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

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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 18, 2020

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 Presidential election cycle of 2020, the sample ballot is an integral part of our voter education effort and we do not wish to change vendors at this important time. The award will not exceed $187,000 and will be funded in FY 20 and FY 21 by fund 00111, center 610001, account 549040. Whenever possible there will also be funding provided by HAVA grants. Total revised award amount not-to-exceed $561,000.00.

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 12, 2020

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. We are prepared to begin the process for your upcoming Primary election and agree to our current terms regarding the bid/contract.

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,

Jamie Freeman
Vice President

TERMS AND CONDITIONS
SAMPLE BALLOTS PRINTING SERVICES

1. **SCOPE**

The Supervisor of Elections Office of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) 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 items and to obtain pricing commitments for the purchase of **SAMPLE BALLOTS PRINTING SERVICES.**

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. ALL awards are subject to the availability of funds.

3. **TERM OF AGREEMENT**

The term of this agreement will be one (1) year from date of award with four (4) one (1) year renewal options.

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. Vendor must be located in Florida.

5. **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).

6. **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.

7. **DELIVERY**

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

8. **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.

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. Eibner OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/19/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Sam E. Mousa

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