SUBJECT: SAMPLE BALLOTS PRINTING SERVICES

BID #: SC-0428-18 **OPEN DATE: 2018-04-11**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR EITHER GROUP A OR B AS DETERMINED IN THE BEST INTEREST OF THE CITY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 5/19/18 to TC Delivers in the amount of $187,000.00. First renewal option approved on 4/18/19 in the amount of $187,000.00; second renewal option approved on 5/21/20 in the amount of $187,000.00; increase in the amount of $42,865.64 approved on 1/14/21.

Recommend approval to utilize the third renewal option with TC Delivers in the annual expenditure amount of $187,000.00 including a 4% increase in unit prices. Total revised award amount not-to-exceed $790,865.64. Period of service will be May 19, 2021 through May 18, 2022 with one (1) one (1) year renewal option remaining.

Funding for this award will be encumbered from account 00111-630001-552160-000000-00000000-00000-0000000 and executed by Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Letter, Previous Awards

ANALYST: _____ DAVID KLAGES

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief Elections Officer, Duval County Supervisor of Elections

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(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 _____

Mike Hogan
Supervisor of Elections
105 E. Monroe St.
Jacksonville, FL 32202
PH (904)630-1414
FX (904)630-2920

May 7, 2021

Re: Bid SC-0428-18

Gregory Pease, Chief,
Procurement Division
117 West Duval St, Suite 335

Dear Gregory:

This letter is to confirm that the Supervisor of Elections wishes to exercise the renewal option for Bid SC-0428-18, awarded to TC Delivers. We have done a great deal of business with this vendor in the past and have a high degree of confidence in their capabilities to meet the requirements of the bid. Entering the Gubernatorial election cycle of 2022, the sample ballot is an integral part of our voter education effort and we do not wish to change vendors at this important time. Due to an increase in the cost of paper the vendor has asked for a 4% increase. We have no issues with this request. Please renew for 2021-2022 for $187,000 from account 00111-630001-552160-000000-00000000-00000.

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

Sincerely,

Robert Phillips
Chief Elections Officer
Duval County Supervisor of Elections

May 6, 2021

Robert Phillips
Duval County Supervisor of Elections
105 E. Monroe Street
Jacksonville, FL 32202

Dear Mr. Phillips,

Thank you for consideration to extend the Bid#SC-0428-18 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. In 2020, we held the pricing and there was no increase. There have been two recent increases applied nationally 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

SUBJECT: SAMPLE BALLOTS PRINTING SERVICES

BID #: SC-0428-18

OPEN DATE: 2018-04-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR EITHER GROUP A OR B AS DETERMINED IN THE BEST INTEREST OF THE CITY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:

Subject bid was awarded on 5/19/18 to TC Delivers in the amount of $187,000.00. First renewal option approved on 4/18/19 in the amount of $187,000.00; second renewal option approved on 5/21/20 in the amount of $187,000.00.

Recommend approval to increase award to TC Delivers in the amount of $42,865.64 for added expenses caused by the need for Spanish translation during the 2020 General Election. Total annual expenditure amount not-to-exceed $229,865.64. Total revised award amount not-to-exceed $603,865.64. Period of service will be date of award through May 18, 2021 with two (2) one (1) year renewal options remaining.

Funding for this award will be encumbered from account 00111-610001-531090-000000-00000000-00000-0000000 and executed by Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Quote, Previous Awards

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief Elections Officer, Duval County 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: 1/14/2021

Teresa R. Eichner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 1/14/21

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For Mayor Lenny Curry
Under Authority of
Executive Order No. 2019-02

SUBJECT: SAMPLE BALLOTS PRINTING SERVICES

BID #: SC-0428-18

OPEN DATE: 2018-04-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR EITHER GROUP A OR B AS DETERMINED IN THE BEST INTEREST OF THE CITY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject bid was awarded on 5/19/18 to TC Delivers in the amount of $187,000.00. First renewal option approved on 4/18/19 in the amount of $187,000.00.

Recommend approval to ratify the period of service from May 19, 2020 through date of award.

Recommend approval to utilize the second renewal option with TC Delivers in the annual expenditure amount of $187,000.00. Total revised award amount not-to-exceed $561,000.00. Period of service shall be date of award through May 18, 2021 with two (2) one (1) year renewal options remaining.

Funding for this award shall be encumbered from account 00111-610001-549040-00000-00000000-0000-000000 and executed by Purchase Order(s).

Attachments: Recommendation Memo, Supplier's Letter, Basis of Award, Previous Awards

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: For - GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief Elections Officer, Duval County 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: 5/21/20

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/21/20

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

SUBJECT: SAMPLE BALLOTS PRINTING SERVICES

BID #: SC-0428-18

OPEN DATE: 2018-04-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR EITHER GROUP A OR B AS DETERMINED IN THE BEST INTEREST OF THE CITY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to exercise the first (1) of four (4) contract renewal options with TC Delivers with an increase of 3% or $5,034.24. Period of service shall be from May 19, 2019 through May 18, 2020. The vendor's pricing shall be increased from $167,808.00 to $172,842.24 with the annual expenditure not-to-exceed amount unchanged at $187,000.00.

Funding for this award shall be encumbered by account SEEL011 04938 and SEEL1FCERP 04938, to be executed by Purchase Order(s).

Attachments: Recommendation Memo, Vendor's Proposal, Previous Award, Bid Tabulation

ANALYST: DAVID KLAGES

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief Elections Officer, Duval County 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: 4-18-19

OTHER:

ACTION OF AWARDING AUTHORITY DATE 4/18/19

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of
Executive Order No. 2015-05

SUBJECT: SAMPLE BALLOTS PRINTING SERVICES

BID #: SC-0428-18

OPEN DATE: 2018-04-11

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – ONE YEAR FROM DATE OF AWARD WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER FOR EITHER GROUP A OR B AS DETERMINED IN THE BEST INTEREST OF THE CITY

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 4 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject Southwest Direct, for the failure to submit the revised bid proposal form as required in Addendum 2.

Accordingly, recommend approval of award to the lowest responsive, responsible bidder, TC Delivers to provide Group B color and black and white sample ballots printing services for the Supervisor of Elections. Period of service is one year from date of award with four (4) one (1) year renewal options. Total requested expenditure not-to-exceed $187,000.00.

Funding for this award to be encumbered by account SEEL1FCERP-04938, to be executed by purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation Sheet, Terms and Conditions, Specifications, Rejection Letter

ANALYST: CHELSEY FLEMING

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Robert Phillips, Chief Elections Officer, Duval County Supervior of Elections

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

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 5-17-18

Teresa R Eckner

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/19/18

APPROVED

DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05