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SUBJECT: VOTER INFORMATION CARDS

BID #: SC-0269-21

OPEN DATE: 10/20/2021

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – DATE OF AWARD THROUGH SEPTEMBER 30, 2022 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: SUPERVISOR OF ELECTIONS OFFICE

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

NUMBER OF BIDS INVITED: 6 **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 shall be from date of award through September 30, 2022 with four (4) one (1) year renewal options. Initial estimated expenditure amount not-to-exceed $110,000.00.

Funding for this award shall be encumbered from account 00111.640001.547210.000000.00000000.00000.0000000 and executed by Purchase Order(s).

ATTACHMENTS: Recommendation Memo, Bid Tabulation, Terms & Conditions, Specifications

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Mike Hogan, Supervisor of Elections, Duval County Supervisor of Elections Office

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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

October 21, 2021

Re: Bid SC-0269-22

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

Dear Gregory:

We have reviewed the responses for Bid SC-0269-22. We recommend awarding the bid to Northeast II dba TC Delivers. Northeast II is the lowest responsive bidder that meets our requirements and specifications. The initial award of $110,000 will be funded by 00111, 640001, 547210, Printing and Binding Commercial.

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

BID TABULATION

			All Star Sales, Inc. dba Raintree Graphics	Northeast II, Inc. dba TC Delivers
Title:	Voter Information Cards			
Bid No:	SC-0269-22			
Open Date:	October 20, 2021			
Analyst:	David Klages			
No. Invited:	(6) **No. Received:** (2) **Other:** (0)			
Recorded By:	Melissa Pierce			
Item #	**Description**	**Unit of Measure**	**Unit Price**	**Unit Price**
1	Printing Voter Information Cards per specifications: Order of 1 – 40,000	Each	$0.12230	$0.42750
2	Printing Voter Information Cards per specifications: Order of 40,001 – 80,000	Each	$0.10250	$0.16000
3	Printing Voter Information Cards per specifications: Order of 80,001 – 120,000	Each	$0.09620	$0.14810
4	Printing Voter Information Cards per specifications: Order of 120,001 +	Each	$0.09620	$0.14190
5	Imprinting/Mail Processing per specifications: Order of 1 – 40,000	Each	$0.77770	$0.24250
6	Imprinting/Mail Processing per specifications: Order of 40,001 – 80,000	Each	$0.06980	$0.06450
7	Imprinting/Mail Processing per specifications: Order of 80,001 – 120,000	Each	$0.06980	$0.04800
8	Imprinting/Mail Processing per specifications: Order of 120,001 +	Each	$0.06980	$0.04425
		TOTAL BID (Line Items 1 - 8):	**$1.40430**	**$1.27675**
		Terms:	No discount	No discount
		Delivery:	5 - 7 working days	14 business days
		Signed Bid Form:	Yes	Yes
		Bid Proposal Form:	Yes	Yes
		Conflict of Interest Certificate:	Yes	Yes
		Insurance Agent Acknowledgement Form:	COI submitted	Yes
		Addendum 1:	No	Yes

TERMS AND CONDITIONS
VOTER INFORMATION 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** 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 date of award through September 30, 2022 with four (4) one (1) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and condition 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 license 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. Contact information must be provided for the reference(s).
   e. Only local vendors in the Jacksonville Florida area (Duval County) will be considered.
   f. Supplier must be able to process and mail within 48 hours after receipt of a daily/weekly file (quantities of < 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.

9. **ESCALATION/DE-ESCALATION**
All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), 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

VOTER INFORMATION 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.

Delivery:
Delivery will be made F.O.B. Destination to: Supervisor of Elections, 105 East Monroe Street, Jacksonville, FL 32202.

Quantity:
Approximately 120,000 per year. The intent of the Supervisor of Elections Office is to place as few orders as possible which will result in placing orders for higher quantities.

Card Specifications:

- Finished Size: 8 ½" x 11"
- Stock: 8.5" x 11"; 7 pt. white matte cardstock; laser compatible – long grain; 2/2 Red & Blue PMS Colors 485/294; no bleeds; peel off card with patch on back of voter card area integrated; film laminated, one side only. The base stock is 7 pt. and the card is 9 pt. after 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 and voter card 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.
- 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.