	$ 0.00	$ 125.00	$ 500.00
			Total Bid (Items 1 - 5):	**$143,350.00**		**$137,975.00**	
			Terms:	No Discount		No Discount	
			Delivery:	4 - 8 Weeks		Not Stated	
			Signed Bid Form:	Yes		Yes	
			Bid Proposal Form:	Yes		Yes	
			Conflict of Interest Certificate:	Yes		Yes	
			Addendum 1:	Yes		Yes	

TERMS AND CONDITIONS

VOTE-BY-MAIL ENVELOPES

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 **Vote-By-Mail Envelopes** 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.

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

VOTE-BY-MAIL ENVELOPES

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.

Outbound Absentee Ballot Envelope Specifications:

- 6.125" x 9.5"; CE #47872; one (1) diamond slot window on back

Inbound (Return) Absentee Ballot Envelope Specifications:

- 10.5" x 17.375"
- Flat sheet: die cut; tape; glue and fold to include two (2) half-inch die punches to detect an empty envelope
- Stock: Williamsburg HiBulk 7 pt., White, 75#
- Ink Colors Front/Back: Black, PMS Color
- Include two (2) half-inch die punches in the envelopes
    - Special Note: Adhesive tape shall not be placed in a manner that may obscure sealing of envelope or damaging the integrity of the document being sealed.
- A sample envelope may be requested and reviewed for conformance prior to award being made.
- Any applicable freight charges shall be included in the bidder's submitted pricing.

Estimated Quantities – Outbound:

- Outbound UOCAVA: 50,000 annually
- Outbound Domestic: 400,000 annually

Estimated Quantities – Inbound (Return):

- Inbound (Return) UOCAVA: 50,000 annually
- Inbound (Return) Domestic: 400,000 annually

The difference in Military and Domestic is indicia for postage payment.