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SUBJECT: PRINTING AND DISTRIBUTION OF THE 2022 – 2023 COJ PREPAREDNESS & RESPONSE GUIDE

BID #: XF-0386-22

OPEN DATE: 6/8/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – ONE-TIME PURCHASE

AGENCY: PROCUREMENT DIVISION – COPY CENTER

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

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 1

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to reject all bids due to prices exceeding the budgeted expenditure amount for the solicitation or for the failure to bid on all items as was required in the Terms and Conditions.

The Procurement Division will re-issue this solicitation on a later date.

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

ANALYST: _____
DAVID KLAGES

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: GREGORY PEASE, CHIEF, PROCUREMENT DIVISION

(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 _____

ONE CITY. ONE JACKSONVILLE

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

To: Gregory W. Pease, Division Chief, Procurement Division

From: Nihal Kekec, Manager of Purchasing Services – Internal Services

Date: June 9, 2022

Subject: XF-0386-22 Printing and Distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide

The Procurement Division recommends approval to reject all bids due to prices exceeding the budgeted expenditure amount for the solicitation or for the failure to bid on all items as was required in the Terms and Conditions. The project will be rebid on a later date. All bidders will be notified.

Thank you for your assistance and consideration in this matter.

CC: Annette Leslie-Burney
Manager of Purchasing Services, Assistant
Procurement Division

BID TABULATION

Title:	Printing and Distribution of the 2022 – 2023 COJ Preparedness & Response Guide			**Interprint Web Printing**	**JLS Investments of Floida, LLC**	**The Pollock Group**
Bid No.:	XF-0386-22					
Close Date:	June 8, 2022					
Analyst:	David Klages					
No. Invited:	(4) **No. Received:** (3) **Other:** (1)					
Announcer:	Michelle Spitler					
Recorded By:	Melissa Pierce					
Item #	**Description**	**Unit of Measure**	**Quantity**	**Price**	**Price**	**Price**
1	**SCHEDULE "A":** Printing and binding of approximately 438,000 COJ Preparedness & Response Guides per the Specifications, including delivery of approximately 5,042 guides to the EOC warehouse.	Lump Sum	1	Rejected	Rejected	Rejected
2	**SCHEDULE "A":** EDDM Flat Rate of approximately 432,958 COJ Preparedness & Response Guides, including delivery to a USPS distribution center.	Lump Sum	1	Rejected	Rejected	Rejected
			Schedule "A" Total Bid (Items 1 & 2):	**Rejected**	**Rejected**	**Rejected**
1	**SCHEDULE "B":** Printing and binding of approximately 438,000 COJ Preparedness & Response Guides per the Specifications, including delivery of approximately 5,042 guides to the EOC warehouse.	Lump Sum	1	Rejected	Rejected	Rejected
2	**SCHEDULE "B":** EDDM Flat Rate of approximately 432,958 COJ Preparedness & Response Guides, including delivery to a USPS distribution center.	Lump Sum	1	Rejected	Rejected	Rejected
			Schedule "B" Total Bid (Items 1 & 2):	**Rejected**	**Rejected**	**Rejected**
			Terms:	No Discount	10% for 15 Days	No Discount
			Delivery:	T.B.D.	15 Business Days	14 Business Days
			Signed Bid Form:	Yes	Yes	Yes
			Bid Proposal Form:	Yes	Yes	Yes
			Conflict of Interest Certificate:	Yes	Yes	Yes
			Addendum 1:	Yes	Yes	Yes

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: June 9, 2022

Via Email: smurphy@interprintwebprinting.com

Bidder's Name: Interprint Web Printing

Address: 12350 US Hwy 19 North, Clearwater, FL 33760

Contact Name: Stacy Murphy

Bid No: XF-0386-22

Title: Printing and Distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide

Date Opened: June 8, 2022

REASON FOR RECOMMENDED BID REJECTION: Agency recommends rejecting all bids due to prices exceeding the budgeted expenditure amount for the solicitation or for the failure to bid on all items as was required in the Terms and Conditions. The project will be rebid on a later date. All bidders will be notified.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, June 16, 2022 at 1:00 p.m.

Purchasing Analyst's Signature: _____
David R. Klages, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Klages, David

From: Klages, David
Sent: Thursday, June 9, 2022 4:54 PM
To: smurphy@interprintwebprinting.com
Cc: Kekec, Nihal; Ray, Noah
Subject: Bid Rejection Notification for XF-0386-22 Printing and Distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide
Attachments: Bid Rejection - Interprint Web Printing.pdf

Ms. Murphy:
Please see the attached Bid Rejection notification letter for **XF-0386-22 Printing and Distribution of the 2022 – 2023 COJ Preparedness & Response Guide.** Please note that all bids received have been rejected and that the solicitation will be reissued next week.

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: June 9, 2022

Via Email: darryljc1@gmail.com

Bidder's Name: JLS Investments of Florida LLC

Address: 221 N. Hogan Street, Suite 202, Jacksonville, FL 32202

Contact Name: Darryl Campbell

Bid No: XF-0386-22

Title: Printing and Distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide

Date Opened: June 8, 2022

REASON FOR RECOMMENDED BID REJECTION: Agency recommends rejecting all bids due to prices exceeding the budgeted expenditure amount for the solicitation or for the failure to bid on all items as was required in the Terms and Conditions. The project will be rebid on a later date. All bidders will be notified.

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NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, June 16, 2022 at 1:00 p.m.

Purchasing Analyst's Signature: _____
David R. Klages, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Klages, David

From: Klages, David
Sent: Thursday, June 9, 2022 4:56 PM
To: darryljc1@gmail.com
Cc: Kekeć, Nihal; Ray, Noah
Subject: Bid Rejection Notification for XF-0386-22 Printing and Distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide
Attachments: Bid Rejection - JLS Investments of Florida.pdf

Mr. Campbell:
Please see the attached Bid Rejection notification letter for **XF-0386-22 Printing and Distribution of the 2022 – 2023 COJ Preparedness & Response Guide**. Please note that all bids received have been rejected and that the solicitation will be reissued next week.

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

PROCUREMENT DIVISION

NOTIFICATION OF RECOMMENDED BID REJECTION

Date: June 9, 2022

Via Email: info@pllockgroup.solutions

Bidder's Name: The Pollock Group LLC

Address: 1225 W. Beaver Street, Suite 204A-1, Jacksonville, FL 32204

Contact Name: Darryl Campbell

Bid No: XF-0386-22

Title: Printing and Distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide

Date Opened: June 8, 2022

REASON FOR RECOMMENDED BID REJECTION: Agency recommends rejecting all bids due to prices exceeding the budgeted expenditure amount for the solicitation or for the failure to bid on all items as was required in the Terms and Conditions. The project will be rebid on a later date. All bidders will be notified.

If you wish to protest the recommended rejection of this bid, please respond in accordance with the City of Jacksonville's bid protest procedures and email a copy to the City Purchasing Analyst associated with the protested bid.

NOTE: This intended action is only a recommendation to the appropriate Awarding Authority. The authority recommending award for this bid is the General Government Awards Committee scheduled for Thursday, June 16, 2022 at 1:00 p.m.

Purchasing Analyst's Signature: _____
David R. Klages, Purchasing Analyst

214 N. Hogan St., Suite 800 | Jacksonville, FL 32202 | Phone: 904.255-8815 | Fax: 904.255-8837

Klages, David

From: Klages, David
Sent: Thursday, June 9, 2022 4:58 PM
To: info@pollockgroup.solutions
Cc: Kekec, Nihal; Ray, Noah
Subject: Bid Rejection Notification for XF-0386-22 Printing and Distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide
Attachments: Bid Rejection - The Pollock Group.pdf

Mr. Pollock:
Please see the attached Bid Rejection notification letter for **XF-0386-22 Printing and Distribution of the 2022 – 2023 COJ Preparedness & Response Guide**. Please note that all bids received have been rejected and that the solicitation will be reissued next week.

Please feel free to call if you have any questions.

Thank you,

David R. Klages
Purchasing Analyst
City of Jacksonville, Procurement Division
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Phone: (904) 255 – 8813
Email: dklages@coj.net

CITY OF JACKSONVILLE

TERMS AND CONDITIONS

PRINTING AND DISTRIBUTION OF THE 2022 – 2023 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

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 **printing and distribution of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide** 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.

Bidders shall provide pricing for **all** line items. The City will evaluate the pricing for Schedule "A" and Schedule "B" and award the solicitation in a manner that is in the City's best interest. The bid will be awarded for **either** Schedule "A" **or** Schedule "B", depending on available funding.

3. **TERM OF AGREEMENT**
This is a one-time purchase.

4. **MINIMUM REQUIREMENTS**
N/A.

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.

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

PRINTING AND DISTRIBUTION OF THE 2022 – 2023 CITY OF JACKSONVILLE PREPAREDNESS & RESPONSE GUIDE

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.

The awarded bidder (supplier) shall print, bind, and deliver (per the details below) approximately 438,000 copies of the 2022 – 2023 City of Jacksonville Preparedness & Response Guide, meeting the requirements herein. The print-ready file will be provided to the awarded bidder by the City of Jacksonville.

Schedule A – Technical Specifications 1:

- Size: 8-3/8" x 10-7/8"
- Number of Pages: 36 pages (4-page cover + 32 text pages)
- Paper:
  - Cover Page: 100# Gloss Cover (this will encompass the front cover page, page 1 (not numbered), page 34 (numbered as page 35), and the back cover page)
  - Text Pages: 40# Gloss Text
- Ink: 4/4 Full Color

Schedule B – Technical Specifications 2:

- Size: 8-3/8" x 10-7/8"
- Number of Pages: 36 pages (4-page cover + 32 text pages)
- Paper:
  - Cover Page: 100# Gloss Cover (this will encompass the front cover page, page 1 (not numbered), page 34 (numbered as page 35), and the back cover page)
  - Text Pages: 24# Regular Paper
- Ink: 4/4 Full Color

File, Proof, Bindery:

- File: Press Ready Files, Adobe InDesign
- Proofs:
  - Xerox and Web Proof
  - Hardcopy delivered to 515 N. Julia Street, Jacksonville, FL 32202 (4th Floor)
  - Proofs shall be Contract Proofs (finished product for all pages)
- Bindery: Saddle Stitch & box

Delivery:

The supplier will utilize the USPS Every Door Direct Mail (EDDM) program (https://www.usps.com/business/every-door-direct-mail.htm) to distribute approximately 432,958 guides. The guides being distributed via the EDDM program will be delivered to a USPS distribution center by the supplier. The remainder of the guides (approximately 5,042) will be delivered by the supplier to the JFRD EOC Warehouse located at 909 Haines Street, Jacksonville, FL 32206 (loading dock and forklift available).

The supplier should contact the USPS distribution center to ask for their preferred delivery method for the guides to be mailed via the EDDM program. The guides to be delivered to the JFRD EOC warehouse shall be boxed.

Delivery to both locations shall be made within two weeks (14 calendar days) from receipt of the press-ready file. A Purchase Order and the press-ready file will be sent to the supplier as soon as possible after an award is made.

Postage & Shipping:
The supplier will include all costs associated with the EDDM program and the delivery of the remaining guides as stated on the Bid Proposal Form. The supplier will not charge the City of Jacksonville for any costs not called for on the Bid Proposal Form.